



**Finance and Administration Committee
Record of Proceeding
January 28, 2019**

The Finance and Administration Committee met on Monday, January 28, 2019. Those in attendance included: Chairperson Barbara McGuinness, Ward I; Council Committee Member Ben Keathley, Ward II; Council Committee Member Michael Moore, Ward III; Finance Director Chris DesPlanques and City Administrator Mike Geisel. Those also in attendance included: Councilmember Michelle Ohley, and Administrative Assistant to the City Administrator/Deputy City Clerk Amanda Miller.

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

Approval of Minutes

The minutes of the December 10, 2018 Finance and Administration Meeting were submitted for approval. Councilmember Moore made a motion, seconded by Councilmember Keathley to approve the December 10, 2018 Finance and Administration Meeting minutes. A vote was taken with an affirmative result (3, 0) and the motion was declared passed.

Audit Service Renewal

Finance Director Chris DesPlanques presented the Finance & Administration Committee with a new three year extension of the current professional services contract with Daniel Jones Associates, it would have no increase in cost as compared to the current contract rate with no increasing fees. The current amount is \$21,580 (\$19,500 for the city audit and \$2,080 for the federal grant compliance).

Councilmember Moore made a motion, seconded by Councilmember Keathley to forward the three year contract with Daniel Jones & Associates to City Council. A vote was taken with an affirmative result (3, 0) and the motion was declared passed.

[Councilmember Tom DeCampi joined the meeting at 5:34pm.]

CGI Community Showcase Video Program

City Administrator Mike Geisel informed the committee that the 'Welcome to the City' video on the public website is extremely out of date. Having such outdated and inaccurate information attached to the City website reflects poorly on the City and provides inaccurate information to prospective residents or businesses. Mr. Geisel described a program endorsed by the National League of Cities, where CGI Communications would create six short informational/promotional videos at no cost to the City. The City would determine the subject matter for the six video shorts. CGI would be responsible for all production and content creation. A seventh, "Sponsor" video would also be created and marketed to local businesses, who would pay a sponsorship fee.

Councilmember Moore made a motion, seconded by Councilmember McGuinness to approve Mr. Geisel's request for the CGI Community Showcase Video Program and forward to Council. A voice vote was taken with a unanimous affirmative result (4-0) and the motion was declared passed.

Citizen of the Year Process - Clarification

City Administrator Mike Geisel provided the committee with the procedure of the Citizen of the Year process. While City Staff coordinates and facilitates the process, the review and selection recommendations are wholly completed by a designated citizen selection committee. In order to avoid confusion and to ensure that Council's directives are met, Mr. Geisel requested affirmation or alternative clarification regarding the approval process, specifically as it relates to the involvement of City Council in the approval. It was made clear that the nominee must be a resident of Chesterfield.

Councilmember McGuinness made a motion, seconded by Councilmember Keathley to affirm the current practice. A voice vote was taken with a unanimous affirmative result (4-0) and the motion was declared passed.

Financial Reports

Finance Director Chris DesPlanques presented a current financial update.

Merger/Consolidation/Better Together

After much discussion about the City's Merger/Consolidation/Better Together, Councilmember Keathley made a motion, seconded by Councilmember DeCampi to direct staff to collect as much information as possible pertaining to the Merger/Consolidation/Better Together as soon as possible, but before next Finance and Administration Committee Meeting.

Court Reform

The Committee discussed some concerns about proposed court reform. For example, the prosecutor and municipal judge could act in other jurisdictions but could not enter an appearance on behalf of a defendant in any other municipal court. This was proposed, but not formalized. Councilmember McGuinness requested a summarized bullet point list of all the items discussed for the next F&A meeting.

Appointments to Standing Council Committees

As a result of two ordinance changes in 2016, President Pro-Tem is responsible for making appointments to the standing committees of Council. This was previously the role of the Mayor; Mayor Nation has requested a change of ordinance to give the responsibility back to the Mayor to enable appointments to be made the first week in April instead of waiting until the third week, when President Pro-Tem is selected. The F&A Committee decided not to take any action at this time.

Minutes and Attendance in Agenda Review Meeting

Councilmember McGuinness asked why minutes/attendance are not taken in Agenda Review Meetings. Mr. Geisel clarified Agenda Review Meetings are not official meetings and since no votes are taken it is unnecessary to create another set of minutes.

The next Finance & Administration Committee Meeting is scheduled for Monday, February 25, 2019 at 5:30pm.


Adjournment

The meeting was adjourned at 7:21p.m.

Respectfully submitted:



Chris DesPlanques
Finance Director



Amanda Miller
Deputy City Clerk

Approved: 5/28/2019