

# CITY OF FRONTENAC



## MINUTES OF THE CITY OF FRONTENAC WAYS AND MEANS COMMITTEE TUESDAY, JANUARY 12, 2016

### A. CALL TO ORDER

The January 12, 2016 meeting of the Ways and Means Committee of the City of Frontenac was called to order at 7:00 P.M.

### B. ROLL CALL

The following Committee members were present:

- |                           |                |
|---------------------------|----------------|
| ✓ Chairman Warren Winer   | ✓ Mark Kiehl   |
| ✓ Alderman John O'Connell | ✓ Jane Rubin   |
| ✓ Michelle Bock           | ✓ Brian Warner |

Also in attendance were City Administrator Bob Shelton and Finance Officer Lea Ann Layden.

Administrative Clerk Shari Cooper noted that there was a quorum.

### C. APPROVAL OF AGENDA:

Chairman Winer requested approval of the January 12, 2016 Agenda.

**MOTION:** Alderman O'Connell motioned and Mr. Kiehl 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 December 14, 2015 Regular Meeting Minutes.

**MOTION:** Mrs. Rubin motioned and Mr. Kiehl seconded to approve the minutes. All voting members present voted in the affirmative. **MOTION**

**PASSED.**

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

No comments were made at this time.

**F. COMMENTS BY COMMITTEE MEMBERS:**

No comments were made at this time.

**G. CHAIRMAN'S COMMENTS:**

Chairman Winer requested to move the auditor's report to the top of the agenda.

**H. NEW BUSINESS:**

Audit Presentation:

Auditor Mike Williams with the firm Hochschild & Bloom gave an overview of the City's 2014-2015 Annual Financial Report. He reviewed the financial section which he stated is the regular audit portion and reviewed the Management Discussion and Analysis portion which shows the City's net position. He reviewed each page with the committee including the prior year adjustment disclosure.

Auditor Penny Scovill stated that reconciling court receivables each month was a variable that was included with their recommendations. Mrs. Layden stated that this has already been implemented and the City has reconciled for December, 2015. There was also a recommendation regarding court receipts which has been modified.

Mr. Warner asked how we fare to other cities. Ms. Scovill stated that from a fund balance stand point the City is doing very well. Mr. Kiehl requested that each member receive a copy of the GFOA recommended policy on fund balance.

Chairman Warner requested members submit a group of key questions regarding the audit. Mr. Kiehl stated he would like some clarifications for educational purposes. Mrs. Layden stated that a lot of the questions she could answer but will gather the inquiries and present to all members.

**I. REVIEW OF FINANCIAL REPORTS:**

December, 2015:

Mrs. Layden reviewed the financial reports, stating that the revenues were up for the month compared to monthly budget by \$108,141 or 10.6%. Year to date revenues are down by \$34,334 or 3.0%. Mrs. Layden stated one main reason for the revenues being up for the month was due to a PILOT payment received late that was due from 2014. She also, stated the Police & Fire Protection and Ambulance revenues were up from last month.

Mrs. Layden stated that monthly operational expenses are down by 3.3% or \$21,453 compared to monthly budget and down by 0.8% or \$30,581 compared to year to date budget.

#### **J. OLD BUSINESS:**

##### ✦ Sales Tax Trends:

Mrs. Layden reported that sales tax received in December is up by 2.3% compared to budget and 4.2% compared to prior year's receipts.

##### ✦ Redevelopment/Moratorium Updates:

Mr. Shelton stated that Planning and Zoning is reviewing existing studies and currently there is nothing further to report at the moment.

#### **J. NEW BUSINESS:**

##### ✦ City Newsletter:

Mr. Shelton presented the draft finance article for the newsletter. He stated that we will be having an open meeting on March 8<sup>th</sup> to discuss the ballot issues with residents. He stated that the pumper will not be bought or expensed until next year. Discussion was brought to amend the budget regarding loss of the pumper.

Chairman Winer requested a motion for a recommendation to be made to the Board of Aldermen to correct the budget in regards to the pumper being purchased in the 2016-2017 budget year. Mr. Shelton stated there may be an incentive to pre-pay at a discount at which time we would request an appropriation.

**MOTION:** Alderman O'Connell motioned and Mrs. Rubin seconded that a recommendation be made to the Board of Aldermen to correct the budget in regards to the pumper being purchased in the 2016-2017 budget year. All voting members present voted in the affirmative. **MOTION PASSED.**

**K. SCHEDULE DATES FOR NEXT MEETINGS:**

Tuesday, February 9, 2016 - 7:00 PM

**L. ADJOURNMENT**

Chairman Winer requested approval for adjournment of the January 12, 2015 meeting.

**MOTION:** Mr. Warner motioned and Alderman O'Connell seconded that the meeting be adjourned. All voting members present voted in the affirmative.  
**MOTION PASSED.**

Meeting adjourned 8:55 P.M.