



Finance Director
636-537-4726

M E M O

DATE: January 19, 2017
TO: Mike O. Geisel, City Administrator
FROM: Craig D. White, Finance Director
RE: F&A Citizens Advisory Committee Reengagement Plan

As directed at the October 24th F&A Committee of the Whole Meeting, Staff has examined the potential reengagement of the Finance & Administration Citizens Advisory Committee (FACAC). As previously discussed, the group was formed to draw from individual citizens with appropriate and specific backgrounds and influences for the betterment of the City of Chesterfield. Ordinance 558, which established the Committee in 1991, has been attached for your reference.

FACAC is responsible for making recommendations to the Finance & Administration Committee of the City Council (F&A Committee) on designated and assigned areas of study which include but are not limited to budgets, the budget process, long range economic planning, personnel policies and procedures, and investments. The FACAC has been dormant since 2004 although 5 of its 7 spots are currently filled (see attached listing of Committee members).

Advisory committees offer residents the attractive opportunity to contribute their skills and expertise towards the betterment of their community. If designed properly, this is a fulfilling role for the participant that creates value for the Mayor, Council, and Staff alike. It is also a commitment of the participant's valuable time and their enthusiasm will diminish if they perceive their efforts to be in vain. As such, it is imperative that the Committee includes a direct channel of communication between all parties, clear objectives, and avoids meeting for the sake of meeting.

To achieve this, I recommend reengaging the committee by identifying specific duties which they will perform and report back to the F&A Committee.

- ☰ November
 - Review and provide feedback on an overview of the City's financial position, outlook, strategy and debt capacity
- ☰ May
 - Review the results of the annual audit with the auditing firm and present the results of the audit to the F&A Committee
 - Review and provide advice on the assumptions used in the City's 5-year plan

As this process evolves, Council and Staff will identify additional ways to utilize the Committee that may include:

- ☰ Make recommendations to the Mayor and City Council on the need for implementation of studies to improve results in broad areas of management, organization, and operation functions
- ☰ Participate in RFP process (banking services, benefit providers etc.)
- ☰ Participate in wage & classification studies
- ☰ Review City policies, mission statement, alternative revenue sources, etc.

Pending approval of the FACAC reengagement plan, the F&A Committee will need to appoint a liaison and fill the two vacant positions. The liaison and Staff will advise the Committee of their role, the proposed schedule, and provide the materials and support necessary to fulfill their responsibilities.

FINANCE AND ADMINISTRATION CITIZENS ADVISORY COMMITTEE

(Finance & Administration)

(3-Year Term)

(Ordinance No. 558)

Barry Silver
14372 Markham Lane
Chesterfield, MO 63017
314-434-6118 - h
Ward I
Term expires 6/15/17

Mary Domahidy
16420 Andraes Dr.
Chesterfield, MO 63005
636-537-0292 - h
314-977-3934 - w
Ward IV
Term expires 6/15/18

Mark Raisher
1506 Woodroyal West
Chesterfield, MO 63017
636-532-5211 - h
Ward II
Term expires 10/01/19

VACANCY

Andy Kazen
2029 Lake Clay Drive
Chesterfield, MO 63017
314-960-4159 (cell)
andykazen@hotmail.com
Ward III
Term expires 6/15/18

VACANCY

Council Liaison

Arlene Taich, Chair
17143 Surrey View Drive
Chesterfield, MO 63005
636-532-9281 - h
Ward IV
Term expires 6/15/18

**Note: The latest revisions are
italicized**

AN ORDINANCE CREATING THE FINANCE AND ADMINISTRATION ADVISORY COMMITTEE.

WHEREAS, the City Council of the City of Chesterfield has the responsibility for the administration of all funds collected and disbursed by the City of Chesterfield; and

WHEREAS, the City Council would like the opportunity to draw from individual citizens of the City of Chesterfield with appropriate and specific backgrounds and influences for the betterment of the City of Chesterfield; and

WHEREAS, the City has established a process for the creation of citizen advisory groups and upon recommendation of the Planning and Administration Committee, the City Council recommends the establishment of such a committee by ordinance.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CHESTERFIELD, ST. LOUIS COUNTY, MISSOURI, AS FOLLOWS:

Section 1. Creation. There is hereby created a Finance and Administration Advisory Committee.

Section 2. Members and Qualifications "Quorum". The Mayor, with the approval of the City Council, shall appoint a board of seven (7) members chosen from citizens at large. Said members shall hold no other office or position in the City government. A quorum shall be three (3) members. The Finance and Administration Committee of Council shall assign a Council member as an ex officio liaison member to the Finance and Administration Committee and such appropriate City staff as designated by the City Administrator shall be assigned to attend all meetings of this group.

Section 3. Qualification of Members. The members appointed by the Mayor and confirmed by the City Council shall all hold a Bachelor's Degree in one of the following disciplines: Accounting, Banking, Business Administration, Corporate Financial Planning, Personnel, Industrial/Organizational Psychology, Computer Science or Economics. Each member shall have at least five years of on the job experience in their profession or calling prior to appointment to the committee.

Section 4. Terms of Members. The term of office of the members shall be three (3) years each; provided, however, that the initial seven (7) members appointed to the Finance and Administration Advisory Committee shall be two (2) members appointed for a one (1) year term; two (2) members appointed to two (2) year terms; and three (3) members shall appointed to three (3) year terms. Thereafter, all appointments shall be for a term of

three (3) years. Appointments to fill vacancies shall be for unexpired terms only.

Section 5. Members to Serve Without Compensation. All members of the Finance and Administration Advisory Committee shall serve without compensation.

Section 6. Removal of Members. Any member of the Finance and Administration Advisory Committee may be removed by the Mayor with the approval of a majority of the members of the City Council, at any time for any reason, or by a two-thirds (2/3) vote of the members of the City Council without the consent and approval of the Mayor.

Section 7. Officers. The Finance and Administration Advisory Committee shall, at its first meeting after the City Council has approved its initial members and then annually thereafter, select one of its members to serve as chairperson, vice chairperson and recording secretary. The secretary shall be responsible for seeing that a record of all meetings is kept and that minutes for said meeting shall be kept in an official minute book but the minutes need not be a verbatim transcription. A copy of the minutes of each meeting shall be transmitted to each member of the committee.

Section 8. Duties. The Finance and Administration Advisory Committee shall be responsible for making recommendations to the Finance and Administration Committee of the City Council on designated and assigned areas of study which shall include but are not limited to budgets, budget process, long range economic planning, personnel policies and procedures, investments and other subjects deemed appropriate by the Finance and Administration Committee of the City Council. The Finance and Administration Advisory Committee shall make oral and written recommendations to the Finance and Administration Committee or the City Council as appropriate.

Section 9. Meeting. The Finance and Administration Advisory Committee shall meet at such times and places as appropriate as work is assigned by the Finance and Administration Committee. All meetings of the committee shall open to the public.

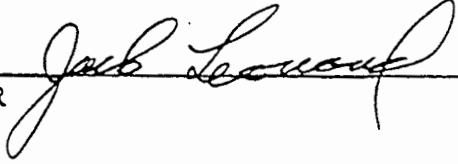
Section 10. Rules and Regulations. The Committee shall, from time to time, make such reasonable rules and regulations as they may deem necessary and proper for their administration.

Section 11. Conflict of Interest. In the event that a member of the Committee is employed by, related to or has any other material connection with any matter or question which is involved in a matter that is being considered by the Committee or that comes before the Committee, that member shall, before any discussion commences upon such matter, immediately disclose to the Committee the nature of said employment, relationship, or material connection

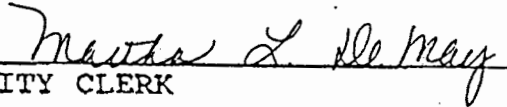
with the matter involved. Thereupon, the other members of the Committee attending the meeting shall vote on the question of whether the member so making the disclosure shall participate and whereupon the member shall withdraw from the discussion and voting upon the matter at hand. Each member shall nonetheless comply with all ordinances of the City of Chesterfield regarding conflict of interest and ethics.

Section 12. This Ordinance is intended to become codified within the Code of the City of Chesterfield and shall be in full force and effect from and after its passage and approval.

Passed and approved this 19TH day of FEBRUARY, 1991.


MAYOR

ATTEST:


CITY CLERK