

CITY OF FRONTENAC



MINUTES OF THE WAYS AND MEANS COMMITTEE CITY OF FRONTENAC MUNICIPAL COMPLEX WEDNESDAY, JANUARY 17, 2024, 4:00 P.M.

A. CALL TO ORDER

The January 17, 2024 meeting of the Ways and Means Committee of the City of Frontenac was called to order at 4:03 p.m.

Chairperson Sant called the meeting to order.

B. ROLL CALL

Tim Sant

Katie Dixon

Aldersperson Dan Millman

Tom Mug

John Kennedy (via video)

Mr. Marx and Mr. Winer were absent.

Ms. Ross stated a quorum was present.

Also in attendance were Finance Officer, Lea Ann Bennett; City Administrator, Scott Schaefer; and City Clerk, Leesa Ross. Aldersperson Tom O'Brien was also in attendance.

C. VOTE TO APPROVE AGENDA

Chairperson Sant requested a motion to approve the agenda.

Mr. Mug made a motion and Aldersperson Millman made a second to the motion, to approve the January 17, 2024 meeting agenda. All voting members present voted in the affirmative.

MOTION PASSED.

D. APPROVE MINUTES

Chairperson Sant asked for a motion to approve the December 18, 2023 meeting minutes.

MOTION: Mr. Mug made a motion and Ms. Dixon made a second to the motion for approval of the meeting minutes. Mr. Kennedy requested minor changes to the minutes on page 2, in the audit report section. Ms. Ross made the corrections prior to the meeting. All voting members present voted in the affirmative to approve the amended minutes. **MOTION PASSED.**

E. CITY ADMINISTRATOR REPORT

Mr. Schaefer stated the Board of Alderpersons did approve a 3% COLA adjustment effective the first full pay period of the year. This was extended to all employees. COLA will be addressed again in July to realign salary adjustments at the beginning of the fiscal year.

Mr. Schaefer addressed discussion of the Missouri General Assembly proposing sales tax exemptions on food purchases. Discussion occurred on how this may affect Frontenac.

Mr. Schaefer stated the Board of Alderpersons approved a contract by SM Wilson to conduct a needs assessment for building maintenance. The projected needs are approximately one million dollars, and will be phased in over the years, as projected repairs are needed.

F. PUBLIC FORUM

No comments were made at this time.

G. COMMENTS BY COMMITTEE MEMBERS

No committee members made comments at this time.

H. CHAIRMAN'S COMMENTS

Mr. Sant said he is happy where the city ended up on the salary adjustments and will be happy to return to the process of regular adjustments at the beginning of the fiscal year.

I. REVIEW OF FINANCIAL REPORTS – December 2023

Ms. Bennett stated revenue is up 7%, or \$336,000 and stated half of that is interest income. She believes other are timing issues of real estate taxes and use taxes which continues to grow. She said there are revenue variances due to timing issues. Frontenac Grove made a \$42,000 payment, for their PILOT, and they are caught up. December interest income was \$53,000. She said \$11.1 million is invested and the interest rate is 5.68%. Expenses are under control and are \$10,000 under budget. City Attorney legal services are underbudget, and police department overtime is up, due to department shortages and illnesses, however the police department is at full staff. Other notable expenses are public works professional services and building maintenance repairs.

J. OLD BUSINESS

✦ Sales Tax Trends

Ms. Bennett stated year to date, we are 3.14% over last year, and said sales tax and use tax, are 4.12% over budget. There was discussion of the variances in the ¼ cent tax, and the ¼ cent fire tax. The city shares the ¼ cent sales tax but does not share the fire tax or the storm water tax.

✦ Unrestricted Cash

Ms. Bennett provided a report stating unrestricted cash is \$620,000 down from June, and the city's unrestricted cash amount is \$9.69 million.

✦ Investment Update

The City of Frontenac's interest rate is 5.68%, and the current balance matures in February. The city anticipates rolling over the money.

K. NEW BUSINESS

✦ Budget Discussion/Timeline

Ms. Bennett stated the budget cycle typically begins in February. She hopes to have comparisons and sales tax trends updated, and then she will see where the city wants to go with projections. At the next meeting the committee will get into inflation and projections. Mr. Schaefer stated the city has a budget module, ClearGov, and all the budget will be compiled using the software. It is an interactive budget program, that will update, and department heads will be able to put numbers in. The city will also be able to share the information with the public.

Mr. Schaefer stated there will be two major projects implemented in the next budget cycle, the Countryside Stormwater Project and the Geyer Road Resurfacing Project, where the city will receive grant funding. The Countryside Storm Water Project must be completed by September 30. The city is currently waiting to acquire one last easement. Another large purchase in 2024 will be the city's new fire pumper.

L. SCHEDULED DATE FOR NEXT MEETING

The next meeting will be Wednesday, February 21, 2024, 4:00 p.m.

M. ADJOURNMENT

MOTION: Mr. Mug made a motion to adjourn the meeting and Alderperson Millman made a second to the motion. All members voted in the affirmative. **MOTION PASSED**.

The meeting adjourned at 4:42 p.m.