



**MINUTES OF THE
CITY OF FRONTENAC
WAYS AND MEANS COMMITTEE
TUESDAY, DECEMBER 11, 2007, 7:00 P.M.**



A. CALL TO ORDER

The December 11, 2007 meeting of the Ways and Means Committee of the City of Frontenac was called to order at 7:01 P.M.

B. ROLL CALL

The following Committee members were present:

Chairman Warren Winer, Treasurer Ronald Tennenbaum, Becky Brown, Mark Kiehl, Alderman Keith Krieg and Jane Rubin.

Also in attendance were Finance Officer Julie O'Guinn and City Administrator Bob Shelton. By conference call was Rose O'Brien.

Administrative Clerk Shari Cooper noted that there was a quorum.

C. APPROVAL OF AGENDA:

Chairman Winer requested approval of the December 11, 2007 Agenda.

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

D. APPROVAL OF MINUTES AS REVISED:

Chairman Winer requested approval of the November 13, 2007 Regular Meeting Minutes as revised.

MOTION: Mr. Kiehl motioned and Ms. Rubin seconded approval of the revised minutes. All voting members present voted in the affirmative. **MOTION PASSED.**

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

No comments made.

F. COMMENTS BY COMMITTEE MEMBERS:

No comments made.

G. CHAIRMAN'S COMMENTS:

Chairman Winer welcomed Rose O'Brien to the Committee and thanked her for calling in to listen. He commented that she will be sworn in at the following meeting.

H. REVIEW OF NOVEMBER FINANCIAL REPORTS:

Ms. O'Guinn stated that modifications to how investment interest is recorded will be forthcoming on the next set of financial statements to coincide with a request from Mr. Kiehl to show accrued interest in the variance column. She informed the Committee that YTD sales tax revenues are increased by 8-9 percent compared to last year. She also stated that although revenues are on target, the way the budget was loaded at the start of the year is inconsistent with budget history. The monthly budget projections will be changed in order to more accurately compare monthly and YTD progress for all accounts.

In addition, the city is reviewing mid-year budget modifications for presentation at the next Committee meeting for their recommendation to the Board of Aldermen. Mr. Kiehl agreed, stating that accurate forecasting will be necessary as benchmarks for upcoming budget review by the Committee.

Ms. O'Guinn suggested that the remaining sales tax revenues are difficult to predict at this time, however the projections were very conservative for the year overall which will help our remaining months when revenues are expected to be lower than normal due to the highway shut down.

I. OLD BUSINESS:

❖ *I-64 Impacts/Sales Tax/DOR Receipts:*

The Committee discussed the Hwy 40 impact and whether we will be able to get anecdotal feedback from businesses and nearby cities regarding the initial impact on sales. Mr. Shelton stated that Frontenac will take every advantage of utilizing this means of information. Starting with the next Ways and Means meeting, Ms. O'Guinn will provide information regarding all revenue payments received prior to the meeting in an up to the minute revenue report. The Committee will discuss rescheduling the March meeting to the third week to allow a review of the accounts most affected in preparation for the Committee's appraisal and recommendation to the Board of Aldermen. The Committee further discussed a thorough review of the 5-year plan by Mr. Winer prior to the March meeting. The plan will be updated with current data and distributed with the Ways and Means packet along with a budget schedule.

Ms. O'Guinn indicated that Ms. Cooper had agreed to review the Department of Revenue records to ensure the City receives revenues from all businesses within the City limits.

❖ *Accounting Software:*

Ms. O'Guinn indicated that an RFP will be issued for the software proposal to adhere to city policy.

❖ *Management Report to the Board:*

Ms. O'Guinn indicated that the Board of Aldermen requested two additional columns on the Management Report to identify the non-budgeted expense and the planned action to address the overage. Mr. Shelton stated that the Board of Aldermen still wanted the entire set of financial statements as well as the management summary.

J. NEW BUSINESS:

❖ *Investments:*

Ms. O'Guinn discussed that an investment proposal by Commerce Bank that would yield an additional \$3,000 at maturity was utilized by reinvesting the funds in a certificate of deposit with Commerce Bank which is fully collateralized within investment guidelines. The investment is due to mature March 12, 2008. Mr. Winer inquired about the interest rate for the investment and Ms. O'Guinn remarked that the rate was currently at 4.518% APY. Mr. Kiehl stated that the next maturity date isn't until December 14, 2007.

K. SCHEDULE DATES FOR NEXT MEETINGS:

Tentatively Tuesday, January 8, 2007, 7:00PM

L. ADJOURNMENT

Chairman Winer requested adjournment of the December 11, 2007 Meeting.

MOTION: Alderman Krieg motioned and Ms. Rubin seconded that the meeting be adjourned. All voting members present voted in the affirmative. **MOTION PASSED.**

Meeting adjourned 8:21 P.M.