

MEMORANDUM

TO: Michael G. Herring, City Administrator

FROM: Jan Hawn, Director of Finance and Administration

DATE: April 25, 2002

SUBJECT: FINANCE AND ADMINISTRATION COMMITTEE MEETING

The Finance and Administration Committee met Wednesday, April 24, 2002. Those in attendance included: Councilmember Jane Durrell, Ward I, Councilmember Dan Hurt, Ward III, Councilmember Connie Fults, Ward IV, City Administrator Mike Herring, Director of Finance and Administration Jan Hawn, and Executive Secretary Shirley Yost. Also in attendance for the meeting was Mark Leach from the Landmark Preservation Commission. The meeting was called to order by Councilmember Durrell at 5:35 p.m.

1. Approval of Minutes – March 25, 2002

Councilmember Hurt made a motion to approve the minutes from March 25, 2002. Councilmember Durrell seconded the motion. The motion was approved 2-0, with Councilmember Fults abstaining.

2. Confirmation of Chairperson, Election of Vice-Chairperson and Selection of Liaisons to Council Committees

Councilmember Durrell noted that Councilmember Geiger had previously been selected to serve as the Committee's new Chairperson by City Council.

Councilmember Hurt nominated Councilmember Durrell for Vice Chairperson to the Finance and Administration Committee. Councilmember Fults seconded the nomination. The nomination was approved 2-0, with Councilmember Durrell abstaining.

Councilmember Hurt made a motion nominating Councilmember Durrell for Historical Commission liaison and Councilmember Fults seconded the motion. The motion passed with a vote of 2-0, with Councilmember Durrell abstaining.

Councilmember Hurt made a motion nominating Councilmember Fults for Human Rights Commission liaison and Councilmember Durrell seconded the motion. The motion passed with a vote of 2-0, with Councilmember Fults abstaining.

The Committee postponed the appointments of the liaisons to the Finance and Administration Citizens Advisory Committee and the MIS Citizens Advisory Committees until Councilmember Geiger was in attendance.

Vice-Chairperson Durrell proceeded with the meeting.

7. **Landmarks Preservation Commission Request**

Councilmember Durrell introduced Mark Leach, representing the Landmarks Preservation Commission, to the Committee. She stated that Mr. Leach had authored a book on Chesterfield Archeology and noted that the Landmarks Preservation Commission would like to publish it. The Landmarks Preservation Commission is requesting that the City forward fund \$10,000 to publish the book, with the understanding that all proceeds from the sale of the book would be used to offset this initial cost. The book would be owned by the City. It was estimated that it would take 4-5 years to repay the publishing cost.

Councilmember Hurt made a motion to recommend to Council that \$10,000 be appropriated from Contingency to publish the book, with the condition that all proceeds from the sale of the book be used to repay the initial publishing costs and that further proceeds revert back to the City. Councilmember Durrell seconded the motion. The motion was approved 3-0.

3. **Contribution Requests**

The Committee reviewed contribution requests from the Chesterfield Chamber of Commerce and the West County YMCA.

The Committee discussed the Chamber of Commerce's contribution request application, for \$3000 to be used to help fund the "Concert in the Park" series. Ms. Hawn stated that she had spoken with Joan Schmelig from the Chamber, at Chairperson Geiger's request, and was told that the Chamber has received \$5,400 in contributions so far this year. A total of \$15,000 was received in 2001; \$7,000 in contributions and \$8,000 from concession sales. After additional discussion, Councilmember Fults made a motion to approve the Chesterfield Chamber of Commerce's contribution request of \$3,000. Councilmember Hurt seconded the motion. The motion was approved 3-0.

The Committee discussed the West County Family YMCA request for \$3,000 to help fund an "Acoustic Café." Ms. Hawn stated that Doug Beach had given his approval of the contribution since the event was open and free to all teens. Councilmember Hurt stated he was a board member of the YMCA and that he approved of the event. After further discussion, Councilmember Fults made a motion to approve the West County Family YMCA request of \$3,000. Councilmember Durrell seconded the motion. The motion was approved 2-0, with Councilmember Hurt abstaining.

4. **Budget Adjustment for Open Purchase Orders from Fiscal Year 2001**

Ms. Hawn told the Committee that the proposed budget adjustment would reappropriate funds for open purchase orders carried forward from Fiscal Year 2001. She noted that this is a standard procedure according to generally accepted accounting principles.

Councilmember Hurt made a motion to recommend that City Council reappropriate the funds for all open purchase orders carried forward from Fiscal Year 2001. Councilmember Fults seconded the motion. The motion was approved 3-0.

5. Discussion regarding Citizen of the Year Process

Councilmember Hurt made a motion to table this item until the next Finance and Administration Committee Meeting. Councilmember Fults seconded the motion. The motion was approved 3-0.

6. Proposed Financial Statement Format

Ms. Hawn summarized her discussion with Chairperson Geiger with regard to the format for the quarterly financial statements, consisting of an executive summary memo. Councilmember Durrell requested that a one-page financial summary also be included. After discussion, Councilmember Hurt made a motion to approve the financial statement format of an executive summary memo, with a one-page financial summary. Councilmember Fults seconded the motion. The motion was approved 3-0.

8. Other/Next Meeting

The next meeting of the Finance and Administration Committee is tentatively scheduled to meet on Wednesday, June 12, 2002 at 5:30 p.m.

The meeting adjourned at 6:27 p.m.