

MEMORANDUM

TO: Michael G. Herring, City Administrator

FROM: Jeremy Craig, Director of Finance and Administration

DATE: June 12, 2003

SUBJECT: FINANCE AND ADMINISTRATION COMMITTEE MEETING

The Finance and Administration Committee met Wednesday, June 12, 2003. Those in attendance included: Chairperson Jane Durrell, Ward I, Councilmember Bruce Geiger, Ward II, Councilmember Dan Hurt, Ward III, Councilmember Connie Fults, Ward IV, Councilmember Mike Casey, Ward III, City Administrator Mike Herring, Director of Finance and Administration Jeremy Craig, and Executive Secretary Shirley Yost. Also in attendance was Brian Calderwood. The meeting was called to order by Chairperson Durrell at 5:30 p.m.

1. Approval of Minutes – April 2, 2003

Councilmember Geiger made a motion to approve the minutes from April 2, 2003 and Councilmember Fults seconded the motion. The motion was approved 4-0.

2. Appointment of Vice-Chairperson

Chairperson Durrell nominated Councilmember Bruce Geiger for Vice Chairperson to the Finance and Administration Committee. Councilmember Fults seconded the vote. The motion was approved 3-0, with Councilmember Geiger abstaining.

3. Selection of Liaisons to Council Committees

Councilmember Fults motioned and Councilmember Geiger seconded the following appointments:

Chairperson Jane Durrell – liaison to the Historical Commission,
Councilmember Connie Fults – liaison to the Human Rights Commission,
Councilmember Dan Hurt – liaison to the MIS Citizens Advisory Committee,
Councilmember Dan Hurt – liaison to the Finance and Administration Citizens Advisory Committee,

The motion carried 4-0.

4. Discussion – Sales Tax Holiday

Mr. Herring discussed with the Committee the potential effect the State Sales Tax Holiday would have on sales tax revenues. He stated that the state law is written so all cities are included in the plan unless they “opt out” of the plan. This holiday would be scheduled as a three day sales tax holiday in August 2004 before school starts. Mr. Craig told the Committee that the “sales tax holiday” was for specific items such as school supplies. He stated that because the City is part of a “Sales Tax Pool” the effect on sales tax revenues would be negligible. Mr. Herring suggested to the Committee that no immediate decision was required because this plan was not effective until 2004. Councilmember Geiger asked Mr. Craig to provide the Committee with an estimate of how much the “Sales Tax Holiday” would affect the City’s sales tax revenues. The Committee also asked Mr. Herring to keep in touch with the Missouri Municipal League and their stance on the Sales Tax Holiday.

5. Review/Discussion – Policy re: Citizens serving on multiple City Committees

The Committee discussed the policy regarding statutory and non-statutory. Mr. Herring told the Committee that current policy states that “an individual may serve on two non-statutory committees; or one statutory and one non-statutory committee; but not on two statutory Committees.” Councilmember Hurt stated that the idea was to enable many different individuals to serve on boards/commissions/committees. The Committee asked for a list of statutory, non-statutory and other committees that fall under neither category. The Committee discussed the policy and agreed to keep the policy in tact.

6. Contribution Requests

The Committee reviewed requests from the Chesterfield Chamber of Commerce and the Chesterfield Arts.

After discussion, Councilmember Hurt made a motion to approve the Chesterfield Chamber of Commerce’s contribution request of \$3,000. Councilmember Fults seconded the motion. The motion was approved 4-0.

The Committee discussed the Chesterfield Arts request for \$3,000. The Committee noted that the Chesterfield Arts has recently received \$5,000 from the City of Chesterfield through the General Fund. Further, City Council also recommended that any organization funded through the General Fund is not eligible for the Contribution Program. Chairperson Durrell stated that she had spoken with Stacey Morse from the Chesterfield Arts and was told that this request is for a special community arts calendar and is a collaborative piece featuring 14 partner organizations. The Committee decided to table the Chesterfield Arts request until the next Finance & Administration Committee Meeting.

7. CCDC Budget Request

Mr. Herring stated that normally the CCDC Budget request would be presented in the fall during the budget review process; however, he wanted to give the Committee time to review the CCDC budget. Mr. Herring also stated that the CCDC is on a different fiscal year than the city. Councilmember Geiger asked if it would be possible for the CCDC to be on the same fiscal year as the City. Mr. Herring stated that the city had made that request previously with no response. The Committee discussed CCDC funding and how solid was the support from the Valley 2000, the Chamber of Commerce and Civic Progress. Councilmember Geiger asked whether the CCDC possessed a reserve surplus. The Committee then discussed expenditures. Councilmember Fults asked for clarification of consultant and legal fees expenditures. Councilmember Geiger questioned the 4% budget increase in salaries stating that the City budgeted only 1% for 2003. The Committee asked staff to work with the CCDC to answers these questions prior to their formal review of the budget in August.

8. Discussion of May Financial Statements and YTD Totals for Revenues/Expenditures

Mr. Craig stated that revenues sources were tracking as predicted with only a couple areas of concern. He stated that Sales tax revenues are down from the previous year due to an overall weakness in the sales tax pool. Court revenues are down as a direct reflection of traffic tickets issued compared to last year. Also, Intergovernmental Revenues appears to be below budget due to the timing of County Road and Bridge Tax revenues. Mr. Craig stated that all departments were within their budget estimates except for the City Clerk/Customer Service department, which was due to a slightly higher than budgeted April election expenses.

The Committee discussed the revenue and expenditure statements. Councilmember Hurt requested that a "Budget Column" be added to Section 3 and 4 of the Revenues and Expenditures schedules.

9. Other/Next Meeting

Councilmember Hurt asked for the MIS Citizens Advisory Committee to look at the current software packages being used by the city. He also suggested that the Committee meet with the webmaster and get a general overview of what the Information Systems group is doing. He also suggested that the Committee look at the software/hardware budget and provide comments.

Councilmember Hurt made a motion that the MIS Citizens Advisory Committee meet the MIS staff, have a tour of the facility and meet Mr. Craig. Councilmember Geiger seconded the motion. The motion was approved 4-0.

The next meeting of the Finance and Administration Committee is tentatively scheduled for Wednesday, August 27, 2003.

The meeting adjourned at 7:25 p.m.