

## **MEMORANDUM**

**TO:** Finance and Administration Committee of City Council

**FROM:** Jeremy Craig, CPA, Director of Finance and Administration

**DATE:** September 18, 2003

**SUBJECT: FINANCE AND ADMINISTRATION COMMITTEE MEETING**

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The Finance and Administration Committee met Wednesday, September 17, 2003. Those in attendance included: Mayor John Nations, Chairperson Jane Durrell, Ward I, Councilmember Bruce Geiger, Ward II, Councilmember Connie Fults, Ward IV, City Administrator Mike Herring, and Director of Finance and Administration Jeremy Craig. Also in attendance were Councilmember Mike Casey, Ward III and one resident. Councilmember Dan Hurt was unable to attend the meeting. The meeting was called to order by Chairperson Durrell at 5:30 p.m.

**1. Approval of Minutes – August 27, 2003**

Councilmember Fults made a motion to approve the minutes from August 27, 2003 and Councilmember Geiger seconded the motion. The motion was approved 3-0.

**2. Review/Discussion Five-Year Budget**

Mr. Herring noted that the Five-Year numbers have changed from last year's information, due to the continued sluggishness in the economy. The City is experiencing its third consecutive year of relatively flat growth in sales tax. He commented that, other than Councilmember Geiger, he had not received any questions or comments from any other member of City Council, prior to this meeting.

A discussion was held regarding various aspects of the five-year plan. To begin with, it was felt by the Committee that the use of the term "budget" to refer to this document is somewhat misleading, since it is more of a "forecast" or a "plan", than it is a "budget". It was noted that fund reserves were, by design, much higher currently than would normally be required and that the plan was for those reserves would, in fact, be used to balance the budget, until the economy turns around and revenues begin to grow. This will continue to ensure that current service levels will be maintained. It was stated that if fund reserves continue to be needed, to balance the budget beyond 2005, it might be necessary to consider a wide variety of options, including cuts in services and/or possible ways to generate new revenues. It was noted that most normal growth in revenues occurs when the new census numbers take effect, every 10 years. Mr. Craig commented that he was working with each Dept. Head to better forecast actual year-end expenditure levels, in all categories.

At the conclusion of discussions, Mr. Geiger motioned to forward the five-year “forecast” to the council with a recommendation that it be approved. Ms. Fults seconded. Motion passed 3-0.

Mr. Geiger made a second motion to make the last audited year the first year of all future 5-year forecasts. Ms. Fults seconded. Motion passed 3-0.

**3. Proposed City Council calendar - 2004**

Mr. Herring presented the proposed meeting schedule for 2004. Mr. Geiger made a motion to recommend that City Council approve the proposed schedule with an amendment to remove the first meetings in July and August. Mayor Nations noted that he would not oppose such a change. However, the motion failed for the lack of a second. Ms. Fults motioned to recommend that City Council approve the proposed schedule with an amendment to remove the first meeting in August. Ms. Durrell seconded. Motion passed 2-1, with Councilmember Geiger voting “no”.

**4. Concealed Weapons Law**

Mr. Herring informed the Committee that the new concealed weapons law passed in Missouri enabled cities to pass their own legislation, banning the carrying of concealed weapons in ALL City-owned facilities. He noted that the Missouri Municipal League felt an ordinance would be the best method for the Council to approve the prohibition of concealed firearms in all City facilities. Mr. Herring recommended that the ordinance include all elected officials who would otherwise be exempt from such a requirement. Mayor Nations stated that the dais in the Council Chambers was Kevlar- enhanced, but he felt it was important to pass an ordinance, as recommended by Mr. Herring, and to post the appropriate signs in all facilities. Mr. Geiger motioned to instruct Staff to prepare and forward to City Council an ordinance banning concealed weapons from all City facilities and including all elected officials in that ban. Ms. Fults seconded the motion. Motion passed 3-0.

Their being no further business the meeting adjourned at 8:15 p.m.

The next scheduled meeting of the committee is October 22, 2003 at 5:30 p.m.