# MEMORANDUM

**TO:** Mike Geisel, Co-Interim City Administrator

**FROM:** James Mello – Management Analysist JM

**DATE:** June 13, 2016

**SUBJECT:** Minutes – 6-6-16

The Finance and Administration Committee met on June 6, 2016. Those in attendance included: Chairperson Bruce DeGroot, Ward IV; Council Committee Member Barry Flachsbart, Ward I; Council Committee Member Guy Tilman, Ward II; Council Committee Member Randy Logan, Ward III; Co-Interim City Administrator Mike Geisel; Finance Director Craig White; Community Services/Economic Development Director Libbey Tucker, Information Technology Director Matt Haug and Interim City Attorney Chris Graville. Those also in attendance included: Mayor Bob Nation, Councilmember Barbara McGuinness, Ward I; Councilmember Bridget Nations, Ward II; Councilmember Tom DeCampi, Ward IV; Management Analyst James Mello Jr and 2 members of the public.

Chairperson Bruce DeGroot called the meeting to order at 4:30 p.m.

## 1. Approval of Minutes from March 28, 2016

Chairperson DeGroot asked if there were any comments or changes to the March 28, 2016 F&A Committee Minutes. Hearing none, Councilmember Flachsbart motioned to approve the Minutes. Chairperson DeGroot seconded the motion. A voice vote was taken, with a unanimous result 3-0, and the motion was approved. Councilmember Nations abstained as she was not in attendance for the March 28, 2016 meeting.

## 2. Update Regarding the City E-mail Retention Policy

Information Technology Director Matt Haug discussed the results of the MISCAC meeting in May 17, 2016. The MISCAC members agreed that the current employee e-mail retention period of 30-days was sufficient. They also discussed improving current data back-up technology, implementing a shorter recovery window for critical ERP data, attaining pricing for software and storage to replicate data to a cloud provider, and exploring options to increase on-site storage (potential utilization of space in the shelter at Olive and Ladue).

Councilmember noted a typo in the MISCAC meeting summary, the year 2019 was written instead of 2016.

Councilmember McGuinness clarified that the citizen action committee felt that the 7-year e-mail retention period was sustainable as long as it was limited to just elected officials. Mr. Haug confirmed.

**3. Review of City Code, Chapter 2 administration**

Co-interim City Administrator Mike Geisel suggested the item be held until the next meeting.

Councilmember Flachsbart made a motion to hold the item until the next F&A Committee meeting. Councilmember Logan seconded the motion. A voice vote was taken, with a unanimous result 4-0, and the motion was approved.

**4. Discussion Regarding the Gamble & Schlemeier Contract Extension**

Mayor Nation proposed that the contract with Gamble & Schlemeier, the City's lobbyist, be extended for 3 months in an amount not to exceed $15,000 ($5,000 per month) given the success of the firm's efforts thus far in the legislative cycle. This would allow the firm to see the current legislation through to fruition with the governor's signature.

Councilmember Logan suggested that perhaps the committee should instead recommend that the extension be made on a month-to-month basis, with the Mayor having the authority to extend the contract as needed for the next 3 months. He also suggested defining the City's objectives.

Councilmember Flachsbart asked if extending the term to longer than three months would be prudent. It was explained by Mayor Nation and Mr. Geisel that the scope of service would likely change after the three month term, and the new services would be performed at a reduced cost. The information and service provided thus far has been invaluable, but this is just a successful first step and work would continue.

Councilmember Flachsbart made a motion to recommend that the contract be extended for 3 months at a cost not to exceed $15,000 ($5,000 per month). The motion was seconded by Chairperson DeGroot. During discussion, Councilmember Logan stated that new contract and scope after the three month term should be discussed at a future F&A Committee meeting. A voice vote was taken, with a unanimous result 4-0, and the motion was approved.

**5. Proposed Policy Regarding Standing Committee Rules & Regulations (Ord. 2859)**

Councilmember Flachsbart explained that he believed the language in Ordinance 2859 was too restrictive and outlined some proposed changes in the packet. Both Mayor Nation and Mr. Geisel stated that appointing a Council pro-tem and assigning Council Committee members in the same night was not practical.

Councilmember Flachsbart made a motion to recommend the changes to Ordinance 2859 outlined in the packet to the Council for consideration. The motion was seconded by Councilmember Logan. A voice vote was taken, with a unanimous result 4-0, and the motion was approved.

## 6. Selection of an F&A Committee Vice Chair

Councilmember Flachsbart nominated Councilmember Guy Tilman – Councilmember Tilman respectfully declined.

Councilmember DeGroot nominated Councilmember Logan – Councilmember Logan accepted the nomination. The nomination was seconded by Councilmember Flachsbart. A voice vote was taken, with a unanimous result 4-0, and the motion was approved.

## 7. Review/Acceptance of FY 2015 Audit and CAFR

Finance Director Craig White presented the audit results and a draft of the FY2105 Comprehensive Annual Financial Report (CAFR). He noted that the City received clean opinions on both the financial statement audit and single audit (performed on Federal Grants). There were no management communications related to control deficiencies.

A general discussion ensued regarding the contract term for the current auditing firm, the cost, and potential concerns about the lack of management notes from the auditors.

Councilmember Flachsbart made a motion to accept the FY2015 audit results. The motion was seconded by Councilmember Logan. A voice vote was taken, with a unanimous result 4-0, and the motion was approved.

## 8. Proposed Policy Regarding Staff Communications with Elected Officials

Mr. Geisel presented proposed language for a policy relating to procedures for City Staff to follow when communicating with Elected Officials beyond routine inquires. A general discussion ensued amongst the Councilmembers and Mr. Geisel clarified some aspects of the policy language. It was determined that all staff subordinate to the City Administrator should be notified of any non-trivial business related communications with Elected Officials. The Committee requested that Interim City Attorney Graville indicate his review and approval as to form by adding his signature to the proposed policy prior to forwarding it on to City Council.

Chairperson DeGroot made a motion to recommend policy to Council for consideration. A voice vote was taken, with a unanimous result 4-0, and the motion was approved.

## 9. Proposed Policy Regarding Legal Expenses

Mr. Geisel presented proposed language for a policy relating clarifying individuals and groups who were authorized to provide work directives and incur billable liabilities on behalf of the City. A general discussion ensued amongst the Councilmembers and Mr. Geisel clarified some aspects of the policy.

Councilmember Flachsbart made a motion to recommend policy to Council for consideration. The motion was seconded by Councilmember Logan. A voice vote was taken, with a unanimous result 4-0, and the motion was approved.

**10. Discussion regarding the Preparation and Amendments of Council Agendas & Packets**

Interim City Attorney Chris Graville arrived at this time.

Mr. Geisel explained a few minor changes to current agenda and packet preparation procedures, including referring to the current "Old Business" as "Unfinished Business" in the future and how typos and minor adjustments to agendas and packets would be handled.

A general discussion ensued about the procedures and why they were necessary.

Councilmember Tilman made a motion to recommend the policy changes to Council for consideration. The motion was seconded by Chairperson DeGroot. A voice vote was taken, with a unanimous result 4-0, and the motion was approved.

**11. Discussion regarding the Chamber of Commerce Sponsorship**

Community Services/Economic Development Director Libbey Tucker presented a request from the Chesterfield Chamber of Commerce for the City to become a sponsor for the 40th Anniversary Celebration at the $5,000 level.

A general discussion ensued about other sponsorship funds provided annually to the Chamber including a fireworks display ($12,000) and summer concert series ($3,000).

Councilmembers McGuinness and Tilman asked that there be some sort of itemized accounting of what the funds were being spent on at these events. Interim City Attorney Chris Graville noted that this is a practice adopted in certain instances by other municipalities.

Mayor Nation stated that the City and the Chamber of Commerce have had a longstanding beneficial and symbiotic relationship.

Councilmember Logan requested a list of other sponsors, and their sponsorship amounts, at these events.

Councilmember Flachsbart made a motion to recommend the sponsorship of the Chamber of Commerce 40th Anniversary Celebration at the $5,000 level to Council. The motion was seconded by Councilmember Logan. A voice vote was taken and was approved by a vote of 3-1, with Chairperson DeGroot voting against the motion.

**11. Adjournment**

The meeting was adjourned at 5:48 pm.