



AUDIT & FINANCE COMMITTEE

MINUTES – February 22, 2022

The regular meeting of the Audit & Finance Committee was held Tuesday, January 22nd at 4:30p.m. Those in attendance included:

Member	In Attendance	Absent
Randy Atkisson	x	
Rich Carver		x
Ted McNulty	x	
Katrina Pon	x	
Lori Hartman		x
Brent Dolezalek		x
Dean Fitzpatrick		x

Also in attendance were:

Tracy Hansen, Director of Finance

Schowalter and Jabouri Pre-Audit Communication: Janice Smith and Christina Jacquin from Schowalter and Jabouri attended the meeting. Ms. Jacquin went through a presentation outlining Schowalter and Jabouri’s audit process, the scope, and timeline of the 2021 audit. The 2 week audit fieldwork will begin on March 14th. The Single Audit will mainly focus on the funds received from the American Rescue Plan Act. Ms. Smith encouraged the Committee to reach out to Schowalter and Jabouri with any questions or concerns.

February Sales Tax Update: The Director of Finance provided the sales tax analysis as of February 2022 receipts (December 2021 sales tax at the register), Accrual Year to Date performance, and budget comparison. February receipts were higher than 2021 by 71.54% over all of the sales tax categories. The Park fund is a good indicator of the City’s performance because this tax does not include sharing with other municipalities. The Park fund is 52.77% higher than 2021.

The City is \$2.9 million over the expected 2021 budget. The budget numbers were based on a 20% reduction of 2019 actual revenues, with the exception of the Fire Sales Tax and Use Tax. The City chose to budget conservatively in 2021 due to the uncertainty of how the recovery would evolve.

The Director of Finance also provided a breakdown of sales tax payments received by category. The categories used are West County Center, Grocery Stores,

Restaurants, and Other. Mr. Atkisson asked what was included in the “Other” category. The Director of Finance stated it includes retail stores outside of West County Center, such as clothing and home improvement stores.

Miscellaneous: The Director of Finance provided the first draft of the 2021 Financial Report to the Committee. She noted there is an increase in fund balance of \$5.6 million across all funds. The Public Safety fund has a decrease in fund balance because the Body Camera and Flock Camera lease payments were paid out of this fund. The Park Fund has an increase in fund balance of \$1.2 million. Membership revenue is still struggling, but program revenue has been higher than expected.

The Director of Finance noted the market value of investments will be listed in the financial statements going forward instead of making a large adjustment at year-end. Mr. McNulty recommended breaking out investment income and market value adjustment on two separate lines on the financial statement.

Ms. Hansen also notified the Committee that the Director of Public Safety presented a request for the City to obtain K9 unit at the previous Board of Aldermen meeting. The dog would walk through West County Center to try to deter people from bringing guns on the premises. The dog would only be trained to sniff gun powder and would not be trained to chase or approach anyone. She stated this would be an initial investment of \$50,000 and would include annual costs for the handler’s salary and veterinary care. She stated that several local businesses have expressed interest in donating to the initial costs of the K9 unit. The Board of Aldermen also asked if it was possible to partner with the Company that owns the mall on this project.

Mr. McNulty left the meeting at 5:15.

The Director of Finance also informed the Committee that the Board of Aldermen has discussed the City Hall remodeling project. A couple members of the Board of Aldermen have suggested looking at the overall needs of all City buildings, including City Hall, the Public Safety and the Street Garage.

Adjournment: The committee adjourned at 5:21 pm.

Next Meeting Date: The next meeting will be held on Wednesday, March 23rd at 4:30pm via Zoom.

Respectfully Submitted,
Julie Lancaster
Accounting Supervisor

AUDIT AND FINANCE COMMITTEE

AGENDA

Tuesday, February 22nd at 4:30 PM

[Audit and Finance Committee Livestream](#)

In light of ongoing concerns regarding the COVID-19 pandemic, public attendance at Des Peres Audit and Finance Committee meetings has been temporarily suspended. The City of Des Peres will be live streaming Audit and Finance Committee meetings during this pandemic to allow the public to observe meetings in real-time. The livestream will commence five (5) minutes prior to the start time of any meeting. Please use the link above for livestream access to our meeting.

- I. Roll Call
- II. Schowalter and Jabouri Pre-Audit Communication
- III. 2021 Sales Tax Update
- IV. Miscellaneous
- V. Adjournment

AMERICANS WITH DISABILITIES ACT

The City of Des Peres will comply with the Americans with Disabilities Act. Individuals who require ADA modifications due to a disability to attend a meeting should contact the City Clerk at 314-835-6111 or cityclerk@desperesmo.org or use Relay Missouri 711 at least 72 hours in advance of the meeting date to communicate their needs.