

UNITED CITY OF YORKVILLE  
ADMINISTRATION COMMITTEE MEETING  
Wednesday, August 21, 2019 6:00pm  
City Hall Conference Room

**Committee Members In Attendance:**

Chairman Chris Funkhouser                      Alderman Joe Plocher  
Alderman Daniel Transier                      Alderman Jason Peterson

**Other City Officials In Attendance:**

Assistant City Administrator Erin Willrett  
City Finance Director Rob Fredrickson

**Others in Attendance:** None

The meeting was called to order at 6:01pm by Chairman Chris Funkhouser.

**Citizen Comments:** None

**Minutes for Correction/Approval:** June 19, 2019

The minutes were approved as presented.

**New Business:**

***1. ADM 2019-36 Monthly Budget Report for June and July 2019***

Mr. Fredrickson said all tax categories were up for both months and he gave specific figures for all. Two \$400,000 OSLAD grants are also expected from the state. This report is for information.

***2. ADM 2019-37 Monthly Treasurer's Report for June and July 2019***

Finance Director Fredrickson reported the following revenues and this report moves to City Council:

|                            | June 2019   | July 2019    |
|----------------------------|-------------|--------------|
| <b>Beg. Fund Balance</b>   |             | \$13,124,363 |
| <b>YTD Revenues</b>        | \$7,402,937 | \$8,936,650  |
| <b>YTD Expenses</b>        | \$4,304,859 | \$6,500,584  |
| <b>Proj. End Fund Bal.</b> |             | \$15,560,429 |

***3. ADM 2019-38 Cash Statement for May and June 2019***

This report is for information.

**4. ADM 2019-39 Monthly Website Report for June and July 2019**

Ms. Willrett said the social media followers are growing with a large uptick in August due to a Make-A-Wish post. The re-design process is in motion and will be discussed later in the meeting. Alderman Peterson asked if baseball statistics are available and Ms. Willrett said they were in the top 5 most viewed.

**5. ADM 2019-40 4<sup>th</sup> Quarter Budget Review for Fiscal Year 2019**

Mr. Fredrickson presented some of the highlights of the report including sales tax receipts. Overall, the city exceeded the budgeted sales tax amount by \$60,000. He also reported on non-home rules taxes, gaming taxes which showed notable increases and holiday receipts. Taxes from on-line sales were 22% higher than FY2018. Mr. Fredrickson said on-line sales tax will rise, local use tax may plateau and that the state is restructuring so that the city will receive non-home rule tax as well. He also reported on revenue from building permits.

Regarding expenditures, most departments stayed under budget. Community Development was over due to inspections as a result of robust building. He cited various dollar figures and percentages regarding the various funds. This report is informational.

**6. ADM 2019-41 Fiscal Year End 2019 Budget Report (Unaudited)**

The auditors were at the city last week and no changes are expected to the numbers provided in this report. The final report will be given in October. This is informational.

**7. ADM 2019-42 Budget Amendment Ordinance for Fox Hill SSA**

All city operating funds are under budget with the exception of the Fox Hill SSA which was over budget by \$618. The budget will be amended to avoid an audit comment and this moves to the City Council.

**8. ADM 2019-43 Illinois Trust – Investment Options**

Mr. Fredrickson said Illinois Trust is an investment option managed by PFM Asset Management LLC. Illinois Trust is a local government investment pool and has a AAA rating. By joining, it would allow the city another access to brokered CD's which are FDIC-insured up to \$250,000. He suggested keeping a nominal amount in cash and said investment earnings are becoming more relevant. The committee was agreeable to this suggestion and thanked Mr. Fredrickson for judicious investments. This moves to City Council.

**9. ADM 2019-44 PMA I-Prime**

PMA is also being used by the city for CD's and for collateralized accounts. A change will occur in how money is moved in and out of the account and the city will need to upgrade to PMA's system. BMO Harris is now used for moving money and the change would use I-Prime (investment pool used by PMA) to move the money. Mr. Fredrickson said he would still like to keep the accounts fully collateralized and they are insured by United States Government securities. He said I-Prime is AAA rated. This moves to the City Council.

**10. ADM 2019-45 Website Redesign Update**

Ms. Willrett said Civic Plus has been the city's website provider since 2014 and the city is eligible for a redesign every 48 months. The website will be more user friendly and ADA compliant with a December target completion date expected. There was brief discussion about the colors from the downtown rebranding being used. This will be brought back to the next Administration meeting.

**11. ADM 2019-46 2019 City Survey**

Following Council approval, the city will be kicking off a resident survey by the end of October. Each resident/household will receive the survey in their utility bill and have a unique number. Renters will also receive surveys and social media will be used. The questions will be similar to the last survey with a few updates and a comment area. The last survey was in 2017/2018. The committee discussed ways to encourage residents to fill out the survey and they suggested raffles and gift certificates from businesses. Staff will look at this idea. This will go to the next City Council meeting for approval.

**12. ADM 2019-47 Travel/Meal Policy**

This was last discussed in 2017 after a new state policy was put in place that mandated upfront approval for travel, etc. To update the process further, staff considered per diem rates which would reduce the amount of time spent and allow for revising per diem rates depending on travel location. This moves to City Council with committee approval.

**13. ADM 2019-48 Clerk/Treasurer Stipend**

These are no longer elected positions and staff proposed a \$2,000 stipend for both positions effective May 1, 2020. This goes to City Council.

**Old Business:**

**1. ADM 2019-32 Nepotism Policy**

This policy was revised regarding policy exceptions and approved June 25<sup>th</sup> by City Council. The wording "case by case basis" was added. Staff has since looked at other communities for any differences between part-time and full-time employees with none found that were less restrictive. Chairman Funkhouser asked if the policy could reference the number of hours worked by an employee. He cited a recent case where an Alderman's relative wished to teach a class, but someone other than the relative was chosen to teach the class due to the policy. He asked that the language be examined to allow for more flexibility for the part-time classes. This will come back in September.

**2. ADM 2019-34 Solicitor Registration and Regulations**

This item was discussed at the last Administration meeting and additional language and badge samples were requested. Alderman Funkhouser noted that after the recent windstorm, there were many unregistered solicitors. He said the city needs to be strict with the company as well as the solicitors. Ms. Willrett said the solicitation times were updated to read 8am to 7pm as well as revisions in the background check language. There was brief discussion of age restrictions and high school students soliciting for school activities. The committee decided on badge example #3b, bright yellow, include city logo, name and company name in large print and the permit must be visible at all times. The revisions will move forward to City Council.

### ***3. ADM 2019-35 Facilities Master Plan RFQ***

This item was also discussed at the June meeting. Chairman Funkhouser noted that the master plan is high on the city goal list, however, due to elections this year the study was put on hold. There is money budgeted for this and interviews had been conducted with some firms, but no one was selected. He said the Mayor feels the money could be spent elsewhere and that the department heads could do this study. Mr. Funkhouser feels it is not the best use of department heads' time and that most city buildings have needs. The facilities master plan and another item have now been deferred due to an unexpected expense for Public Works. The committee said they will move this forward to the City Council and work with the Mayor in further discussions. Alderman Plocher suggested delaying this discussion to allow the Mayor time to first complete meetings with all department heads. This will come back to committee on September 18<sup>th</sup> and then move to the September 24<sup>th</sup> Council meeting.

**Additional Business:** None

There was no further business and the meeting adjourned at 6:56pm.

Respectfully transcribed by  
Marlys Young, Minute Taker