

CITY OF FRONTENAC



MINUTES OF THE CITY OF FRONTENAC WAYS AND MEANS COMMITTEE FRONTENAC CITY HALL WEDNESDAY, JULY 16, 2018

A. CALL TO ORDER

The July 16, 2018 meeting of the Ways and Means Committee of the City of Frontenac was called to order at 7:08 p.m.

B. ROLL CALL

The following Committee members were present:

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

Ms. Cooper noted there was a quorum.

Also in attendance were Mayor Margot Martin, Alderman Tom O'Brien, City Administrator Jaysen Christensen, Finance Officer Lea Ann Bennett, and Administrative Assistant Shari Cooper.

C. APPROVAL OF AGENDA:

Chairman Winer requested approval of the July 16, 2018 Agenda.

Chairman Winer asked for a motion to approve the agenda.

MOTION: Mrs. Rubin 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 May and June, 2018 Minutes.

Chairman Winer asked for a motion to approve the minutes.

MOTION: Mrs. Rubin motioned and Mr. Kiehl 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:

Chairman Winer stated this will be his last meeting as Chairman, as long as the Board of Alderman approve John O'Connell as the next Chairman of the Ways & Means Committee.

Mayor Martin thanked Chairman Winer for 13 years of service as Chairman of the Ways & Means Committee.

Mr. Christensen stated that for the fourth straight year the City received the award of excellence from the Government Financial Officers Association for excellence in a comprehensive annual financial report.

H. REVIEW OF FINANCIAL REPORTS:

June 2018:

Ms. Bennett asked if there were any specific questions on the financials. Chairman Winer questioned the \$30,006 difference in the revenue line in the financials. Ms. Bennett stated she should have taken the budget number instead of the actual which is \$57,305.

Ms. Bennett stated that on the revenue variance sheet, the Prop P tax had no accruals last year since it was not in existence yet but this year we will accrue the full amount from July and August this year. Mrs. Rubin asked if pilots and building permits will now roll into the next year. Ms. Bennett stated there will be accruals on those also. Any building permits within 60 days can be accrued. Mr. Kiehl stated that this is purely a timing issue. Ms. Bennett stated that we do have some large Stormwater projects that are still out.

Ms. Bennett stated that we are under budget for City Attorney legal services. We are way under on that line. On Building Maintenance and Repair, we are up due to the two hot water heaters and the water softener system. Estimate around \$30,000 for everything.

I. OLD BUSINESS:

Sales Tax Trends

Ms. Bennett stated on the 10 month sales tax variance, these were all the same retailers that paid the same months, representing apples to apples on Stormwater tax.

Chairman Winer stated that the trend is showing sales tax up and not sure that any of the numbers will be perfect. Ms. Bennett stated that no other cities look at sales tax like we do. We do have two other cities that would like to go in with us on the database system for tracking sales tax.

Salary Survey Updates

Mr. Christensen stated the summary was broken down from 18 cities and, other than fire, most had comparable positions. In order to bring our city up to the 50th percentile in all positions, we are looking at around \$84,000. The 60th percentile would be \$143,109 and the 70th \$265,109.

Chairman Winer asked Mr. Christensen to explain the calculations of cost breakdown. Mr. Christensen explained that most of our employees are at the max salaries. Mr. O'Connell stated that we need to have a way to reevaluate the steps.

Discussion took place on reviewing the positions and benefits between the City and others.

J. SCHEDULE DATES FOR NEXT MEETINGS:

Monday, August 20, 2018 at 7:00 p.m.

K. ADJOURNMENT

Chairman Winer asked for a motion to adjourn the meeting.

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

The meeting adjourned at 8:37 p.m.