

APPROVED 10/17/18

**UNITED CITY OF YORKVILLE
ADMINISTRATION COMMITTEE MEETING
Wednesday, September 19, 2018 6:00pm
City Hall Conference Room**

Committee Members In Attendance:

Chairman Jackie Milschewski Alderman Chris Funkhouser
Alderman Joe Plocher

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: August 15, 2018

The minutes were approved as presented.

New Business:

1. ADM 2018-73 Monthly Budget Report for August 2018

Mr. Olson summarized the sales tax for June, July and August. He compared year over year as of July and reported a 0.4% growth making the figures on target for the year. He also noted a few line items over budget. Police Dues/Subscriptions/Training were up. Community Development Inspections also increased due to outsourcing. He estimated \$60,000 in outsourcing, which permit revenue has covered in the past 2 years. As a result, Community Development is exploring hiring in-house next year. Community Development Dues and Subscriptions are also over budget due to certification for the Senior Planner and increases for ESRI and GIS certifications. That department also ordered new 2018 code books. These costs will be considered when doing the budget.

2. ADM 2018-74 Monthly Treasurer's Report for August 2018

Mr. Fredrickson reported the following for the first month of the new fiscal year:

\$11,544,955 Projected Beginning Fund Balance
\$13,274,386 YTD Revenues
\$ 8,889,841 YTD Expenses

\$15,929,500 Projected Ending Fund Balance

No comments, moves to consent agenda.

3. ADM 2018-75 Cash Statement for June and July 2018

No comments or discussion.

4. ADM 2018-76 Bills for Payment

No comments or discussion.

5. ADM 2018-77 Monthly Website Report for August 2018

Ms. Willrett reported the website and social media are heavily followed with visits up 5,000 from August of the previous year. The Hometown Days downloads and posts from a new park opening had the highest numbers. Alderman Funkhouser said that at the last CVB Board meeting, it was noted the Yorkville analytics followed the trends of the website overall.

6. ADM 2018-78 Copier RFP Results and Recommendations

An RFP was issued for six copiers and 11 proposals were received. Mr. Fredrickson said staff recommended engaging Impact Networking as the provider for 36 months. The committee approved and this moves to the consent agenda.

7. ADM 2018-79 Offsite Backup Authorization

This relates to the city-wide network software backup system refresh. Following an analysis for the city and the consortium, it was recommended the city engage the vendor Element Four, for offsite backup service, on a 36-month contract at a cost of less than \$25,000 per year. Currently, the service Mozy, operates on a 6-month contract, approved by staff. Alderman Funkhouser asked why a bid proposal was not done. Mr. Olson said the vendor selected was vetted and is most often recommended based on a good location, very secure and strong procedures in the event of a national disaster. Alderman Plocher asked where the data centers are located. They are in U.S. locations as well as overseas. The committee was OK with this and it moves to the consent agenda.

Old Business: None

Additional Business: None

There was no further business and the meeting adjourned at 6:16pm

Respectfully transcribed by
Marlys Young, Minute Taker