



Audit and Finance Committee Minutes

June 4, 2025 3:00 PM

IUC, Room 117, 17221 E. 23rd St. S., Independence, MO 64057

CALL TO ORDER

1. Present

Jared Fears, John Perkins, Heather Wiley, Charlie Dissell, Nancy Cooper, Zach Walker, Jeremy Cover, Lisa Reynolds, Melissa Cabrera, Andrew Frazier, Angie Hughes-PFM Asset Management

2. Absent

None

3. Additional Attendees

4. Approval of Minutes - March 19, 2025

- Councilmember Perkins made a motion to approve the minutes of March 19, 2025, Councilmember Wiley seconded the motion, all present were in favor of approval. Minutes were approved as written.

OLD BUSINESS

1. Animal Shelter Review

Review of Animal Shelter-Andrew Frazier, Management Analyst

Objective:

-Assess effectiveness and efficiency of shelter processes using documentation, interviewing key stakeholders and looking at data in accordance with the generally accepted government auditing standards.

Background:

-2009 - Established City-County partnership for “state of the art” facility

-Mission - is to ensure the safety and well-being of both people and animals in the community by fostering a culture of responsible pet ownership.

-Key Operations - adoptions, intake, animal care, veterinary services, volunteer coordination, and animal control.

Findings:

Facility Observations - Most hot water issues resolved - Space/capacity limitations

Policies & Procedures - Shelter is Governed by State regulations - Personnel governed by City Personnel Policy -Adoption & Rehoming approach aligns with best practices

Discussion overview of Intake Policies, Volunteer Data, Foster Data, Adoption Data, Outcome Data, Clinic Data, Length of Stay, noting there is much greater detail in the final review.

Recommendations:

Enhance Organizational Culture – Strengthen Volunteer & Employee Staff Engagement – Optimize Intake & Adoption – Invest in Facility Improvements

Discussion by Councilmember Wiley: Friends of the Shelter - Mattie’s Million Pet Challenge- will give an assessment possibly for free on recommendations on how we can do better.

NEW BUSINESS

1. Investment Performance Review

Presentation by Angie Hughes - PFM (with Chris Harris in Portfolios Strategies Group on phone assisting in presentation)

Investment Performance Review

-Fourth Quarter 2024

-First Quarter 2025

2. Street Improvements Sales Tax

Street Improvement Sales Tax Oversight Committee:

- 1/2 cent sales tax approved by voters and made perpetual has an oversight committee and some members of that committee have expressed concern about the City staff's application of a provision in there that no more than 8% of the funds can be utilized to cover the cost of staff salary and benefits. Our interpretation of that is believed to conform with that. Chairman asked for the Council to weigh in.

-Legal Opinion included in packets, written by Jeremy Cover dated July 3, 2024 – was included with the presentation from the Committee at their request was included in today's packets. Key provision being looked at relates to the ordinance that put the sales tax on the ballot, and it states if approved no more than 8% of revenues from the transportation sales tax will be expended for operating expenses. Operating expenses is the key term and is not defined there or anywhere, that is binding on what we are doing here. Issue is that staff developed one interpretation and practice related to that and the Committee developed, or at least some members have a difference of opinion. Legal opinion was given and discussed by Jeremy Cover, City Counselor

3. Risk Management & Workers Compensation Update

Risk Management/Workers Compensation/Safety Discussion: Melissa Cabrera, Finance Director attended a webinar presented by the Missouri Municipal League with Higginbotham Public Sector (insurance broker) providing information. Melissa shared and discussed what was learned

4. Monthly Financials Update

Monthly Financial Update Discussion: Melissa Cabrera kicked off with requesting feedback on the Financial Overview on the front of Financials if that is helpful and something to continue? Doesn't have anything to add but can point out trends, etc.

5. Spire Payments

Spire Payments Discussion: City of Independence collects Spire payments as a convenience. There is a cost associated with it. Through March it has cost the City \$11,500. The City has run into some issues. Discussion on continuing this arrangement or proposal to consider not doing after the move to the new building.

ADJOURNMENT

NEXT MEETING

- Wednesday, September 24, 2025, at 3:00 PM

ADJOURNMENT

- With no other comments, the meeting was adjourned at 4:47 PM.

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NEXT PROJECTS FOR MANAGEMENT ANALYST

- Animal Control-second top priority
- Work Comp/Safety
- Santa Cali Gon
- Utility Billing-top priority
- Rental Ready
- Currently working on Enterprise Funds with Municipal Services