

UNITED CITY OF YORKVILLE
ADMINISTRATION COMMITTEE MEETING
Wednesday, July 18, 2018 6:00pm
City Hall Conference Room

Committee Members In Attendance:

Chairman Jackie Milschewski Alderman Joe Plocher
Alderman Alex Hernandez

Absent: Alderman Chris Funkhouser

Other City Officials In Attendance:

City Administrator Bart Olson Finance Director Rob Fredrickson
Assistant City Administrator Erin Willrett

Others in Attendance: None

The meeting was called to order at 6:00pm by Chairman Jackie Milschewski.

Citizen Comments: None

Minutes for Correction/Approval: June 20, 2018

The minutes were approved as presented.

New Business:

1. ADM 2018-54 Monthly Budget Report for June 2018

Mr. Olson said this is the sales tax chart for the fourth quarter. There was no further discussion.

2. ADM 2018-55 Monthly Treasurer's Report for June 2018

Mr. Fredrickson reported the following:

\$6,774,806	YTD Revenues
\$4,378,221	YTD Expenses

Mr. Fredrickson said the beginning and ending Fund Balances will return next month.
No discussion.

3. ADM 2018-56 Cash Statement for May 2018

No discussion.

4. ADM 2018-57 Bills for Payment

This is for information and moves forward to the next City Council meeting.

5. ADM 2018-58 Monthly Website Report for June 2018

Ms. Willrett said the report format was changed slightly to include monthly and yearly comparisons. Visitors were up 3,000 and she said many people are getting their information from the website and many visitors are due to “Enjoy Aurora”. She said the movie night at Raging Waves was a huge success.

6. ADM 2018-59 4th Quarter Budget Review for Fiscal Year 2018 and Sales Tax Analysis

Mr. Fredrickson summarized the report for the committee and said the last 3 months of the year exceeded the previous year's amounts by about 7%. He reported on the results of the various sources of revenue. A negative Fund Balance had been projected, however, it is expected there will be a surplus of \$250,000.

Alderman Plocher commented on a local used car business with higher end cars and said the sales of those cars could affect the taxes. Mr. Olson noted that some businesses may not file taxes in a given month, but file for 2 months next time. He also noted that gas sales tax had a decrease. He discussed a sales tax chart he had compiled and said January and July reflected the biggest months for sales tax and February and March tend to lag behind. Building supplies spike in June. He also noted the gift card usage is not reflected in sales figures. Mr. Olson said he has charted back to 2003 by month, to show projections and actual figures. This information was forwarded to the Council and will also be placed on the website.

7. ADM 2018-60 Fiscal Year 2018 - Budget Amendments

The amendments are part of the annual audit process, according to Mr. Fredrickson. Some items went over the budget primarily due to the B.U.I.L.D. program and road repairs, so adjustments were made in '18/'19 budget. This moves to the consent agenda for City Council and needs a super-majority vote.

8. ADM 2018-61 Copier RFP

An RFP is needed for the purchase of copiers since the 3-year contract is expiring at the end of October. Mr. Fredrickson said he would like to open up for RFP as soon as the Council approves this action and close it by August 17th. He expects to bring the proposals to this committee in September. This moves to the consent agenda.

9. ADM 2018-62 AACVB Update

Mr. Olson said Alderman Funkhouser had provided information regarding sports tourism and said the city is pleased with the recent AACVB activity. No further comments.

10. ADM 2018-63 Travel Authorization Amendment

Mr. Olson said this is a cleanup from the Mayor's conference from May. The airfare costs were approved a year early. Mr. Olson said he was unable to attend at the last minute due to a family obligation and the rental car and other expenses had to be paid personally by the Mayor, since these costs had not been previously approved for him. Mr. Olson is asking for reimbursement for the Mayor. This moves to the consent agenda.

Old Business: None

Additional Business:

Ms. Milschewski inquired if the Yak Shack was still in business, however, the agreement was terminated in April according to Mr. Olson. The Park Board has reviewed a proposal to demolish the building due to the poor condition and frozen pipes.

There was no further business and the meeting adjourned at 6:20pm.

Respectfully transcribed by
Marlys Young, Minute Taker