

MEMORANDUM

TO: Members – F&A Committee
FROM: Michael G. Herring, City Administrator
DATE: January 26, 2016
SUBJECT: Minutes – 1-25-16

The Finance and Administration Committee met on January 25, 2016. Those in attendance included: Chairperson Barry Flachsbart, Ward I; Council Committee Member Dan Hurt, Ward III; Council Committee Member Bruce DeGroot, Ward IV; City Administrator Mike Herring; Finance Director Craig White; Director of Public Services Mike Geisel; and Interim City Attorney Harry O'Rourke. Those also in attendance included: Mayor Bob Nation, Councilmember Barbara McGuinness, Ward I; Councilmember Bridget Nations, Ward II; Councilmember Mike Casey, Ward III; Councilmember Connie Fults, Ward IV; Management Analyst James Mello Jr and 14 members of the public. Council Committee Member Elliot Grissom, Ward II, was absent.

Chairperson Barry Flachsbart announced that the anticipated report pertaining to agenda item #3 had not yet been received, so the item would be placed on a future agenda. He then called the meeting to order at 5:32 p.m.

1. Approval of Minutes from October 26, 2015

Chairperson Flachsbart asked if there were any comments or changes to the October 26, 2015 F&A Committee Minutes. Hearing none, Councilmember DeGroot motioned to approve the Minutes. Councilmember Hurt seconded the motion. A voice vote was taken, with a unanimous result 3-0, and the motion was approved.

2. Approval of Minutes from November 16, 2015 Budget Workshop

Chairperson Flachsbart asked if there were any comments or changes to the November 16, 2015 Budget Workshop Minutes. Hearing none, Councilmember DeGroot motioned to approve the Minutes. Councilmember Hurt seconded the motion. A voice vote was taken, with a unanimous result 3-0, and the motion was approved.

3. Review of all City Ordinances

Chairperson Barry Flachsbart reminded everyone that the anticipated report from "Jeff City" had not be received, so the item would be deferred to a future meeting

4. Discussion re: City Attorney, Municipal Judge, and City Prosecutor Ordinance

Chairperson Flachsbart explained that the ordinance outlined specifics for the positions of City Attorney, Municipal Judge and Prosecutor including qualifications, duties, and other

information. He reminded those present that this ordinance would not affect the incumbents for these positions.

A general discussion ensued regarding how the ordinance was developed and if it conflicted in anyway with current or proposed state statutes. The Committee indicated that, while these changes would not address any specific issues that had occurred in Chesterfield, they would eliminate the perception of potential conflicts.

Councilmember DeGroot motioned to direct the Interim City Attorney to compare the drafted ordinance language with existing state statutes, including Missouri Senate Bill No. 5, and deliver any findings to the Committee at the next meeting. Councilmember Hurt seconded the motion. A voice vote was taken, with a unanimous result 3-0, and the motion was approved.

5. Discussion re: St. Louis County Municipal League Membership

Mr. Herring stated that, per the Committee's direction, payment of the St. Louis County Municipal League's 2015-16 membership dues were not paid during FY2015. As a result, the City of Chesterfield is not a current member of the League.

A general discussion amongst the Councilmembers and Mayor ensued regarding the benefits and drawbacks of rejoining the St. Louis County Municipal League. Members of the Committee generally expressed concern for joining an organization that directly opposed the City on the Pooled Sales Tax System. Mayor Nation shared this concern but suggested that withdrawing from the League would cost the City a voice/vote in future League discussions.

Mr. Herring reminded the Committee that the FY2015 budgeted League Membership dues lapsed, as of 12/31/15 and Council would need to authorize payment from General Fund – Fund Reserves if the 2015-16 membership dues were to be paid. Upcoming dues for the 2016-17 year, which will come due sometime after July 1, 2016, are approved as a part of Chesterfield's 2016 budget.

The general discussion resumed.

Councilmember Hurt motioned to recommend to City Council approval of payment from General Fund – Fund Reserves, for 2015-16 St. Louis County Municipal League dues (\$7722.00) and that the Committee revisit the 2016-17 membership dues, at the July 2016 Committee meeting, before payment of League dues. Councilmember DeGroot seconded the motion. A voice vote was taken, with a unanimous result 3-0, and the motion was approved.

Public Comments

At this time, Chairperson Barry Flachsbart acknowledged the public in attendance and asked if any of them had comments or announcements that they would like to make.

Senator Jane Cunningham spoke on several issues including the Monarch Fire Protection District's Transparency Portal, the status of a potential bill to the City for 2015 services rendered by Attorney Kevin O'Keefe, and Chesterfield's relationship with the Municipal League.

Ms. Marjie Saiter also spoke and raised a question about cyber security of Chesterfield's new transparency portal.

6. Discussion re: Implementation of Chesterfield's 'Transparency Portal'

Finance Director Craig White revisited the "Transparency Portal" discussion from the October Finance and Administration Committee meeting. At that time, the City discussed the term "transparency portal" and compared information on Chesterfield's website to other local municipalities, noting that it rated among the top. The Committee directed Staff to add information to the City's existing website which would meet and exceed its peers. This included, check registers, monthly financial reports, a financial snapshot/revenue and expense charts, and positions/pay ranges. Mr. White demonstrated that this information was now accessible on the City's website.

While reviewing the City's positions/pay ranges, Councilmember Hurt commented that a column should be added indicating the number of employees that occupy each position. After a brief discussion, the Committee agreed with this change. Councilmember Hurt also requested that overtime expense information be tracked and reported. Chairperson Flachsbart directed that Staff prepare a recommendation for how this information could be incorporated and to forward same for consideration/discussion, at the next Committee meeting. This could include TOTAL OVERTIME paid, by department, during FY2015.

Chairperson Flachsbart suggested that exact salaries be listed per employee, but names be removed and employees would be identified only by their job title only. This was supported by the Committee and Staff was directed to bring this back to the Committee, at the next meeting, for further consideration/discussion.

Councilmember McGuinness suggested that a document detailing employee benefits be added to the website. The Committee agreed and Staff was directed to prepare a recommendation for how this information could be incorporated and to forward same to the Committee, for consideration/discussion, at the next meeting.

Councilmember Fults stated that the whole City website is effectively a transparency portal and a different title for the financial information be considered. Chairperson Flachsbart agreed with this idea. She also stated that information for ongoing Planning and Zoning issues are perhaps more commonly requested than exhaustive financial information, and adding information to that effect would be more widely beneficial to residents. Chairperson Flachsbart directed Staff to develop recommendations, working

with Matt Haug, Information Technology Director, for how to best accomplish this and to bring those recommendations back to the Committee, for further discussion.

Councilmember McGuinness requested that the email retention policy for councilmembers, currently 60 days, be extended. Chairperson Flachsbart directed that this item be added to the next Committee meeting's AGENDA.

7. Next Meeting / Adjournment

The next meeting has been tentatively scheduled for February 29, 2016.

There being no additional business to discuss, the meeting was adjourned at 6:45 PM.