



**Finance and Administration Committee
Record of Proceeding
January 29, 2018**

The Finance and Administration Committee met on Monday, January 29, 2018. Those in attendance included: Chairperson Tom DeCampi, Ward IV; Council Committee Member Barbara McGuinness, Ward I; Council Committee Member Ben Keathley, Ward II; Council Committee Member Randy Logan, Ward III; and City Administrator Mike Geisel. Those also in attendance included: Mayor Bob Nation; Councilmember Guy Tilman, Ward II; Councilmember Dan Hurt, Ward III; Councilmember Michelle Ohley, Ward IV and City Attorney Chris Graville; Public Works Director Jim Eckrich; Planning Director Justin Wyse; Parks Director Tom McCarthy; City Clerk Vickie Hass; John Hoffman; Mary Ann Mastorakos; Mike Kane and John Larman.

Chairperson Tom DeCampi called the meeting to order at 5:31 p.m.

Approval of Minutes

Chairperson DeCampi asked if there were any comments or changes to the November 29, 2017 F&A Committee Minutes. Hearing none, Councilmember McGuinness made a motion, seconded by Councilmember Logan, to approve the November 29, 2017 minutes. A voice vote was taken with a unanimous affirmative result (4 - 0) and the motion was declared passed.

Policy Amendments

City Clerk, Vickie Hass presented four proposed revised City Council policies that had been reviewed per prior direction of the F&A Committee, to ensure they are current and accurate.

CC#1 Membership – Non-Statutory Committees: Revised as noted, combined with new City Council Policy No. 8 and new City Council Policy Re: Composition of Management Information Systems Citizen Advisory Committee (MISCAC). In effort to be more efficient, this will eliminate CC#8 and the new policy re: Composition of MISCAC.

CC#22 First/Second Legislation: Minor revisions to clarify language as noted.

CC#24 Statutory Committee Nominees – Interviews: Revise as noted, combine with City Council Policy No.33 This will eliminate CC#33.

CC#29 Executive Session: Revise as noted, combine with Finance & Administration Policy No. 38. This will eliminate FA #38.

Councilmember McGuinness made a motion, seconded by Councilmember Logan to forward the four revised policy changes to City Council for approval as recommended. A voice vote was taken with a unanimous affirmative result (4 - 0) and the motion was declared passed.

Citizens Advisory Committees

Finance Director, Chris DesPlanques presented several citizen advisory committees that were evaluated by himself and staff, as directed by the F&A Committee. While not reviewing all Citizen Advisory Committees, several committees were identified as having unique characteristics, either in function, creation, mission or other. The purpose of this review was simply an attempt to align and reconcile their actual function with the stated policies and ordinances of the City of Chesterfield. The following represents staff's recommendations for re-organization to align the committee's mission and function.

Parks and Recreations Citizen Advisory Committee (PRCAC)

Staff recommended that the PRCAC be renamed as the "Parks Recreations and Arts Citizens Advisory Committee" to reflect the addition of "Arts" since that discipline has been assigned to the Parks Department. Councilmember McGuinness made a motion, seconded by Councilmember Logan, to rename Parks and Recreations Citizens Advisory Committee to Parks, Recreation and Arts Citizens Advisory Committee as recommended by Staff. A voice vote was taken with a unanimous affirmative result (4 - 0) and the motion was declared passed.

Citizens Committee for the Environment (CCE)

Staff recommended that the reporting relationship of the CCE be re-defined to be a function of the Parks, Recreation and Arts Department, not as an advisory committee of City Council. The CCE is very active and participates in support of entire environmental programs. This is not consistent with the stated goal and mission of a Citizens Advisory Committee that reports to and acts only under the direction of a Standing Committee of Council, but is more appropriately an effort directly reporting to and working alongside the Parks, Recreation and Arts Department.

Councilmember McGuinness made a motion, seconded by Councilmember Keathley, to redefine the reporting relationship as a function of the Parks, Recreation and Arts Department such that it function as a resource to the Parks Department, reporting to the Director of Parks, Recreation and Arts. Councilmember Logan then made a motion to amend the main motion by holding over the changes to the next F&A meeting for staff to get back with the complete break down with what CCE does and what they plan for the future and a complete breakdown of the man power required for these events. The motion to amend failed due to lack of a second. A voice vote was taken on the original motion

with an affirmative result 3 to 1, with Councilmember Logan voting in opposition, and the original motion was declared passed.

Senior Task Force (Older Adult Task Force)

Staff recommended that the Senior Task Force as a stand-alone committee be eliminated and that the role, function, and membership be merged with the operations of the PRACAC. Councilmember McGuinness made a motion, seconded by Councilmember Keathley, to eliminate the Senior Task Force as a stand-alone committee and merge operations with PRACAC as recommended by Staff. A voice vote was taken with a unanimous affirmative result (4 - 0) and the motion was declared passed.

Chesterfield Alliance for Positive Youth (CAPY)

Staff recommended that the Chesterfield Alliance for Positive Youth Committee be reformed as a non-statutory committee; and redefine the reporting relationship to be a function of the Police Department and not as an advisory Committee to a Standing Committee of Council. The CAPY group is very active and participates in support of the City's drug prevention and youth programs. This is not consistent with the stated goal and mission of a Citizens Advisory Committee that reports to and acts only under the direction of a Standing Committee of Council, but is more appropriately an effort directly reporting to and working alongside the Police Department.

Councilmember Logan made a motion, seconded by Councilmember McGuinness to reform CAPY as a non-statutory committee. A voice vote was taken with a unanimous affirmative result (4 - 0) and the motion was declared passed.

Chesterfield Historic and Landmark Preservation Committee (CHLPC)

Staff recommended that the the CHLPC be reformed as an independent organization to allow them to function more efficiently and without the constraints associated with an advisory committee. Two solutions were proposed: 1) regarding oversight of the use of public funds for the CHLPC. To fully integrate the funds into the City's budget; and 2) to establish the CHLPC as a separate non-profit organization under the State of Missouri. There was a general consensus that the CHLPC should migrate to an independent organization that may or may not be directly supported by the City, but such migration should be planned out and cannot occur until such time as an independent entity has been established.

Councilmember Keathley made a motion, seconded by Councilmember Logan, to postpone this item to the next F&A committee meeting. A voice vote was taken with a unanimous affirmative result (4 - 0) and the motion was declared passed.

Finance and Administration Citizens Advisory Committee (FACAC)

Staff advised that the FACAC had inexplicably been created by ordinance as a statutory committee. Staff recommended that as a non-statutory committee. Councilmember McGuinness made a motion, seconded by Councilmember Logan, to reform the Finance and Administration Citizens Advisory Committee as a non-statutory committee, which would require an ordinance to remove sections from the code and concurrent adoption of a policy document creating the committee. A voice vote was taken with a unanimous affirmative result (4 - 0) and the motion was declared passed.

Public Works Board of Variance (PWBOV)

Staff recommended that the PWBOV Committee be eliminated, and its functions absorbed by the Board of Adjustment as they were prior to the establishment of the PWBOV. Councilmember Logan made a motion, seconded by Councilmember McGuinness to eliminate the Public Works Board of Variance Committee. A voice vote was taken with a unanimous affirmative result (4 - 0) and the motion was declared passed.

Victims' Rights Ordinance

Chris Graville presented a proposed ordinance that would amend chapter 19 – Municipal Court of the Municipal Code of the City of Chesterfield, Missouri by adding section 19-16 titled “Victims Bill of Rights”. Councilmember Keathley made a motion, seconded by Councilmember McGuinness to amend the phrase ‘robust policies that ensuring timely restitution to victims’ by replacing the word “ensuring” with “ensure” in the second “WHEREAS” paragraph. A voice vote was taken with a unanimous affirmative result (4 - 0) and the motion was declared passed.

Boundary Commission

Planning and Development Services Director Justin Wyse advised the committee that State Statute (Section 72.400-72.423) dictates the authority and activates of the Boundary Commission. The Statute establishes a six-year cycle that includes a Map Plan phase and a proposal phase should any municipality have the desire or intent to adjust their boundaries. The Boundary Commission is currently in the Map Plan phase and has solicited map plan proposals. A submission of a Map Plan(s) reserves the municipalities ability to pursue a boundary adjustment during the proposal phase, but does not obligate it to do so. If the City contemplates boundary changes in the next six years, a submittal must be provided to the Boundary Commission prior to July 1, 2018 to preserve its abilities to move forward. Submission of a Map Plan does not obligate a city to pursue annexation; however, lack of a submission precludes the ability for changes until the next Map Plan phase begins. Staff has identified three areas for consideration of plan amendments, including; the area along highway **141 (Chesterfield/Creve Coeur/Town and Country), Westland Acres, and Clarkson Valley**. Councilmember Logan made a motion, seconded by Councilmember Keathley, to approve the map plan submission to the Boundary Commission for the areas along 141 Chesterfield/Creve Coeur/Town and Country), Westland Acres and Clarkson Valley. A voice vote was taken with a unanimous affirmative result (4 - 0) and the motion was declared passed.

Land Acquisition

City Administrator Mike Geisel briefly discussed his proposed Land Acquisition Policy. The City of Chesterfield often considers the acquisition of land for a number of purposes, including the creation of parks, public space, trails, or other public purposes. Councilmember Logan made a motion, seconded by Councilmember McGuinness, to forward the proposed Land Acquisition policy to City Council for consideration.

A voice vote was taken with a unanimous affirmative result 3 to 1 with Councilmember Keathley voting in opposition and the motion was declared passed.

Citizen of the Year Guidelines

Finance Director Chris DesPlanques gave a brief summary about the policy and guidelines for the Citizen of the Year award. Councilmember McGuinness made a motion, seconded by Councilmember Keathley, to amend the Citizen of the Year policy by replacing the phrase “should preferably be a resident of the City of Chesterfield” with the phrase “shall be a resident of the City of Chesterfield. A voice vote was taken with an affirmative result 3 to 1 with Councilmember Logan voting in opposition and the motion was declared passed.

Standing Committees

Mayor Bob Nation briefed everyone about Council committee assignments and selection of committee chairs. Councilmember Logan made a motion, seconded by Councilmember Keathley, to retain the committee assignment procedure as is. A voice vote was taken with a unanimous affirmative result (4 - 0) and the motion was declared passed.

Unfinished Business – Business License Overview & Review of City Code: Chapter Two Administration – Volume 3.

Councilmember Logan made a motion, seconded by Councilmember Keathley to postpone these items until the next F&A meeting. A voice vote was taken with a unanimous affirmative result (4 - 0) and the motion was declared passed.

Adjournment

The meeting was adjourned at 7:56 p.m.

Respectfully submitted:

Chris DesPlanques
Finance Director

Amanda Miller
Deputy City Clerk

Approved: _____