

WAYS & MEANS COMMISSION MINUTES
CITY OF TOWN & COUNTRY, MO
Friday, February 21, 2020
Municipal Center
8:00 AM

MEMBERS:

Alderman Sue Allen, Chairperson
Mayor Jon Dalton
Finance Director Pam Reitz
City Administrator Bob Shelton

Ward 1

Randi Weber
Bob Aikin

Ward 2

Oz Conrad
Michael Goldberg (Absent)

Ward 3

Hans Fredrickson
John Wichlenski (Absent)

Ward 4

Bob Proost (Absent)
Don Roberts
Jeff Parrotte, At-Large

OTHERS PRESENT:

Assistant Finance Director Marian Oesterle, City Planner Ryan Spencer, Public Works Director Tim Gregowicz, and Communications and Administrative Assistant Morgan Kuepfert. Also in attendance for the third agenda item were James Torti and Christina Jacquin from the accounting firm of Schowalter and Jabouri.

Alderman Sue Allen called the meeting to order at 8:00 a.m. and the roll as noted above was taken. There was a quorum.

NEW BUSINESS

1. Approval of November 1, 2019 Minutes

Mr. Roberts made a motion to approve the minutes; seconded by Mr. Conrad. The Minutes were approved.

2. Presentation by New Auditors – Schowalter & Jabouri

Mr. James Torti and Ms. Christina Jacquin, representatives from Schowalter & Jabouri, were present to review the 2019 Audit process. Discussion points included the overall timeline, the process for the audit, the potential for a single audit, etc. A copy of the presentation is included in these minutes. Mr. Roberts questioned if there were any new financial requirements for 2020, and Ms. Jacquin stated that she does not believe there are any new requirements that would impact the City. In response to additional questions, Ms. Jacquin explained that a single audit is only required if \$750,000 or more was received in federal grant funding. Discussions were held relating to Show Me Courts and the status of other cities making the transition. Ms. Jacquin noted most local cities are in the process of switching. Mayor Dalton gave an overview on Senate Bill 5, noting that a motion was filed to lift the injunction concerning the cap of revenues, and stated that Town and Country's Court revenues are between 5 and 6%.

3. Preliminary 2019 Financial Report

A preliminary financial report was distributed to the commission members for review. Ms. Reitz reminded the commission that this is preliminary, as final expenses are in but revenue accruals have not been closed out. Ms. Reitz stated that 94% of anticipated revenue was collected in 2019, and the remainder not collected is mainly due to grant projects that have not been completed.

Ms. Reitz stated that sales tax looks to be below what was anticipated, gross receipts are \$200,000 under what was estimated, with the majority in telephone gross receipts. It was noted that the Board just approved a contract with Azavar, who will work with utility companies to assure that money is being paid in the correct amount to the correct City. Azavar will receive 37% of the incremental revenue, which is a negotiated rate due to participation from other surrounding cities. Ms. Reitz noted that zoning permits were down \$200,000, business licenses were up \$270,000 with some of that revenue being collected from delinquencies. Court revenues were \$137,000 short of estimates. The General Fund expenditures were under budget by \$500,000. Ms. Reitz then explained that the Road Fund was anticipated to collect \$800,000 in revenue with the grant money from the Clayton/Ballas project, however with that project no longer being completed, only \$128,000 was received. \$186,000 in grant funds was received for the Topping Road project. Ms. Reitz continued the summary, noting that the Capital Improvement sale taxes was down 2.5% from 2018, reminding the commission that the PGA Tournament was held in 2018. The Parks and Stormwater tax revenue was consistent with the Capital Improvement sales tax. Finally, Ms. Reitz explained that \$35,000 was received in grant money for wellness events, however that will be appropriated into the 2020 budget.

4. Permit Fee Review

Mr. Shelton stated that when budget discussions were happening, revenues and fees were looked at. The commission members were provided a document comparing surrounding Cities permit fees, and recommended changes for Town and Country. Mr. Shelton noted that some changes will require a code amendment. He further noted that staff anticipated revenues would double from \$40,000 to \$80,000 with the recommended changes. Following discussion, Mr. Fredrickson made a motion to forward this recommendation to the Board of Aldermen, seconded by Mr. Aikin. The motion was approved unanimously.

5. Long Range Financial Planning/Public Infrastructure Task Force

The Public Infrastructure Task Force met yesterday to review capital items, roadway, infrastructure, etc. In response to questions, Mr. Shelton noted that recommendations from the Task Force will be presented to the Ways and Means commission in May or June.

6. Agreement with Azavar for Utility Tax Collections

Discussed under item 3.

7. Economic Update

City Planner Ryan Spencer reviewed new businesses and developments. A few to note are a restaurant at Bellerive, Francescas (clothing store) at Town and Country Crossing, a nail salon at Town Square, a restaurant at Manchester Meadows, and Harbor Freight which opened in December. Mr. Spencer stated he has had discussions with Lamp and Lantern Village regarding some improvements, and noted Town and Country Crossing only has 2-3 vacancies currently.

Ms. Weber inquired about medical marijuana facilities. It was noted that legislation has been put in place, but no one has come forward with interest in locating in Town and Country.

8. Update on Town Square

Brief discussions were held relating to Town Square, and it was noted that Staff is wrapping up on a few minor items. Mr. Conrad requested an updates analysis on costs associated with Town Square.

9. Next Meeting

The next meeting will be held in May, with an exact date to be determined.

10. Adjourn

With no further business to discuss, the meeting adjourned at 9:20 a.m.