



## **Finance and Administration Committee Record of Proceeding May 28, 2019**

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The Finance and Administration Committee met on Tuesday, May 28, 2019. Those in attendance included: Chairperson Michael Moore, Ward III; Council Committee Member Barb McGuinness, Ward I; Council Committee Member Ben Keathley, Ward II; Council Committee Member Michelle Ohley, Ward IV; and Assistant Finance Director John Hughes. Those also in attendance included: Mayor Bob Nation, City Clerk Vickie Hass, and Executive Assistant to the City Administrator/Deputy City Clerk Amanda Miller.

Chairperson Michael Moore called the meeting to order at 5:30 p.m.

### **Approval of Minutes**

The minutes of the January 28, 2019 Finance and Administration Meeting were submitted for approval. Councilmember McGuinness made a motion, seconded by Councilmember Keathley to approve the January 28, 2019 Finance and Administration Meeting minutes. A vote was taken with an affirmative result (3, 0) with Councilmember Ohley abstaining and the motion was declared passed.

### **Selection of Vice Chair**

Councilmember McGuinness made a motion, seconded by Councilmember Ohley to approve Councilmember Keathley as Vice Chair of the Finance and Administration Committee. A vote was taken with an affirmative result (3, 0) with Councilmember Keathley abstaining and the motion was declared passed.

### **Selection of Liaison – FACAC**

Chairperson Michael Moore asked if anyone had any suggestions or recommendations for the liaison to the Finance and Administration Citizens Advisory Committee. Councilmember McGuinness suggested Chairperson Michael Moore be the liaison for the FACAC since he held that title last year.

Councilmember McGuinness made a motion, seconded by Councilmember Keathley to approve Councilmember Michael Moore as Council liaison to the FACAC. A vote was taken with an affirmative result (3, 0) with Councilmember Moore abstaining and the motion was declared passed.

## **F&A Policies**

City Clerk Vickie Hass presented recommendations for eliminations and revisions to the Finance and Administration Policies. Over the course of the last two years, City Council has reviewed all of the official City Council policies and have subsequently updated, moved, and/or deleted as appropriate.

Councilmember McGuinness made a motion, seconded by Councilmember Keathley to approve the recommended eliminations of specific F&A policies and forward to City Council. A vote was taken with an affirmative result (4, 0) and the motion was declared passed.

Councilmember McGuinness made a motion, seconded by Councilmember Keathley to approve the recommended revisions to specific F&A policies as recommended by staff and forward to City Council. A vote was taken with an affirmative result (4, 0) and the motion was declared passed.

## **Destruction of Records**

City Clerk Vickie explained that the City follows the Secretary of State's guidelines for records retention and City Council has adopted a policy related to the document retention procedures. Ms. Hass presented a list of documents for destruction in accordance with the Secretary of States guidelines and the City's policies. She further explained that the policies and guidelines suggest that records to be destroyed should be identified on the formal record, which is why this process is forwarded to City Council.

Councilmember Keathley made a motion, seconded by Councilmember Moore to approve the recommendation of destruction of records and forward to City Council. A vote was taken with an affirmative result (4, 0) and the motion was declared passed.

## **Tuition Reimbursement**

Assistant Finance Director John Hughes presented a proposed budget adjustment to the city's education reimbursement/training fund. During the 2019 budget process, it was the consensus of council to reduce Account 001-036-5222 Education Reimbursement/Training, which is used to fund qualified and approved education expenses. The budget in this account was reduced from its 2018 amount of \$20,000 to a 2019 budget amount of \$15,000, primarily to reflect its expected utilization. As of May 2019, Chesterfield employees have submitted approximately \$14,600 in expected reimbursement expenses and additional requests are pending waiting for Council's approval of the proposed budget adjustment..

Councilmember Keathley made a motion, seconded by Councilmember McGuinness to forward the tuition reimbursement increase of \$5,000 to City Council. A vote was taken with an affirmative result (4, 0) and the motion was declared passed.

**Financial Report**

Assistant Finance Director John Hughes presented a current financial update.

**Adjournment**

The meeting was adjourned at 6:06 p.m.

Respectfully submitted:

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John Hughes  
Assistant Finance Director

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Amanda Miller  
Deputy City Clerk

Approved: \_\_\_\_\_

DRAFT