

MEMORANDUM

TO: Michael G. Herring, City Administrator

FROM: Jan Hawn, Director of Finance and Administration

DATE: March 12, 2002

SUBJECT: FINANCE AND ADMINISTRATION COMMITTEE MEETING

The Finance and Administration Committee met Wednesday, February 27, 2002. Those in attendance included Chairperson Jane Durrell, Ward I, Councilmember Bruce Geiger, Ward II, Councilmember Dan Hurt, Ward III, Councilmember Mary Brown, Ward IV, City Administrator Mike Herring, Director of Finance and Administration Jan Hawn, and Executive Secretary Shirley Yost. Also in attendance, for a portion of the meeting, were Mayor John Nations, Councilmember Mike Casey, Ward III, and City Attorney Doug Beach. There were three citizens in attendance. The meeting was called to order by Chairperson Durrell at 5:35 p.m.

1. Approval of Minutes – November 7, 2001

Councilmember Geiger made a motion to approve the minutes from November 7, 2001. Councilmember Brown seconded the motion. The motion was approved 4-0.

2. Approval of Minutes – December 20, 2001

Councilmember Brown made a motion to approve the minutes from December 20, 2001. Councilmember Geiger seconded the motion. The motion was approved 3-0, with Councilmember Hurt abstaining.

3. Sunshine Law/Executive Session

Chairperson Durrell stated that even though the City of Chesterfield has always been in full compliance with the Sunshine Law, she would like the Committee to review and discuss how the City could go beyond compliance. The topic was divided into three parts: notification of session, the procedure for the executive session, and posting of the results of the session.

After discussion, Councilmember Geiger made a motion to describe the topic to be discussed as clearly as possible on the Executive Session Agenda. Councilmember Brown seconded the motion. The motion was approved 4-0.

The Committee discussed the procedures of the Executive Session. The Committee asked whether ordinances could be voted on in a closed Executive Session. City Attorney Doug Beach told the Committee that the Sunshine Law does not prohibit cities from passing ordinances in Executive Session.

After discussing the matter, Councilmember Brown made a motion for Council to vote on all ordinances in open sessions whenever possible. Chairperson Durrell seconded the motion. The motion was approved 4-0. Mr. Beach noted that discussion regarding the proposed legislation can and should continue to be held in executive session.

The Committee discussed how to notify the public regarding Executive Session results. Doug Beach told the Committee that the City has 72 hours to make the results available to the public. It was the general consensus of the Committee that, after having voted in Executive Session, the City Council will discuss when and how to release the information, unless there is some reason it should not be public knowledge.

4. Discussion of Fund Balance Goal

This item was tabled to the next meeting.

5. Pay Plan Administration

This item was tabled to the next meeting.

6. Five-Year Budget – Modify? How?

This item was tabled to the next meeting.

7. Landmark Preservation Request

Chairperson Durrell presented a request from the Landmark Preservation Commission for funding. The Committee discussed possibly having the funds for membership and training as part of the Planning Department budget. Councilmember Hurt expressed concerns about adding a line item to the budget for the Commission funding. He stated that he would feel more comfortable if they brought their proposal for next year's budget and presented it to the Committee. After further discussion, it was the consensus of the Committee that any expenses for the Landmark Preservation Commission should be included in the appropriate line items of liaison Department's annual budget, rather than having a specific line item for the Commission.

8. Policy on use of City's Logo and Name

This item was tabled to the next meeting.

9. Discussion regarding the selection of a President Pro Tem

The Committee discussed the method in which votes are cast and counted for the President Pro Tem position. After discussion, it was the consensus of the Committee decided that votes would be cast by written ballot and the ballots would be counted and read up front in the public session. This change will require City Council approval.

10. Discussion regarding Citizen of the Year Process

This item was tabled to the next meeting.

11. Other – Next Meeting

Jan Hawn presented to the Committee new information received concerning the City's Retirement Plan. She indicated that an amendment must be made to the City's Retirement Plan which includes language required by the Community Renewal and Tax Relief Act regarding transportation fringe benefit programs, even though this particular benefit is not applicable to the City of Chesterfield. The Committee asked Ms. Hawn to contact the City's pension counsel to find out what the ramifications of not passing this amendment would be and to make that information available to City Council at its meeting on March 4, 2002, at which time the bill would be given its first reading. (See Bill #2059 – NOTE: This item received first reading approval at the March 4 City Council meeting.)

The next meeting of the Finance and Administration Committee is scheduled for April 24, 2002 at 5:30 p.m.

The meeting adjourned at 7:43 p.m.