

UNITED CITY OF YORKVILLE
ADMINISTRATION COMMITTEE MEETING
Wednesday, February 20, 2019 6:00pm
City Hall Conference Room

Committee Members In Attendance:

Chairman Jackie Milschewski Alderman Joe Plocher
Alderman Chris Funkhouser Alderman Jason Peterson

Other City Officials In Attendance:

Assistant City Administrator Erin Willrett
City Finance Director Rob Fredrickson

Others in Attendance:

Cort Carlson, AACVB

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

Citizen Comments: None

Minutes for Correction/Approval: November 20, 2018

The minutes were approved as presented.

New Business:

1. ADM 2019-01 Monthly Budget Report for November 2018, December 2018 and January 2019

Mr. Fredrickson said FY 2018 is shaping up well, the taxes will exceed the budgetary amounts and he is expecting a surplus of several thousand dollars in the General Fund. He said the March report will reflect the December sales. No further discussion.

2. ADM 2019-02 Monthly Treasurer's Report for November 2018, December 2018 and January 2019

Finance Director Fredrickson reported the following revenues:

	November 2018	December 2018	January 2019
Beg. Fund Balance	\$11,544,948	\$11,544,948	\$11,544,948
YTD Revenues	\$20,975,979	\$23,581,253	\$24,973,188
YTD Expenses	\$17,138,397	\$22,412,223	\$24,210,229
Proj. End Fund Bal.	\$15,382,531	\$12,713,978	\$12,307,906

No further discussion and these reports move to the Council consent agenda.

3. ADM 2019-03 Cash Statement for October, November and December 2018

For information, there was no discussion.

4. ADM 2019-04 Bills for Payment

No discussion.

5. ADM 2019-05 Monthly Website Report for November 2018, December 2018 and January 2019

Ms. Willrett said there is an uptick in social media and the re-directs to the city website. There will be a complete website redesign through the efforts of a staff focus group. No further comment.

6. ADM 2019-06 Enterprise Resource Planning (ERP) RFP

Mr. Fredrickson presented background for this RFP and said the city has used MSI software for 15 years and it is now outdated. Technical and customer service issues have occurred and he wishes to explore alternative software according to the city's needs and have this be part of the budget process. He said MSI requires a large amount of manual entry. Ms. Willrett added that the ERP system provides a base and further modules can be purchased as needed. Mr. Fredrickson suggested a budget amount of \$250,000 since the cost is dependent on the modules purchased. After discussion, the committee was OK with going out for RFP and this will move to the Council consent agenda

7. ADM 2019-07 AACVB Municipal Marketing Program

AACVB Director, Mr. Cort Carlson, presented the 2018 highlights and 2019 marketing plan for Yorkville. He showed statistics and impressions relating to the website and he said there was a great increase in the page views in 2018. He also talked about the print ads and magazines. AACVB is working on DMA's (trips within 3-5 hours that should generate overnight stays) and they are working with local attractions to determine if they are generating increased ticket sales. Mr. Carlson said AACVB engages photographers to be at events and also utilizes drones.

Director Carlson thanked the city for their support and said that all Aldermen should have received an e-vite to the annual AACVB meeting on March 14th. He also noted that tourism is funded slightly higher in the state draft budget. He said that for each \$1 spent on tourism, \$9 is put back into the tourism fund.

8. ADM 2019-08 Disposal of Surplus Property Authorization – Conference Room Table

Staff would like to auction the old conference table, sell it on-line or donate it since it has reached its useful lifespan. The committee was OK with this and this item moves to the Council consent agenda.

9. ADM 2019-09 Police Department Staffing

Police Department staffing was previously discussed in the Administration and Public Safety committees. Ms. Willrett referred to a police overtime report included in the packet and said it did not support additional staff at this time. After discussion about this

topic, Alderman Funkhouser requested an overtime utilization comparison. This matter will return to committee next month if the budget is not being discussed at that time.

Old Business:

1. ADM 2018-95 Purchasing Decisions and Professional Services Agreement with American Tire and Automotive

Ms. Willrett said Purchasing Manager Carri Parker is still working on the purchasing policy and would like to include language to use local companies when possible. Ms. Parker has looked at the Police Department fleet and compiled a packet of needed services. She then requested prices from various businesses for the types of services needed and is recommending a contract with American Tire & Auto. She estimated a savings of \$21,000 with travel, based on past expenses. She would like to add additional city fleets after comparing costs for their specific needs. Ms. Parker calculated savings from average salaries/mileages/time spent. Alderman Peterson questioned if vehicles kept at shops overnight are under the shop insurance, which they are. The proposed contract is for one year. Alderman Plocher said he was pleased about using in-town businesses. This moves to the Council consent agenda.

Additional Business: None

There was no further business and the meeting adjourned at 7:05pm.

Respectfully transcribed by
Marlys Young, Minute Taker