

**UNITED CITY OF YORKVILLE
ADMINISTRATION COMMITTEE MEETING
Wednesday, August 17, 2022 6:00pm
City Hall Council Chambers
800 Game Farm Road, Yorkville, IL**

Note: This meeting was held in accordance with Public Act 101-0640 and Gubernatorial Disaster Proclamation issued by Governor Pritzker pursuant to the powers vested in the Governor under the Illinois Emergency Management Agency Act. This allows remote attendance for this meeting to encourage social distancing due to the ongoing Covid-19 pandemic.

All attended in-person unless otherwise noted.

Committee Members In Attendance:

Chairman Chris Funkhouser
Alderman Craig Soling

Alderman Dan Transier
Alderman Seaver Tarulis

Other City Officials In Attendance:

City Administrator Bart Olson
Assistant City Administrator Erin Willrett/electronic attendance
Finance Director Rob Fredrickson

Others in Attendance: None

The meeting was called to order at 6:00pm by Chairman Chris Funkhouser and he acknowledged all in attendance.

Citizen Comments: None

Minutes for Correction/Approval: May 18, 2022

The minutes were approved as presented.

New Business:

1. ADM 2022-28 Budget Report for May – July 2022

Mr. Olson referred the committee to the report containing information for all 3 months through July 31, 2022. He said the sales tax for June 2022 showing \$376,000, is slightly down from the year prior, the first decrease seen recently. He believed it might be a reporting issue since the next 2 months were on track. He said the consumer sales tax for June is the highest ever with peaks seen in June and December. Non-home rules sales tax is up 5-10% and the regular sales tax is between 0-5%, due to the pandemic. All the remaining revenues are in line with what is expected. Building permits are slightly down over last year and he expects that to change in the next few months with a backlog of projects to start including the Bright Farms project. This is informational.

2. ADM 2022-29 Treasurer's Report for May – July 2022

Finance Director Fredrickson reported the following:

	May	June	July
YTD Revenues:	\$2,870,769	\$9,029,215	\$11,618,445
YTD Expenses	\$2,237,933	\$5,445,405	\$ 9,008,511

He said starting next month the Beginning Fund Balance and Projected Ending Fund Balance will be back on the reports. These reports will move forward to the City Council consent agenda.

3. ADM 2022-30 Cash Statement for April 2022

Mr. Fredrickson said this is for the last month of the Fiscal Year. The city has about \$25 million in the bank and the numbers have increased the past few years. The report also reflects a list of investments comprised of CD's and Treasury Notes with rates also increasing. This is informational.

4. ADM 2022-31 Website Report for May – July 2022

Assistant Administrator Erin Willrett focused on July and said the numbers are trending upward on the social media, but down on the website. Social media will continue to be important as people search for special event information. She said the city is due for a website refresh this fall and she has contacted the website provider.

5. ADM 2022-32 Request for Proposals – Copier Equipment & Related Services

Mr. Fredrickson said last August an RFP was done for new copiers. Due to the uncertainty of the move to the new city hall, staff decided to do a month-to-month basis. Ten new copiers will be needed and if approved by City Council, a new RFP will be sent out with a September 23rd closing date. A recommendation will then be made at the October 19th Council meeting. Alderman Soling asked if there is a trade-in value on the copiers, however, they are leased and the new ones will also be leased. This moves forward to the City Council consent agenda.

6. ADM 2022-33 Ordinance Authorizing the Fifth Amendment to the Annual Budget of the United City of Yorkville, for the Fiscal Year Commencing on May 1, 2021 and Ending on April 30, 2022. (Downtown TIF II)

Mr. Fredrickson said all major city funds were over budget, with the exception of Downtown TIF, Fund #89 which is under budget by \$7,000 due to the timing with some development incentives. This will result in a need to amend the budget. He said the property taxes were about \$75,000. The Countryside TIF had a slight surplus while the downtown TIF has a deficit. Mr. Olson added that the Countryside TIF is only slightly better because of reassessments, but the banquet facility has not moved forward. He said the city anticipates deficits well into the future on that TIF. This matter moves to the consent agenda.

7. ADM 2022-34 Elected Official Travel Expense Authorization for Fiscal Year 2023

Mr. Olson said this item is considered each year and includes all the standard conferences. Approval authorizes the expenditures and this moves to the Council consent agenda.

8. ADM 2022-35 Fiscal Year 2023 Salary Range Adjustments – Non-Union Employees

This document clarifies the salary ranges and steps for non-union and hourly employees as well as salary ranges for salaried employees. It also clarifies salary ranges when jobs are posted. Mr. Olson is going to make this part of the budget process. Alderman Funkhouser asked to have a “key” added to the salary steps, specifically annual vs. hourly. Mr. Olson said the actual benefits chart on the transparency page does differentiate the various benefits. “Steps” are not shown on the transparency page, but it could be added. This moves to the Council consent agenda.

Old Business: None

Additional Business: None

There was no further business and the meeting adjourned at 6:17pm.

Respectfully transcribed by
Marlys Young, Minute Taker