



**Finance and Administration Committee
Record of Proceeding
March 3, 2020**

The Finance and Administration Committee met on Tuesday, March 3, 2020. Those in attendance included: Chairperson Michael Moore, Ward III; Council Committee Member Barb McGuinness, Ward I; Council Committee Member Ben Keathley, Ward II; Councilmember Tom DeCampi, Ward IV, as Council Committee Member Michelle Ohley's proxy; and Finance Director Jeannette Kelly. Those also in attendance included: Mayor Bob Nation, Councilmember Mary Monachella, Councilmember Mary Ann Mastorakos, City Administrator Mike Geisel, Administrative Assistant to the City Administrator/Deputy City Clerk Amanda Miller, City Clerk Vickie McGownd, Information Technology Director Matt Haug and Assistant Finance Director John Hughes.

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

Destruction of Records

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

Councilmember Moore made a motion, seconded by Councilmember McGuinness to forward the list of documents proposed to be destroyed, to City Council, with a favorable recommendation. A vote was taken with an affirmative result (4, 0) and the motion was declared passed.

Codification

As approved and provided in the 2017 budget, the City of Chesterfield entered into agreement with General Code on August 25, 2017 to comprehensively codify the City's ordinances. The codification process should occur on a routine and regular basis, and is simply a compilation of thousands of individual ordinances into a single document that provides transparency and ease of use. When compiling and consolidating multiple ordinances (some which amend, append, repeal, and/or replace prior ordinances), it is necessary to organize by subject matter. The compiled City Code reflects the current text of the City's ordinances and becomes the official resource reference for legal purposes. General Code currently administers, maintains, and publishes the City's Code

of Ordinances. There have been statutory changes in the criminal code that need to be reflected in our municipal code and a thorough review is necessary and warranted, since our Code has not been comprehensively codified and reviewed for more than 25 years. The City Attorney and Staff have met with General Code and worked extensively to complete the first step in the codification review process. No substantive changes are included in this codification process; the purpose of this review is simply to “clean up” the Code and bring it in line with state statutes.

Councilmember Moore made a motion, seconded by Councilmember McGuinness to forward the Codification changes prepared by general code and a proposed ordinance necessary to adopt the changes to City Council. A vote was taken with an affirmative result (4, 0) and the motion was declared passed.

Cooperative Procurement Recommendation

Finance Director Jeannette Kelly presented the use of cooperative procurements and the advantages it has for the City. Historically, the City of Chesterfield has been able to purchase trucks, vehicles, equipment, and other commodities at the lowest price possible through the use of cooperative procurement programs. These programs not only ensure that competitive bidding has occurred; the bids provided are the lowest possible as vendors and suppliers compete for bulk purchases.

Councilmember Moore made a motion, seconded by Councilmember McGuinness to forward the Cooperative Procurement Programs to City Council. A vote was taken with an affirmative result (4, 0) and the motion was declared passed.

City Website

Council Committee Chair Michael Moore and IT Director Matt Haug have been working together to improve the city’s cluttered website. Their goal is to clean the website up, reduce redundancies, eliminate some items on the home page and add a “How Do I ...?” feature.

City Administrator Salary Cap/Include in Pay Plan

As directed by City Council, Staff has created a proposed revision to the Salary Administration Plan, that was most recently updated and adopted by City Council in 2018, Resolution #443, for the expressed purpose of including the City Administrator’s position in the City’s Compensation Plan. Doing so, explicitly identifies the maximum and minimum compensation for the position and establishes a process for managing the annual merit increase. The proposed amendments also address the process of awarding an annual merit increase to the City Administrator, within the pay plan limitations. The City Council retains the ability to eliminate, increase, modify, or otherwise address the annual merit increase separately. If the proposed revisions to the Salary Administration Manual are adopted by ordinance, City Attorney Graville has confirmed that the City would be in conformance with statutory requirements.

Councilmember Moore made a motion, seconded by Councilmember McGuinness to forward the City Administrators salary (v4 range) to City

Council. A vote was taken with an affirmative result (4, 0) and the motion was declared passed.

Retirement Plan Advisors (RFP Process)

Finance Director Jeannette Kelly gave an update on the City's 401 (a) plan and 457 plan. No further action is required.

Financial Update

Finance Director Jeannette Kelly presented a current financial update.

Adjournment

The meeting was adjourned at 7:29 p.m.

Respectfully submitted:

Jeannette Kelly
Finance Director

Amanda Miller
Deputy City Clerk

Approved: _____

DRAFT