



**MINUTES OF THE
CITY OF FRONTENAC
WAYS AND MEANS COMMITTEE
TUESDAY, FEBRUARY 10, 2009, 7:00 P.M.**

A. CALL TO ORDER:

The February 10, 2009 meeting of the Ways and Means Committee of the City of Frontenac was called to order at 7:04 P.M.

B. ROLL CALL:

The following Committee members were present:

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| ✓ Chairman Warren Winer | ✓ John O'Connell |
| ✓ Treasurer Ronald Tennenbaum | ✓ Becky Brown |
| ✓ Alderman Tom Hizar | ✓ Jane Rubin |
| ✓ Mark Kiehl | |

Also in attendance were Finance Officer Julie O'Guinn and City Administrator Bob Shelton.

Administrative Clerk Shari Cooper noted that there was a quorum.

C. APPROVAL OF AGENDA:

Chairman Winer requested approval of the February 10, 2009 Agenda.

MOTION: Alderman Tom Hizar motioned and Ms. Becky Brown seconded approval of the agenda. All voting members present voted in the affirmative. **MOTION PASSED.**

D. APPROVAL OF MINUTES:

Chairman Winer requested approval of the January 13, 2009 Regular Meeting Minutes as amended.

MOTION: Ms. Jane Rubin motioned and Aldermen Tom Hizar seconded approval of the amended minutes. All voting members present voted in the affirmative. **MOTION PASSED.**

E. PUBLIC FORUM (PRESENTATION OF REMARKS AND/OR PETITIONS):

There were no remarks at this time.

F. COMMENTS BY COMMITTEE MEMBERS:

There were no comments at this time.

G. CHAIRMAN'S COMMENTS:

There were no comments at this time.

H. REVIEW OF FINANCIAL REPORTS:

JANUARY, 2009:

Ms. Julie O'Guinn stated that sales tax continues below the budget. She commented that business licenses revenues are being received, court fine revenues were up by 25% we continue to keep expenses below budget.

She continued by commenting on the remaining balances of the Capitol expenses by stating that currently \$381,000 and \$360,000 in Public Works expenses have not yet been spent. The Fire Department and Building maintenance accounts are above budget. The City financials look good right now but we still need to keep an eye on the budget. Sales tax is down by 30% from last year for the month and 16% year to date, however the sales tax is very close to budget for the month.

Ms. Rubin stated that the court fines look good for the month. Ms. O'Guinn said that compared to last year they are about the same but they are above budget for the month.

Alderman Hizar asked if the system could print a variance report. Ms. O'Guinn said that yes the system does, but she would need to work on the format for next month.

Chairman Winer commented that looking at the line items gets to be too much and maybe next month we just have a report that shows the totals. Ms. O'Guinn referred the committee to the summary pages for the different funds.

I. OLD BUSINESS:

✦ Municipal Complex

Chairman Winer stated that this goal for the month was to look at interest rates and construction costs for the complex. He stated that we are continuing to consider the numbers and revenues to monitor changes in the economy.

✦ Incode Software Update

Ms. O'Guinn said that she is setting up a meeting with the auditors concerning controls on the new software. She would also like to have the auditors come to the May meeting and give a report on the controls that are being set and features included. Ms. O'Guinn continued that they are still doing some fine tuning and have received the Cash Collections system which is now recording all receipts coming in. Miscellaneous receipts for the Police and Fire Departments are the only ones not being recorded as Accounts Receivable items through the system.

Mr. Kiehl stated we have to set the date to meet with the auditors and compare our views with what controls are needed. We will report to the committee the findings on the controls and the auditors will be involved in the testing. Ms. Rubin asked if there was a way that Mr. Kiehl could authorize and not have to come back to the committee for approval.

J. NEW BUSINESS:

✦ *Budget*

Chairman Winer requested to begin looking at where we think we will end up this year. Ms. O'Guinn stated that with increase in court revenues we still estimated a very conservative 2008-2009 budget. Ms. O'Guinn commented that sales tax based on the first eight months of the fiscal year is down by almost \$200,000 or 18% compared to budget.

Ms. Rubin stated that we need to figure what should be across the board percentage wise and using 18% across the board comparing to the 2007-2008 actual. Chairman Winer stated that we will need to revisit this next month and as we go forward and look at all the figures combined.

✦ *2009 – 2010 Budget*

Chairman Winer questioned the low projection for interest income spending trans-reserves. Mr. Shelton stated that the Board of Aldermen authorized an increase in stormwater expecting to spend more this year on projects. He stated that as of right now the money is earning interest waiting for the capital projects to come about. Currently we have a 20 year capital plan but it is refined and we are getting ready to meet with department heads to look at future building updates that must happen.

Chairman Winer said that we needed to look at the longer term plan and because of the economic status to plan on no new building at this time and continue with flat revenues.

Also, the City is sitting on \$7.5 million dollars in the General Fund to get through hard times and we shouldn't take any of this out on the employees. Ms. Rubin stated that they don't want to not spend monies for employee benefits but Alderman Hizar stated we needed to get the input from the department heads first regarding where savings can be found in the budget.

Chairman Winer commented that next month we should take a look at projected expenses.

K. SCHEDULE DATES FOR NEXT MEETINGS:

Thursday March 19, 2009, 7:00 PM

L. ADJOURNMENT:

Chairman Winer requested approval for adjournment of the February 10, 2009 meeting.

MOTION: Mr. Mark Kiehl motioned and Alderman Tom Hizar seconded that the meeting be adjourned. All voting members present voted in the affirmative. **MOTION PASSED.**

Meeting adjourned 8:50 P.M.