

CITY OF FRONTENAC



MINUTES OF THE CITY OF FRONTENAC WAYS AND MEANS COMMITTEE FRONTENAC CITY HALL TUESDAY, JANUARY 9, 2018

A. CALL TO ORDER

The January 9, 2018 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:

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| ✓ Chairman Warren Winer | ✓ Mark Kiehl |
| ✓ Alderman Warner | ✓ John O'Connell |
| ✓ Michelle Bock | ✓ Jane Rubin |
| ✓ Amy Boltzman | ✓ Tim Sant |

Ms. Cooper noted there was a quorum.

Also in attendance were Interim City Administrator/City Clerk Leesa Ross; Finance Officer Lea Ann Bennett, Alderperson David Bray and Alderperson Dan Kemper.

C. APPROVAL OF AGENDA:

Chairman Winer requested approval of the January 9, 2018 Agenda

MOTION: Mr. O'Connell motioned and Mrs. Rubin 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 19, 2017 meeting minutes.

MOTION: Mr. O'Connell motioned and Mr. Kiehl seconded approval of the minutes of the December 19, 2017 meeting. 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:

No comments were made at this time.

H. REVIEW OF FINANCIAL REPORTS:

December, 2017:

Ms. Bennett stated building permits and court fines are doing very well. Building permits are up year to date, and most is from Honda of Frontenac and their building permit. Court fines are also doing well and above budget for the year. Ms. Bennett said that next month we will have the up to date citation sheet on court fines and that Frontenac Police Department is at full staffing levels right now.

The City's budget is good even though sales tax is down. The City is \$248,000 up in net income year to date, and up \$20,000 for the month.

Mr. Kiehl asked what the miscellaneous revenues include. Ms. Bennett stated this includes a \$35,000 reimbursement from DESCOCO for expenses and SLAIT Insurance Trust, prior period distribution, of surplus premiums of around \$40,000.

Ms. Bennett explained that this was the first billing for WEP that she had to do. Every two years this is billed. The City & Village tax office does the billing and collection. There is a \$15.00 administrative charges fee that they retain. Mrs. Boltzman stated a lot of other municipalities use their services for billing.

Mr. Kiehl asked about Fire Department salaries and the payroll expense variance. Ms. Bennett stated that one Fire Captains has been out on work comp since August and he is the highest paid employee, other than the Fire Chief and Assistant Fire Chief, and stated that is where this amount is coming from. Work comp pays 60% of his salary and the City pays 40% of his salary.

I. OLD BUSINESS:

Sales Tax Trends:

Ms. Bennett stated on page 22 in the sales tax trends of the financial report, that sales taxes are down from budget but up from the prior year. She said in 2016 neither anchor store reported, yet all stores reported in 2017, and made up what was accounted for. Ms. Bennett stated that Prop P is not reflected in these numbers. We are working with Incode to update on our report.

Mr. Kiehl stated we are trying to see performance vs. prior year. Ms. Bennett stated that it might be a good idea to have a separate sheet for Prop P, and stated for an entire year the County is estimating Prop P revenues to be \$174,000. Chairman Winer requested just seeing this as a footnote instead of bringing in an entirely new sheet of its own. Mr. O'Connell stated as of right now we look at the totals for each fund, until we can get the report to tell us this long term usage.

Ms. Bennett stated that we are trying to get caught up from 14-15 on sales tax details by retailer. Mr. O'Connell stated the rolling 12 (January, last year) was more consistent to show numbers with reporting being caught up.

Mrs. Rubin asked if anyone has spoken to the mall to see what December was like. Ms. Bennett stated no one that she knows of.

J. NEW BUSINESS:

Audit Presentation Letter Updates

Ms. Bennett stated that there were five management letter updates which the auditors had.

Credit Card Holders: All City employees signed a credit card policy agreement.

Formal Adopted Fuel Policy: Procedures are now in place for purchasing fuel and for the amount of fuel kept on City Hall property.

Credit Card Tests: Several employees sign off on their own credit card bills. , Ms. Bennett stated she now signs off on these and then they are signed off by the city administrator.

Escrow Listing - final project approvals to release escrows. Mr. Morgan is currently looking through the all outstanding projects to determine if final building inspections were completed. If they have not been completed, a

letter will be sent to the home owner. If there is no respond, the escrow funds will be forwarded to the State's unclaimed property bureau.

Employee Pay Rates: Every July 1 new pay rate schedules will be added to every employees personnel file. The annual salary schedule is public record.

Property Tax Public Meetings (late February early March)

Ms. Bennett stated that dates were emailed out to some but no dates have been nailed down for the public meetings.

Mr. Kiehl requested to see a same period expense growth rate/change to show the public. Chairman Winer requested we look at what we would like to show in the meetings and how we put these together.

Mr. O'Connell requested a couple planning meetings with the Mayor to put together presentations.

Redevelopment Updates

Ms. Ross stated that DESCOS is closing in approximately two weeks. Ms. Ross also stated that they are going to have a very aggressive construction schedule.

Class Action Utility Tax Update

Ms. Bennett stated that this has been filed as of November 27th and AT&T prefers to settle instead of going to court. This will most likely set the tone for all of the suits. Mr. O'Connell asked if Town & Country is a part of this lawsuit. Ms. Bennett stated she would inquire.

K. SCHEDULE DATES FOR NEXT MEETINGS:

Tuesday, February 13, 2018 at 7:00 p.m.

L. ADJOURNMENT

Chairman Winer asked for a motion to adjourn the meeting.

MOTION: Mr. Kiehl motioned and Mrs. Bock seconded the meeting be adjourned. All commission members presented voted "Aye". **MOTION PASSED.**

The meeting adjourned at 7:44 p.m.