

MEMORANDUM

TO: Finance and Administration Committee of City Council
FROM: Jeremy Craig, Director of Finance and Administration
DATE: June 19, 2007
SUBJECT: Finance and Administration Committee Meeting

The Finance and Administration Committee met at 7:30 a.m. on Tuesday, June 19, 2007. Those in attendance included Chairperson Bruce Geiger, Ward II, Councilmember Jane Durrell, Ward I, Councilmember Dan Hurt, Ward III, Councilmember Connie Fults, Ward IV, City Administrator Mike Herring and Director of Finance and Administration Jeremy Craig. Also in attendance were Attorney Jim Mello, Attorney Mike Doster and Executive Secretary Caroline McDowell. The meeting was called to order by Chairperson Geiger at 7:35 a.m.

1. Approval of Minutes–April 24, 2007

Councilmember Fults motioned to approve the minutes from April 24, 2007. Councilmember Durrell seconded and the motion passed 4-0.

2. Community Improvement District Policy

Mr. Mello explained community improvement districts (CID) as separate geographic political subdivisions that have their own jurisdictions, operations and taxing authorities. By state law, a CID petition must be approved by no less than 51 percent of the voters in the CID area and then approved by City Council. The petition sets the charter of the CID, establishes a custodian of records and is enforced by the City Council and City court.

As compared to a neighborhood improvement district (NID) wherein the City is responsible for the debt, a CID is responsible for its own debt and allows for an additional sales tax of up to 1 percent. NIDs are beneficial for one-time improvements; CIDs are beneficial for on-going or long-term improvements.

Chairperson Geiger made a motion to direct staff to prepare a CID policy, including all aspects of the process, and bring it back to the committee with a recommendation. Councilmember Fults seconded and the motion passed 4-0.

3. Fund Reserve Policy

Chairperson Geiger asked that the fund reserve policy discussion be postponed until the next meeting of the committee. The committee agreed 4-0.

4. Recommendations for Possible Uses of Excess Fund Reserves

Mr. Herring noted that the projects described in his memo are all viable and at the top of staff's priority list. He asked the committee members to add any other one-time expenditure projects to the list, which will be forwarded to City Council. Additions included:

- Amphitheatre in Central Park;
- Ward III park land acquisition;
- Skateboard park;
- Additional ball fields at CVAC;
- Laptops for City Councilmembers;

- Hog Hollow road improvements;
- Trail from Pathway on the Parkway to Monarch-Chesterfield Levee;
- Projects as discussed by Parks, Recreation & Arts Citizens Advisory Committee.

As City Council reviews the list, it will designate which projects to pursue and which accounts will fund the selected projects.

5. & 6. 20th Anniversary Celebration

Mr. Herring said that the City's 20th anniversary and the closing of the Tax Increment Financing (TIF) district in Chesterfield Valley (nine years ahead of schedule) will occur in 2008 and Staff would like to prepare celebrations. Mr. Craig said that initial brainstorming led to the design of a three-tier celebration: black tie/formal events; community-focused events; and employee-focused events. Staff will assemble a list of ideas and would like any ideas from City Councilmembers. Mr. Herring will distribute an email about the celebrations and Councilmember input.

Chairperson Geiger motioned to direct staff to begin preparations for the 20th anniversary and TIF closing celebrations. Councilmember Durrell seconded and the motion passed 4-0.

7. Financial Update

Mr. Craig said sales tax and revenues are down 4 percent; parks and capitol improvement sales taxes are up 5-6 percent; expenditures are down 10 percent. Mr. Craig explained that the City itself is not experiencing a decline in sales tax or revenue, but because of the City's place in the sales tax pool, which is down, the City is contributing about 62 percent. He will distribute his management discussion memo supporting this information later this week.

8. Other Items

Councilmember Durrell noted that committee reappointments take place in May, June and July, but there is no approved process to follow. She recommended that the committees' liaisons be responsible for the reappointment recommendations and that a standard process for future reappointments be established.

Councilmember Fults suggested that a schedule for reappointment recommendation discussions be established in concurrence with City Council meetings. Councilmember Durrell agreed this would also be a good process. She volunteered to work with the City Clerk to come up with a reappointment process.

10. Adjournment

The meeting was adjourned at 9:30 a.m.