

MEMORANDUM

TO: Michael G. Herring, City Administrator

FROM: Jan Hawn, Director of Finance and Administration

DATE: November 8, 2001

SUBJECT: FINANCE AND ADMINISTRATION COMMITTEE MEETING

The Finance and Administration Committee met Wednesday, November 7, 2001. Those in attendance included Chairperson Jane Durrell, Ward I, Councilmember Bruce Geiger, Ward II, Councilmember Dan Hurt, Ward, Ward III and Councilmember Mary Brown, Ward IV. Also in attendance was Councilmember Mike Casey, Ward III, City Administrator Mike Herring, Director of Finance and Administration Jan Hawn, Executive Secretary Shirley Yost and Bud Hirsch, Chesterfield Arts Commission.

The meeting was called to order by Chairperson Durrell at 5:30 p.m.

1. Approval of Minutes – August 22, 2001

Councilmember Hurt made a motion to approve the minutes from August 22, 2001. Councilmember Geiger seconded the motion. The motion was approved 3-0, with Councilmember Brown abstaining.

2. Contribution Requests

The Committee discussed whether the maximum of \$2,000 per organization should be adjusted for inflation. After discussion, Councilmember Geiger made a motion to recommend a policy change to Council to raise the cap on the Contributions Program to \$3,000 per organization in Fiscal Year 2002, with no change to the total budget appropriation of \$15,000 per year. Councilmember Brown seconded the motion. The motion was approved 4-0.

Councilmember Brown made a motion to suspend the rules to allow Bud Hirsch from the Chesterfield Arts Commission to speak to the Committee. Councilmember Geiger seconded the motion and the motion was approved 4-0.

Mr. Hirsch spoke to the Committee about the Chesterfield Arts Commission programs and answered questions regarding the request for additional funds. He asked the Committee to consider the Arts Commission's request for additional funds because budget funds were available.

The Committee discussed whether to approve the Arts Commission's request for additional funds. Councilmember Casey stated that Public Works/Parks Committee had recently approved the inclusion of \$5,000 per year from the General Fund for the Chesterfield Arts Commission, starting in Fiscal Year 2002. Councilmember Geiger stated that, since the Public Works/Parks Committee has approved funding of \$5,000 through the General Fund, that the Arts Commission should not be eligible in to receive funds from the Contributions Program. Councilmember Geiger made a motion to recommend to Council that any organization funded through the General Fund not be eligible for the Contribution Program. Councilmember Hurt seconded the motion. The motion was approved 4-0.

The Committee discussed the various contribution requests received prior to the deadline. Councilmember Hurt made a motion to approve the request by the Chesterfield Drug Abuse Task Force in the amount of \$2,000. Councilmember Geiger seconded the motion. The motion was approved 4-0.

Councilmember Hurt made a motion to approve the request from Off the Cuff Productions in the amount of \$2,000. Councilmember Geiger seconded the motion. The motion was approved 4-0.

Councilmember Brown made a motion to recommend to Council an amendment to the Contributions Program policy that would empower the Finance and Administration Committee to exceed the cap if funds remain in the Contribution Program at the end of the year. Councilmember Geiger seconded the motion. The motion was approved 3-1, with Chairperson Durrell voting against the motion.

Assuming the recommendation above to allow the Finance and Administration Committee to exceed the cap is approved by City Council, Councilmember Brown made a motion to grant the Chesterfield Arts Commission an additional \$2,000 and to grant Off The Cuff Productions an additional \$1,000. Councilmember Geiger seconded the motion and the motion was approved 4-0.

10. Executive Session – Closed Meeting – Personnel Matters (RSMo 610.021(3))

On a motion by Councilmember Hurt, seconded by Councilmember Geiger, the Committee voted as follows, by roll call, to go into Executive Session for the purposes of discussing personnel matters, as provided by RSMo 610.021(3):

Councilmember Brown – Aye
Councilmember Durrell – Aye
Councilmember Hurt – Aye
Councilmember Geiger - Aye

The Committee meeting went into Executive Session at 6:15 PM.

The Committee resumed its regular meeting at 7:37 p.m.

3. **City Council Meeting Schedule for 2002**

The Committee discussed the City Council Meeting Schedule for 2002. After a brief discussion, Councilmember Brown made a motion to recommend approval of the City Council Meeting Schedule for 2002 with the deletion of the July 1st meeting date. The motion was seconded by Councilmember Geiger. The motion passed 2-1, with Councilmember Durrell voting against the motion. (NOTE: Councilmember Hurt left the meeting during the Executive Session.)

4. **Recommendation for Section 125/Flexible Spending Account**

Mr. Hawn told the Committee that some of City employees have elected to have the maximum allowed deducted from their checks for the medical savings account portion of the Section 125 (Flexible Spending) Program. This amount had been previously set at \$2,500 per year. She stated that the IRS has no limit on the medical savings accounts and, as out-of-pocket expenses increase, employees would benefit from increases in the maximum allowed. She pointed out that this change would enable employees to save taxes and that the City saves its Social Security match as well. As a result, Ms. Hawn recommended increasing the Flexible Spending account from \$2,500 to \$5,000 per year. Following discussion, Councilmember Geiger made a motion to recommend to Council an increase in the medical savings account portion of the Flexible Spending Program to \$5,000 per year. Councilmember Brown seconded the motion. The motion was approved 3-0.

5. **Contingency**

The Committee discussed the amount budgeted for Contingency, as requested by the City Council at their Five-Year Budget work session. The Committee decided not to make any changes at this time, leaving the amount at \$150,000 per year.

6. **Military Leave Policy**

Mr. Herring told the Committee that the City's current Military Leave Policy guarantees employees that their job will be held open for ninety days if they are on military leave and provides them with the difference in salary, if their salary is less than their military pay. A recent survey, conducted by Staff, showed that the majority of other cities hold employees' jobs open for six months to a year. Councilmember Geiger made a motion to recommend to City Council that the military leave policy be extended from the current ninety days to six months. Councilmember Brown seconded the motion. The motion was approved 3-0.

7. **Request for Internet Link**

The Committee discussed a request from the Landmarks Preservation Commission to add a link from the City's public website. Councilmember Brown made a motion to

recommend to Council that the internet link be added. Councilmember Geiger seconded the motion. The motion was approved 3-0.

Councilmember Brown made a motion to recommend to City Council that the Internet Links policy be amended to allow Staff to approve requests insofar as they conform to the current Finance and Administration policy. Councilmember Geiger seconded the motion. The motion was approved 3-0.

8. Discussion whether notices should be sent to residents affected by the redistricting process.

The Committee discussed whether notices should be sent to residents affected by the redistricting process. Mr. Herring noted that it would be difficult because the City does not have a database of residents affected. He also stated that notices have been sent to Trustees. After discussion, the Committee decided it was not necessary to do a separate mailing.

9. Other – Next Meeting

The next meeting of the Finance and Administration Committee will be held on February 27, 2002 at 5:30 p.m.

Councilmember Geiger made a motion to adjourn. Councilmember Brown seconded the motion. The motion was approved 3-0. The meeting adjourned at 8:05 p.m.