



**Finance Committee
Committee Meeting Agenda
July 25, 2017
5:30 PM
Administrative Conference Room
300 N New Ballas Rd**

1. Call to Order

Introduction of Director of Finance

Introduction of New Committee Members

2. Roll Call

3. Approval of Agenda

4. Approval of Minutes

Minutes 6-6-17

5. Reports from Committee Liaison's

Chairperson

Audit Committee

Pension Board

Building Task Force

6. Unfinished Business

LAGERS Update

Ladue Road Update

7. New Business

Election of Chair and Vice Chair

Appoint Committee member to Audit Committee

Investments

Prop P Policy - Draft

8. Other Business

Meeting Schedule FY2018



**Finance Committee
Committee Meeting Agenda
July 25, 2017
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300 N New Ballas Rd**

9. Adjourn



**Finance Committee
Committee Meeting Minutes
June 6, 2017
5:30 PM
PW Administrative Conference Room
300 N New Ballas Rd**

1. Call to Order

Elect Chairman for June 6, 2017 Meeting

Ms. Richter motioned to appoint Mr. Kutta temporary Chair for the meeting. Mr. Noce seconded the motion.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Marjorie Richter, Board Member
SECONDER:	John Noce, Board Member
AYES:	Kutta, Potashnick, Noce, Richter
ABSENT:	Shalowitz, Shulenburg, Hellwege

2. Roll Call

Richard Kutta	Chairman	
Larry Potashnick		
John Noce	Board Member	
Howard Shalowitz	Board Member	
Marjorie Richter	Board Member	
Adam Shulenburg	Chairperson	(Absent)
Phillip Hellwege	Vice-Chair	(Absent)
Ted Ruzicka		
Mark Perkins	City Administrator	
Debbie Loso	Assistant	
Jim Heines	Public Works Director	
Tracy Brothers	Finance Clerk	

Mel Klearman was also present at the meeting.

3. Approval of Agenda

Mr. Noce requested all action items be reviewed first. He needed to leave by 6:00 pm. Ms. Richter motioned to approve agenda as amended. Mr. Noce seconded the motion with all present voting aye.

4. Approval of Minutes

Approval of May 23, 2017 Finance Committee Meeting Minutes

Attachment: 6-6-17 minutes (2573 : Minutes 6-6-17)



**Finance Committee
Committee Meeting Minutes
June 6, 2017
5:30 PM
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RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Marjorie Richter, Board Member
SECONDER:	John Noce, Board Member
AYES:	Kutta, Potashnick, Noce, Richter
ABSENT:	Shalowitz, Shulenburger, Hellwege

5. Reports

Chairperson

Chair was absent from meeting.

Audit Committee

Audit Committee has not met but is scheduled for August.

Pension Board

Mr. Potashnick stated the Pension Board would be meeting on Thursday of this week.

Building Task Force

Mr. Kutta stated the Building Task Force had not met but has a meeting scheduled the following week.

6. Unfinished Business

FY2018 Proposed Meeting Schedule

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Marjorie Richter, Board Member
SECONDER:	Larry Potashnick
AYES:	Kutta, Potashnick, Noce, Shalowitz, Richter
ABSENT:	Shulenburger, Hellwege

7. New Business

3Rd Quarter Financial Statement

Mr. Perkins highlighted the highpoints of the 3rd Quarter financial statement. Revenues are down, Utility, Sales Tax, Court Fines and Gross Receipts are all down. The long range revenue growth is trending pretty flat. The revenue growth over the last ten years has been about half of one percent. The City's annual expenditure growth has been a little under two percent. Mr. Perkins stated the decline in sales tax revenue is going partly to online sales and other business that are not captured by sales tax. Mr. Perkins stated the City is going to research the Business License fees. The fee structure has not been updated for twenty years. The City will be looking at all the service levels in the City.



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Mr. Heines discussed the water line break and glycol leaks with the Committee. Mr. Heines stated the City's insurance covered most of the cost for the repairs. Mr. Heines stated during the renovations of the Government Center the loop system will be upgraded. Isolation valves and bypass valves will be installed that are currently not in place to prevent the current issues with the system. A new supply line was installed for the water leak from inside the building to the parking lot. The remainder of the line will be replaced during the renovations.

Ladue Road Project

Mr. Heines reviewed the Ladue Road Project. He stated the cracks in the road were noticed the week after the heavy rain fall. The City went out for bids for the repairs. Survey was completed to know the slope to provide to the contractors. The City is responsible for the traffic control and detours during the project and the Contractor is responsible for all the spoils and the work zone itself. Mr. Heines stated the contractor will be going before the City Council at their next meeting. He stated the City is including cost for an extra pier or for additional cost increases. Geo Tech is reviewing the plans and will be onsite occasionally and on call if needed. Ongoing random testing will be completed throughout the construction to make sure the welds, concrete and repairs meet the standards.

Ms. Richter motioned that the City obtain an opinion letter from a forensic geo technical engineer and a legal opinion to determine whether any of the cost can be recovered after the Ladue Road project is completed from adjacent property owners that may share responsibility. Mr. Shalowitz second the motion.

RESULT:	APPROVED [4 TO 0]
MOVER:	Marjorie Richter, Board Member
SECONDER:	Howard Shalowitz, Board Member
AYES:	Kutta, Potashnick, Shalowitz, Richter
ABSTAIN:	Noce
ABSENT:	Shulenburger, Hellwege

8. Other Business

Mr. Shalowitz stated he does not want to renew his term for another three years.

FY2017 Meeting Schedule

9. Adjourn

Mr. Potashnick motioned to adjourn the meeting. Ms. Richter seconded the motion with all present voting aye.

Attachment: 6-6-17 minutes (2573 : Minutes 6-6-17)

City of Creve Coeur

Proposition P Police Funds – Policy Draft

Missouri statutes require revenues from the law enforcement sales tax to be used for police and public safety purposes.

Funds initially will be used for furniture, fixtures, equipment including technology and audio-visual equipment for the new Police Station, up to \$325,000.

Thereafter, the policy on the use of funds will be as follows, subject to annual review by the City Council:

- 1) Police operating costs – 60%
 - a) Future police compensation increases as may be needed to maintain competitive salaries and benefits.
 - b) Training
 - c) Contractual and other expenditures to maintain police service levels.
- 2) Public safety capital expenditures – 15%
 - a) Police equipment and capital improvements, including technology and communication upgrades, enhanced in-car cameras
 - b) Public safety improvements such as security enhancements at city facilities or parks; or future improvements to the new police station
- 3) Police building maintenance and operating costs - 15%
- 4) Reserve for police pension liability - 10 %



**City of Creve Coeur
Finance Committee
FY18 Meeting Schedule**

DATE	TOPIC
July 25, 2017	Review of 4 th Qtr Financials and Year-End
September 5, 2017	Threshold for Finance Committee Review & Input
November 7, 2017	Review of 1st Quarter Financials
January 23, 2018	Olive/Graeser TDD Audit, 2nd Qtr Financials
March 6, 2018	Review of Proposed 5-Year Capital Plan
March 20, 2018	Review of Proposed 5-Year Capital Plan
April 10, 2018	Review Proposed Budget Preview, Review 3 rd Qtr Financials
April 24, 2018	Review of Proposed Budget
June 5, 2018	Further Review of Proposed Budget

FINANCE COMMITTEE PRIORITIES

- As part of the budget review process, evaluate economic justification and risks of proposed single-project capital and operational expenditures in excess of \$100,000 or a combination of multiple similar projects or the aggregate value of multi-year projects over \$1 million.
- Review proposed financing, bond indebtedness, taxation and leases greater than \$10,000 prior to council action.
- Review project closeout reports for scope, schedule and cost variation.
- Periodically review and comment on the surplus funds investment policy and financial performance.
- Review opportunities for cooperative purchasing or contracting ventures with other municipalities.