

CITY OF FRONTENAC



MINUTES OF THE CITY OF FRONTENAC WAYS AND MEANS COMMITTEE FRONTENAC CITY HALL – TRAINING ROOM WEDNESDAY, APRIL 11, 2017

A. CALL TO ORDER

The April 11, 2017 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 O'Connell | ✓ Jane Rubin |
| ✓ Ken Crawford | |

Also in attendance were City Administrator Bob Shelton; Finance Officer Lea Ann Layden, Alderman David Bray, Alderman Tom O'Brien and Administrative Clerk, Shari Cooper.

Ms. Cooper noted that there was a quorum.

C. APPROVAL OF AGENDA:

Chairman Winer requested approval of the April 11, 2017 Agenda.

MOTION: Alderman 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 March 14, 2017 Regular Meeting Minutes.

MOTION: Mrs. Rubin motioned and Mr. Crawford seconded approval of 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:

No comments were made at this time.

H. REVIEW OF FINANCIAL REPORTS:

March, 2017:

Mrs. Layden stated that the two biggest retailers are one month behind on reporting. This depends on the revenue cycle. Each business does have a certain amount of time to report this to the state. She stated that two retailers have been reporting low and she contacted the State. One retailer has been corrected and going forward is up to date.

Alderman Bray asked when the City should be seeing revenue from Prop B. Mrs. Layden stated that it takes effect in October but we won't see revenues until December.

Mrs. Layden stated that the cell carriers have been corrected and we should see the revenue by next week. These are remitted by the 20th of the month.

Mr. Kiehl stated that the overtime on financials with the Fire Department has been averaging \$8,000 a month. Mr. Shelton stated that there is a certain amount of scheduled and unscheduled overtime numbers and we have two injuries currently. Mr. Kiehl asked if we should budget this item ongoing. Mrs. Rubin stated that the Fire Department appears to have the same issues every year. She stated they go over budget due to injury, illness, etc.

Status of Grove PILOT:

No updates to report.

Redevelopment Updates:

Mr. Shelton stated that a proposal from Desco has been submitted and is going to Planning & Zoning committee. They proposed two restaurants, retail and fitness center (Lifetime Fitness). He stated that assuming approval of this

it would add revenue diversity to Frontenac. Within the fitness center we would receive sales tax on membership and the café.

Long Range Financial Model:

Alderman O'Connell stated he could update the model but wanted to know what revenue and expense assumptions to plug in.

I. NEW BUSINESS:

Mr. Shelton stated that they are meeting with department heads to discuss upcoming budget and expenses. Chairman Winer asked to see the updates of these discussions prior to the subcommittee meeting.

2017-18 Budget Revenue Projections:

1. Revenue Projections from subcommittee were discussed. Mrs. Layden stated the major reductions were sales tax revenues based on year to date, court revenues and building permit fees. Mr. Kiehl stated based on year to date court fines the projection for next year should be less than this year. Mr. Shelton stated the staff had analyzed types of building permits over the past five years to develop a better matrix for projecting building department revenue.
2. The committee set the expense subcommittee meeting for Tuesday, April 25th at 4:00 pm.
3. Mrs. Layden reminded the committee of the joint workshop with the Board of Aldermen on Tuesday May 30th at 5:30 pm.

J. SCHEDULE DATES FOR NEXT MEETINGS:

Rescheduled for Thursday, May 11, 2017 at 4:00 p.m. **(Then subsequently changed to Monday, May 15th at 4:00 p.m.)**

K. ADJOURNMENT

Chairman Winer requested approval for adjournment of the April 11, 2017 meeting.

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

Meeting adjourned at 8:09 P.M.