

CITY OF FRONTENAC



**MINUTES OF THE
WAYS AND MEANS COMMITTEE
HELD VIA VIDEOCONFERENCE
3:00 P.M., TUESDAY, MARCH 15, 2022**

A. CALL TO ORDER

The March 15, 2022 meeting of the Ways and Means Committee of the City of Frontenac was called to order at 3:00 p.m. The meeting took place via videoconference.

B. ROLL CALL

Chairperson Tim Sant	Warren Winer
Aldersperson Dan Millman	Ken Marx
Katie Dixon	Tom Mug

Committee Member Kennedy was absent.

City Administrator Jaysen Christensen stated a quorum was present.

Also in attendance was Mayor Kate Hatfield and Finance Officer, Lea Ann Bennett.

C. VOTE TO APPROVE AGENDA

Chairperson Sant asked for a motion to approve the March 15, 2022 agenda.

MOTION: Mr. Winer motioned and Ms. Dixon seconded approval of the agenda. All voting members present voted in the affirmative. **MOTION PASSED.**

D. APPROVE MINUTES

Chairperson Sant asked for a motion to approve the February 15, 2022 minutes. Alderman Millman motioned to approve the minutes. Mr. Winer seconded the motion. All voting members present voted in the affirmative. **MOTION PASSED.**

E. CITY ADMINISTRATOR REPORT

Mr. Christensen provided updates on Geyer Road construction, the City's insurance claim on the city hall generator fuel tank replacement, and ongoing research on available ARPA and other federal funding for City projects.

F. PUBLIC FORUM

None.

G. COMMENTS BY COMMITTEE MEMBERS

None.

H. CHAIR'S COMMENTS

None.

I. REVIEW OF FINANCIAL REPORTS

Ms. Bennett stated that year to date revenues are outperforming budget by over 54%, mainly due to the property tax increase and sales taxes. Expenditures are over budget a little more than 5%, with some of the differences being due to timing. Several expenditure items were discussed in detail to identify variances within the accounts.

J. OLD BUSINESS

✦ Sales Tax Trends

- Ms. Bennett stated that sales tax is still performing better than expected. March receipts are up 29% over budget. For sales tax received in March, only 58% is from January sales, which is the anticipated reporting period. There were significant remittances from prior sales periods.

✦ ARPA Funds

- Ms. Bennett stated that since Frontenac is a non-entitlement unit, we will not submit a revenue loss calculation. Ms. Bennett stated that she has submitted the City's ARPA reporting required up to this point.

✦ Salary Survey

- Mr. Christensen provided a status update on the CBIZ compensation study process. Chairman Sant stated that he would prefer seeing the data from more cities and then reducing it if necessary as opposed to starting out with too few cities. Alderman Millman suggested that CBIZ should advise the City on the amount of data needed to be meaningful. It was asked how CBIZ is defining Frontenac's market, and Mayor Hatfield asked how CBIZ defined the market when it prepared Ladue's compensation study. Mr. Christensen stated that he would relay the questions and feedback to CBIZ.

✦ **Budget Schedule**

- Ms. Bennett discussed meeting with the revenue subcommittee to gain some insight into what projections would be appropriate.

✦ **Budget Software Discussion**

- A report was provided on the three budget modules that ClearGov proposed to the City, including the Capital Budgeting, Personnel Budgeting, and Operational Budgeting modules. Mr. Christensen stated that the total annual cost of the modules was \$9,500, which represented a discount of over \$11,000 as part of the bundled pricing. It was discussed that it appears with the review that has been done to date, that the modules would be beneficial to streamlining and automating much of the budgeting process and that they would add value to the existing transparency portal and budget book builder modules already purchased by the City by populating those modules with data. The budgeting modules also provide a forecasting tool, which appears to be more transferable for use by future commission members and employees compared with the existing spreadsheets being used. There was a general consensus among commission members that the modules should continue to be seriously considered for funding in the City's FY2022-23 budget.

K. NEW BUSINESS

None.

L. SCHEDULED DATE FOR NEXT MEETING

The next meeting was sched for Tuesday, April 19, 2022 at 3:00 p.m.

M. ADJOURNMENT

MOTION: Mr. Mug motioned to adjourn the meeting. Alderman Millman seconded the motion. The motion carried unanimously. **MOTION PASSED.**

The meeting adjourned a 4:10 p.m.