

**UNITED CITY OF YORKVILLE
ADMINISTRATION COMMITTEE MEETING
Wednesday, August 15, 2018 6:00pm
City Hall Conference Room**

Committee Members In Attendance:

Chairman Jackie Milschewski Alderman Joe Plocher
Alderman Chris Funkhouser

Absent: Alderman Alex Hernandez

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 6:08pm by Chairman Jackie Milschewski.

Citizen Comments: None

Minutes for Correction/Approval: July 18, 2018

The minutes were approved as presented.

New Business:

1. ADM 2018-64 Monthly Budget Report for July 2018

Mr. Olson reported the May purchases exceeded expectations and June is up 8% year over year. July receipts are historically equal to Christmas sales and will be reported in September. No further comments.

2. ADM 2018-65 Monthly Treasurer's Report for July 2018

Mr. Fredrickson reported the following:

\$11,544,955	Projected Beginning Fund Balance
\$ 8,231,674	YTD Revenues
\$ 6,863,423	YTD Expenses
\$12,913,207	Projected Ending Fund Balance

No further discussion.

3. ADM 2018-66 Bills for Payment

No discussion. Moves forward to City Council for info.

4. ADM 2018-67 Monthly Website Report for July 2018

Ms. Willrett said July was a very high visit month due to the fireworks cancellation and that people are increasingly using social media for information. She highlighted the top stories visited.

5. ADM 2018-68 Fiscal Year End 2018 Budget Report (Unaudited)

Mr. Fredrickson summarized the unaudited report. He said the ending fund balance for the FY2018 General Fund is just short of \$6.5 million. A deficit had been projected, however, the budget will have an overage. He said the water fund, sewer, Parks and Rec and Library all performed better than expected and will end in positive numbers. Mr. Olson added that several bond payments are due in December, after which property taxes will begin to come in. He also said the city is less reliant on development fees now than during the recession. The final audited numbers will be presented in October and they will also be posted on the website.

6. ADM 2018-69 Remote Water Meter Financing Program

This item relates to the water code revised last year which requires multi-family property owners with one shut-off valve to have bills in their names or install a separate shut-off valve. Remote readers are also being explored by the city. The cost is \$750 per meter and due to the cost, a property owner approached the city regarding a finance program. A program was developed to finance the remote readers with provisions for non-payment. The city currently has some prototypes of the remote readers and they are comparable in price to a regular meter. This moves to the City Council for approval.

7. ADM 2018-70 Microsoft Renewal

This item is for licensing of the 'Office 365' software package the city uses. It was bid out last year and the price has increased only \$80 since then. The vendor, SHI, was recommended for approval. This moves to the consent agenda.

8. ADM 2018-71 Amendment to IT/Interdev Contract

Mr. Olson said the city is getting many extra hours per week at no cost in exchange for the company to work remotely. The new contract states that Oswego pays for 32 hours per week and Yorkville pays for 28 per week. Extensive network configuration is also being done and Mr. Olson said dedicated employees have given many free hours. He added the company is trying to make the consortium model work well so they can sell this idea to other municipalities. Alderman Funkhouser noted the cost savings for health insurance and benefits due to the consortium. This moves to the consent agenda.

9. ADM 2018-72 Fiscal Year 2018 and Fiscal Year 2019 – Land Cash Fund Budget Amendments

Construction of the Bristol Bay park site concluded in 2018 rather than 2019, so the 2018 budget will be increased by \$29,696 for the final invoice. This moves to consent.

Old Business: None

Additional Business: None

There was no further business and the meeting adjourned at 6:30pm.

Respectfully transcribed by Marlys Young, Minute Taker