

MEMORANDUM

TO: Members – F&A Committee
FROM: Michael G. Herring, ICMA-CM – City Administrator
DATE: April 24, 2012
SUBJECT: Minutes – 4/23/12

The Finance and Administration Committee met on Monday, April 23, 2012. Those in attendance included: Chairperson Matt Segal, Ward I; Council Committee Member Mike Casey, Ward III; Council Committee Member Bob Nation, Ward IV; Mayor Bruce Geiger; City Administrator Mike Herring; Assistant City Admin. for Community Services/Economic Development, Libbey Tucker; City Attorney, Rob Heggie; Financial Advisor, Michelle Bock; Special Legal Counsel, Jim Mello; Information Technology Manager, Matt Haug, and Finance Director/ Asst. City Admin., Brian Whittle. Those also in attendance included Councilmember Randy Logan, Ward III; Councilmember Connie Fults, Ward IV; Councilmember Derek Grier, Ward II; Councilmember Barry Flachsbart, Ward I. Representatives from the proposed Chesterfield Blue Valley development were also in attendance.

Council Committee Member Elliot Grissom, Ward II was not in attendance.

Chairperson Matt Segal called the meeting to order at 5:30 p.m.

1. Approval of Minutes—January 30, 2012

Councilmember Casey motioned to approve the minutes from the January 30, 2012 meeting of this Committee. Councilmember Nation seconded the motion. A voice vote was taken, with a 3-0 result, and the motion was approved.

Chairperson Segal motioned to move agenda items 3 and 4 to before agenda item number 2 due to time constraints. Councilmember Nation seconded the motion. A voice vote was taken, with a 3-0 result, and the motion was approved.

2. Proposal to Convert to Paperless Agendas/Packets

Mr. Herring thanked Matt Haug and Libbey Tucker for all of their hard work in researching and putting the paperless proposal forward. He said that converting to paperless agendas will put the City of Chesterfield on the cutting edge of municipalities. He stated that he supported their recommendation.

Ms. Tucker stated she and Mr. Haug had spent the past several months researching the proposal to go paperless and consulted with their professional networks. She said the biggest factors they looked at were reliability, ease of use and screen size. She said they

determined that the iPad was found to be the best choice. Other tablets and laptops were ruled out based on screen size and ease of use and feedback from others. She estimated savings of \$3,000 a year from converting to paperless with the initial upfront cost of \$6,800. Additionally, staff will offer group training sessions and one-on-one instruction until everyone is comfortable with the device. If councilmembers have a personal iPad already, we can easily install the application used for packets on their device.

Mr. Haug demonstrated the ease of reviewing council packets on the iPad. He noted that the files would be encrypted for security. He also demonstrated other features like the ability to take notes on the packet and save them on the iPad.

Councilmember Flachsbart asked how they would be able to view the items in small print or the detailed maps. Mr. Herring stated that those items would still be printed out if needed.

Chairperson Segal suggested that the iPads are phased in over a month or two. Mr. Herring agreed and stated that he wants everyone to have a comfort level with the devices and that staff will assist in training on their use.

Councilmember Grier sought clarification that the items belong to the City and that all confidential items are deleted when they are returned. Mr. Haug stated that the devices will be cleared of all information before re-using them. He also stated that software will be installed to allow the device to be locked down or secured if the device is lost or stolen.

Councilmember Casey motioned to forward the paperless packet proposal to the City Council. Councilmember Nation seconded the motion. A voice vote was taken, with a 3-0 result, and the motion was approved.

3. Contribution to Special Event

Ms. Tucker stated that entities can apply for a \$3,000 community contribution by March 31 and September 30 of every year. She said Council had budgeted \$6,000 for the programs in 2012. The F&A committee has full approval over the requests and they do not need to be forwarded to the Council. She said that the Chesterfield Chamber of Commerce applied for a \$3,000 contribution for the Summer Concerts in Faust Park.

Councilmember Casey motioned to approve the \$3,000 contribution to Faust Park. Councilmember Nation seconded the motion. A voice vote was taken, with a 3-0 result, and the motion was approved.

4. Discussion: Chesterfield Blue Valley C.I.D. Application

Chairperson Segal noted that this meeting was for informational purposes only and that no vote would be made. He said the purpose was to have an open dialogue about the project and to provide an opportunity for everyone to become better informed on the Chesterfield Blue Valley (CBV) CID, having an opportunity to ask questions of staff and the City's consultants.

Mayor Geiger commended Jim Mello, Libbey Tucker, and Michelle Bock for the work they had done on this project. He noted that the project would have tremendous economic benefits for the City, Schools, County and State. He projected the impact to be \$15 million if only phase I is completed and \$25-30 million if phase II is completed.

Mr. Herring commended Ms. Tucker on all of her work and stated that her memo was very thorough and did a great job of detailing the information for forming a CID.

Mr. Mello stated that the development agreement was created to solidify the items in the CID petition from Chesterfield Blue Valley and took into account issues that the Council identified during the CID application process, which preceded the petition. A Council Resolution was passed on February 6 that approved the CBV application for the 1% CID. He noted that while CIDs are legislated by the State, the City Council has established its own policy regarding CIDs that requires the extra step of the application to allow an opportunity for the CID projects and parameters to be thoroughly vetted prior to the developer filing the petition. He noted that after a CID petition is made, the City is required by State law to hold a public hearing, which will take place on May 6 at 6:30 p.m. At that time there will be also be the first reading of an Ordinance that will approve the CID petition and the Development Agreement. Final reading will occur on May 21. Mr. Mello then reviewed the key points of the development agreement as detailed in his memo.

Councilmember Flachsbart asked if it was possible to vote for the project but not the CID. Mr. Mello stated that those are separate votes and that the CID petition and Development Agreements supplement the site development plans and does not supersede them.

Mayor Geiger stated that the development agreement was very specific and gives the City a great deal of control, including having the City Administrator act as an ex-officio (non-voting) member of the CID Board.

Councilmember Flachsbart inquired if the bonds could be issued over a longer term to allow for a smaller annual payment and lower user fee at the outlet. Ms. Bach stated that the bonds are limited to a 20-year term by state law; however, there will likely be multiple issuances of the bonds due to market conditions. Chairperson Segal noted that there was a provision in the bonds to allow an early retirement like the City's TIF bonds had, if the revenues come in ahead of schedule.

Councilmember Grier asked who could revise the development agreement. Mr. Mello stated that the agreement could only be revised by the City Council.

Councilmember Logan asked what was considered reasonable for the debt service reserve, annual administration fees and if CID board members would be paid. Mr. Mello stated that a 10% reserve and \$25,000 a year in administration fees is reasonable. He further replied that the Board Members would not be paid for their service.

Councilmember Grier stated that he thinks it is a well-drawn agreement with good safeguards. He also noted that he feels this project will have a great and positive impact on the City.

Councilmember Casey asked what safeguards were in place to ensure that City Administrator is aware of any meetings and if the City Administrator can send a designee. Mr. Mello stated that the CID will have to follow all open meeting notice laws and send the City Administrator a packet for the meeting. He further stated that the City Administrator can send a designee in his place.

5. Executive Session

At 6:50 P.M. Chairperson Segal called for an executive session under RSMo 610.02. Councilmember Casey seconded the motion. By a vote of 3-0, the committee went to executive session.

6. Adjournment

There being no further business to discuss, Chairperson Segal adjourned the executive session at 7:10 p.m. The Committee's next meeting has been tentatively scheduled for Monday, May 28th, at 5:30pm.