



Finance and Administration Committee Record of Proceeding May 13, 2024

The Finance and Administration Committee met on Monday, May 13, 2024. Those in attendance included: Chairperson Barb McGuinness, Ward I; Council Committee Member Aaron Wahl, Ward II; Council Committee Member Michael Moore, Ward III; Council Committee Member Gary Budoor, Ward IV; Mayor Bob Nation, Finance Director Jeannette Kelly and City Administrator Mike Geisel. Those also in attendance included: Councilmember Mary Monachella, Councilmember Mary Ann Mastorakos, Councilmember Dan Hurt, Councilmember Merrell Hansen, Public Works Director Jim Eckrich, Planning Director Justin Wyse, Assistant City Administrator Elliot Brown, City Clerk Vickie McGownd, IT Director Matt Haug, Deputy City Clerk Amanda Hurley and Assistant Finance Director Cathy Pagella.

Chairperson Barb McGuinness called the meeting to order at 5:30p.m.

Approval of F&A Minutes

Councilmember Moore made a motion, seconded by Councilmember Wahl, to approve the December 19, 2023 Finance and Administration Committee Meeting Minutes. A vote was taken with a unanimous affirmative result (4,0), and the motion was declared passed.

Councilmember Moore made a motion, seconded by Councilmember Wahl to approve the February 27, 2024 Finance and Administration Committee Meeting Minutes. A vote was taken with a unanimous affirmative result (4,0), and the motion was declared passed.

Elect Vice Chair and Citizen Committee Liaisons

Councilmember Wahl made a motion, seconded by Chairperson McGuinness to elect Councilmember Michael Moore as the Vice Chair of the Finance and Administration Committee. A vote was taken with a unanimous affirmative result (4,0), and the motion was declared passed.

The committee agreed that Councilmember Michael Moore will continue as the Committee Liaison to the Finance and Administration Citizens Advisory Committee. A vote was taken with a unanimous affirmative result (4,0), and the motion was declared passed.

The committee agreed that Councilmember Gary Budoor will continue as the Committee Liaison to the Management Information Systems Advisory Committee. A vote was taken with a unanimous affirmative result (4,0), and the motion was declared passed

Chesterfield Historic and Landmark Preservation Discussion (CHLPC)

Following discussions at the December 19, 2023 Finance and Administration Committee Meeting, City Council expressed interest in establishing a framework for an agreement outlining the tasks involved in a potential partnership between the City of Chesterfield and a non-profit organization dedicated to promoting the City's history.

Councilmembers Moore, Mastorakos and Hansen had met with members of the CHLPC on multiple occasions in an effort to develop a proposal which would be mutually acceptable to both the City Council and the CHLPC. The preferred proposal was to consolidate the memberships of Chesterfield Historic Foundation (CHF) and CHLPC into a new entity, which would not be a citizens advisory committee of Council, but would be independent and be a resource to the City under the terms of a service agreement.

There was a consensus that the historic materials on the current City website should be maintained, although it would outsource and hosted to a third party to avoid it residing on the City's network. City staff recommended collaboration with Captiva, who originally created the framework for the historic content. This standalone website will not only visually align with the new City of Chesterfield branding but will also showcase the deep historical roots of the city. The initial cost for this conversion is estimated to be between \$8,000 and \$8,500, with a monthly fee of \$65 for maintenance and hosting.

Councilmember Moore made a motion, seconded by Councilmember Wahl to authorize a fund transfer not to exceed \$10,000, for the purpose of initiating the website content migration by Captiva Marketing. A vote was taken with a unanimous affirmative result (4,0), and the motion was declared passed

Councilmember Moore made a motion, seconded by Councilmember Budoor to authorize collaboration with CHF on the terms of an agreement for services, and to provide an inventory of the historic materials, including those removed from the display cases, and return to the F&A committee within two months for further action. A vote was taken with a unanimous affirmative result (4,0), and the motion was declared passed

Councilmember Wahl made a motion, seconded by Councilmember Moore, to transfer all regulatory roles and functions from the Chesterfield Historic and Landmark Preservation Committee (CHLPC) to the Architectural Review Board (ARB), without disbanding the CHLPC. A vote was taken with a unanimous affirmative result (4,0), and the motion was declared passed. City Staff was directed to begin preparation of the necessary legislation to accomplish the transfer these responsibilities.

Proposed 2025 City Council Meeting Schedule

City Clerk Vickie McGownd presented a proposed 2025 City Council Meeting schedule that takes into account national holidays and Jewish Holidays. During the discussion, Councilmember Wahl proposed moving the meeting scheduled for Monday, October 20, 2025, to Tuesday, October 21, 2025, in recognition of a Diwali, a Hindu holiday important to a significant residential population within the city.

However, City Administrator Geisel reminded the committee that the initial purpose of re-scheduling meetings that occurred on major Jewish holidays, was that the Jewish faith prohibited business activities on those holidays. If Council was to expand to other religions or cultures, it may result in the proverbial “slippery slope”, causing the city to consider multiple other cultural or faith-based interest groups. Those present suggested that the calendar be recommended for approval as submitted, but that such exceptions could be considered when acted on by the entire council.

Councilmember Wahl made a motion, seconded by Councilmember McGuinness, to approve the 2025 City Council Meeting Schedule as provided by City Clerk McGownd, and forward to City Council. A vote was taken with a unanimous affirmative result (4,0), and the motion was declared passed.

Proposed Dates for Budget Workshops

Finance Director Jeannette Kelly provided Budget Workshop Dates for the fiscal 2025 and 2026 budget years. Those dates include:

Finance 105	Tuesday, July 23, 2024
Budget Workshop I	Tuesday, October 1, 2024
Budget Workshop II	Tuesday, October 29, 2024
Budget Workshop III	Tuesday, November 19, 2024 (if needed)
Finance 106	Tuesday, July 29, 2025
Budget Workshop I	Tuesday, September 30, 2025
Budget Workshop II	Tuesday, October 28, 2025
Budget Workshop III	Tuesday, November 18, 2025 (if needed)

Councilmember Moore made a motion, seconded by Chairperson McGuinness, to approve the proposed Budget Workshop Dates and forward to City Council. A vote was taken with a unanimous affirmative result (4,0), and the motion was declared passed.

Updated Chesterfield Logo

Assistant City Administrator Elliot Brown presented the committee with the proposed updated City of Chesterfield logo. Staff collaborated with Captiva Marketing Inc. to create options that adhere to industry best practices while remaining faithful to the imagery and message of the current City of Chesterfield logo. The refreshed design is in harmony with the City’s branding guidelines, featuring a more legible typeface, ADA-compliant color values,

inclusion of the State identification, and an improved quality that ensures optimal scalability. Importantly, the new design retains our unique imagery, including the Monarch Pecan tree, a rising sun, and the rolling hill and valley elements.

Councilmember Moore made a motion, seconded by Councilmember Wahl to approve the new City of Chesterfield Logo and forward to City Council. A vote was taken with a unanimous affirmative result (4,0), and the motion was declared passed.

City Website Hosting Update

Assistant City Administrator Elliot Brown shared updates regarding the City's website. He advised that staff had been working with Civic Plus to configure and launch the individual application modules with phased implementation slated to begin at the end of May. A soft launch of the website is planned in August, and the updated website is expected to be fully operational by late fall.

As part of the update, the number of pages on the website will be reduced by half, with a significant portion of these pages belonging to the CHLPC section. The City's staff is collaborating with Civic Plus to identify content that will be migrated to the new website, as well as content that will not be migrated, particularly from the CHLPC section, resulting in a reduction from 600 to 300 pages. The goal is to reorganize the website into a more user-friendly structure.

Additionally, the new website will feature content that is ADA compliant, including audio live features and color-changing capabilities, as part of the updated package.

Facility Use by Elected Officials

City Administrator Mike Geisel reiterated Chesterfield Policy PW-22 to the committee, emphasizing that elected officials have continuous access to the common areas of City Hall, facilitated through their security identification badges. However, he clarified that this access cannot be exploited to bypass City Policy PW-22's regulations regarding the use of the building for community meetings or events, which would typically require approval and may involve charges as outlined in PW-22.

City officials are encouraged to utilize the facility for activities directly related to their elected roles, such as meetings with small groups. It's essential, however, that such usage doesn't impose a physical or financial burden on City staff and that the facility is restored to its original condition after use.

Chairperson McGuinness made a motion, seconded by Councilmember Moore to affirm the current City Policy PW-22 and the use of the facility was to be per the process and procedures outlined by City Administrator's memorandum dated May 9th, 2024. A vote was taken with a unanimous affirmative result (4,0), and the motion was declared passed.

Advance Project Funding

City Administrator Geisel explained that for more than two decades, Chesterfield has pursued two major infrastructure projects: the extension of North Outer Forty eastward to Chesterfield Parkway and the improvement of the Long Road interchange for full access to/from Interstate 64. These projects were identified prior to the construction of the new Interstate 64 East Bound Daniel Boone Bridge. It's important to note that these are significant projects, with an estimated cost between \$50 million and \$75 million. While partial funding resources have been committed for both projects, efforts are ongoing to secure additional funding from additional alternative sources.

After reviewing qualifications and representative projects from various engineering firms, the Department of Public Works (DPW) developed a scope of work and fee estimate in collaboration with Lochmueller Group for these projects. The total estimated fee for this effort is \$2.1 million. Therefore, the request is for both the Finance and Administration (F&A) and Public Works (PPW) Committees to recommend that the full City Council authorize a contract with Lochmueller Group for the scope of work associated with the Long Road Interchange and North Outer Forty Extension, as outlined in the attached scope of work. This funding is proposed to come from a transfer of \$2.1 million from the General Fund – Fund Reserve, with the intention of being fully reimbursed by the Chesterfield Valley Transportation Development District (TDD) and Chesterfield Regional Tax Increment Financing District (TIF) as funds become available.

Councilmember Moore made a motion, seconded by Councilmember Wahl, to approve a contract with Lochmueller Group for the specified scope of work at a cost of \$2.1 million. This funding will be forward-funded through a transfer from the fund reserve and subsequently reimbursed with funds from the Chesterfield Regional TIF and the Chesterfield Valley TDD. A vote was taken with a unanimous affirmative result (4,0), and the motion was declared passed.

Financial Review

Finance Director Jeannette Kelly provided a monthly financial review.

City Administrator Mike Geisel updated the committee on upcoming parks projects, including progress on capital projects, budget considerations, and a recommendation to discontinue the archery range project, as the costs have ballooned and the archery range no longer represents a positive value proposal for the city. This decision will also allow for potential overages of the higher-priority project involving the construction of amphitheater back-of-house and restroom facilities.

Mr. Geisel also advised the Committee that he had directed the Director of Parks, Recreation and Arts to prepare the next municipal parks grant application for the replacement of the outdated and uninspired Central Park Playground. Early, preliminary cost estimate of this project is \$1.25 to \$1.5 million, with the maximum grant amount of \$575,000.

Councilmember Moore made a motion, seconded by Councilmember Wahl, to endorse the City Administrator's recommendations: abandoning the archery range project, prioritizing the amphitheater projects and supporting the Central Park Playground Project as recommended by Staff. A vote was taken with a unanimous affirmative result (4,0), and the motion was declared passed.

Adjournment

The meeting was adjourned at 7:23 p.m.

Respectfully submitted:

Jeannette Kelly
Finance Director

Amanda Hurley
Deputy City Clerk

Approved: _____

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