

MEMORANDUM

TO: Michael G. Herring, City Administrator
FROM: Kelly L. Vaughn, Director of Finance and Administration
DATE: October 5, 2010
SUBJECT: Finance and Administration Committee Meeting

The Finance and Administration Committee met on Monday, October 4, 2010. Those in attendance included: Chairperson Randy Logan, Ward III; Councilmember Matt Segal Ward I; Councilmember Lee Erickson, Ward II; City Administrator Mike Herring; Assistant City Administrator for Community Services and Economic Development Libbey Tucker; and, Director of Finance and Administration Kelly Vaughn. Those also in attendance included Councilmember Bruce Geiger, Ward II; Councilmember Mike Casey, Ward III; Councilmember Barry Flachsbart, Ward I; Mayor John Nations; Assistant Director of Finance and Administration Brian Whittle; and Jessica Bassett, an intern working with Ms. Tucker. [Councilmember Nation arrived toward the end of the meeting.]

Chairperson Randy Logan called the meeting to order at 5:30 p.m.

1. Approval of Minutes—August 23, 2010

Councilmember Logan motioned to approve the minutes from the June 28, 2010 meeting of this Committee. Councilmember Erickson seconded the motion. A voice vote was taken, with a 3-0 result, and the motion was approved. [Councilmember Nation had not yet arrived to vote.]

2. Sprucing-Up Chesterfield

Ms. Tucker updated the Committee on the status of the “Sprucing-Up Chesterfield”. She told the committee that she has been working with the Chesterfield Chamber of Commerce about putting on a Home/Garden Improvement Show. The initial cost estimate is around \$10,000 if it is a stand-alone show. She noted that they are considering having the show in conjunction with the Business Showcase to reduce or eliminate cost.

Councilmember Logan stated that the City should also look into having the show at the new amphitheater when it opens in May 2011. He stated this will guarantee foot traffic and reduce the expense of the venue.

3. Easy Pay System

Ms. Vaughn stated that under the Committee's direction, she researched an "easy-pay" system for the pool and potentially the CVAC. She discussed the system with the City's current credit card processor and found three potential solutions. One solution is to link the cards to the owner's credit cards. This creates the problem of requiring additional network security and the cost of creating a new software program. The second solution is to log the purchases and charge the cardholder once each month. This creates the biggest burden on the Finance Department and requires new software to track the purchases. The third solution is a gift-card type system where the purchasers can pre-load their pool passes with money that can be used at the concession stands. This system works with the City's current equipment and will cost the City approximately \$3,600 more per year for processing fees and buying the magnetic cards.

Councilmember Segal stated that the City should gauge the interest of the program with all of the major organizations that use the CVAC. He stated that he thought the program would work well with the pool.

Mr. Herring stated he will work with the Staff to gauge the interest of the major CVAC users and then report back to the Finance and Administration Committee.

4. Proposed Strategic Plan for Community Services and Economic Development

Ms. Tucker stated that for the past several months her Department has been working on preparing a "Strategic Plan" for Community Services & Economic Development. She said the plan was made with input from the Chesterfield Development Advisory Council (CDAC). The plan gives a demographic snapshot of the City at this time and provides for four overarching goals, along with several objectives and activities for each of those goals. She stated she was presenting the plan to the F&A Committee for discussion and, with the Committee's endorsement, would then forwarding same to City Council for approval.

Councilmember Geiger stated that the CDAC is comprised of worthy people who have an interest in the success of the City and recommended that Ms. Tucker provide a list of the CDAC members to the Committee.

Councilmember Erickson stated that he would like to see more specificity and metrics with a time-line for accomplishments. Mr. Herring said that the plan presented is only a summary of the full plan, which contains information that is more specific. He stated that this plan provides a great start and gets the program off the ground.

Mayor Nations stated that all of the Council should become vested in the plan. He said he appreciated the interest of the Council and the CDAC in regards to the plan. He would like to see the Council determine what the City's emphasis should be or in what areas the City should compete.

Councilmember Geiger stated that the CDAC should potentially break into smaller groups based on emphasis, which would allow for focus and planning in those areas.

Councilmember Casey stated he would like to hear an update on progress of this plan monthly or quarterly. Councilmember Erickson agreed and stated that maybe a progress update should be given before and after every CDAC meeting. The rest of the Committee agreed that updates should be held regularly.

Councilmember Logan made a motion to forward this plan to the Council for approval. Councilmember Segal seconded the motion. A voice vote was taken, with a 3-0 result, and the motion was approved. [Councilmember Nation had not yet arrived to vote.]

5. Proposed Use of Fund Reserves Re: Highway 141/Ladue Road Overpass Enhancements

Mr. Herring stated that, due to the fact that the Planning and Public Works (P/PW) Committee had approved a recommendation for the use of an additional \$200,000 from Fund Reserves, for the landscaping of Highway 141 interchanges, at Ladue and Olive, this proposed use of Fund Reserves had been forwarded to F&A for review/discussion. He noted that \$200,000 had already been set-aside in Fund Reserves, for the Highway 141 project and that this additional allocation would bring the total to \$400,000. He noted that, while Mr. Geisel could accomplish the re-landscaping of both interchanges, for \$400,000, he continues to request that a total of \$500,000 be allocated for these projects, or \$100,000 more than recommended by the P/PW Committee.

A general discussion followed. Councilmember Segal noted that his original motion, before the P/PW Committee was for an additional \$300,000, or a total of \$500,000. Mayor Nations supported this recommendation, pointing out the importance of improving both highway interchanges, given the highly visible nature of both locations. However, Mayor Nations pointed out that, per City Council policy, the F&A Committee could not amend the P/PW Committee recommendation. An amendment could be approved by City Council.

Councilmember Logan made a motion to recommend that Council reserve an additional \$200,000 for the project as recommended by the Planning and Public Works Committee, bringing the total for these projects to \$400,000. Councilmember Erickson seconded the motion. A voice vote was taken, with a 3-0 result, and the motion was approved. [Councilmember Nation had not yet arrived to vote.]

[Councilmember Nation arrived at 6:35pm.]

Based on time constraints, Chairperson Logan recommended that the committee move to item 8 on the agenda.

8. Awards for Special Events Contributions

Ms. Tucker stated that, as budgeted, the Finance and Administration Committee can award up to \$9,000 each year, for community programs. She stated that \$3,000 of that amount had already been awarded for the year. She stated that applications from the St. Louis Civic Orchestra and Piwacket Theater for Children, for \$3,000 each, have been received.

Councilmember Nation stated that even though the amounts are small, the additional spending was difficult to approve given the current economic situation. Councilmember Segal agreed with Councilmember Nation but stated that the amounts have been budgeted and that the groups depend on the money. The Committee discussed and agreed upon the need to inform applicants that funds might not be available in future budgets. Staff indicated that this message would be conveyed to each of these applicants. Mr. Herring noted that he had already instructed Ms. Vaughn NOT to include funding for "Special Events", in the FY2011 Budget, subject to review/approval by City Council.

Councilmember Logan made a motion to approve funding for both applications, at \$3,000 each. Councilmember Segal seconded the motion. A voice vote was taken, with a unanimous result, and the motion was approved. Mr. Herring reminded the Committee that City Council had authorized the Committee to make the final decision on these funding requests.

9. Adjournment

There being no further business to discuss, Chairperson Logan adjourned the meeting at 6:43 p.m. The Committee's next meeting has been tentatively scheduled for Monday, October 25, at 5:30pm.