

**CITY OF BRENTWOOD  
WAYS AND MEANS COMMITTEE MEETING  
MAY 5, 2016**

Alderman Slusser called the Ways and Means Committee Meeting to order at 6:00 p.m.

**ROLL CALL:**

Deputy Clerk Pittman performed roll call:

Alderman Dimmitt – present

Alderman Plufka – present

Alderwoman O’Neill – present

Alderman Slusser – present

Staff and others present: City Clerk/Administrator Bola Akande, Assistant City Administrator/Planning Development Director Lisa Koerkenmeier, City Treasurer Greg Reynders, Finance Director Karen Shaw, Interim Fire Chief Terry Kurten, Mayor Chris Thornton and Deputy City Clerk, Octavia Pittman.

**APPROVAL OF THE MINUTES**

**Meeting Minutes December 3, 2015**

It was noted that two new members were appointed on the committee and upon general consent, meeting minutes stand as submitted.

Motion was made by Alderman Plufka made a motion to rearrange the agenda moving item #G1 to #C1. Motion seconded by Alderman Dimmitt. Unanimous vote in favor taken; **MOTION PASSED.**

**UNFINISHED BUSINESS**

**Discussion on Board of Aldermen Conflict of Interest Policy (Bill No 6029)**

Attorney O’Keefe forwarded amendments with accompanying statutes adding definitions of accompanying statutes as a reference (105.450). The Committee asked Attorney O’Keefe about the state statute requirements for recusal. Attorney O’Keefe responded that the proposed language mimics the language in §105 RSMo regarding the term “substantial interest.” Substantial interest is defined as, “ownership by the individual, the individual's spouse, or the individual's dependent children, whether singularly or collectively, directly or indirectly, of ten percent or more of any business entity, or of an interest having a value of ten thousand dollars or more, or the receipt by an individual, the individual's spouse or the individual's dependent children, whether singularly or collectively, of a salary, gratuity, or other compensation or remuneration of five thousand dollars, or more, per year from any individual, partnership, organization, or association within any calendar year.” Under these scenarios, recusal would be required.

The Committee asked Attorney O’Keefe about the legality of extending the real estate disclosure to the City’s ordinance. Attorney O’Keefe responded that inclusion of the additional disclosure was a public policy discussion under the purview of the Board and would not conflict with State law.

Finally, the Committee asked about extending the conflict of interest to appointed positions (P&Z, ARB, and Board of Adjustment). Attorney O’Keefe added that this would not conflict with State law. He did also mention that overly restrictive disclosures could negatively impact the City’s ability to attract volunteers to serve in these functions.

Alderman Plufka made a motion to forward to the full Board of Aldermen, Bill 6029 with noted changes regarding certain removal of immediate family and the addition of language regarding real estate holdings with a positive recommendation and 1<sup>st</sup> and 2<sup>nd</sup> reading at the next meeting. Motion seconded by Alderman Dimmitt. **ROLL CALL:** Alderman Dimmitt – yes; Alderman Plufka – yes; Alderwoman O’Neill – yes; Alderman Slusser – yes; **MOTION PASSED.**

**PRESENTATION**

**Presentation of Department Operational Efficiency Reports – Administration**

Administrator Akande provided a review of the administration department efficiency report. The budget provides a comprehensive review of the administration department, accomplishments, and performance measures. The efficiency study was used to determine if there are any opportunities for improvement or to address any areas that are lacking; of which the positions of communications manager and administrative assistant were derived and denied approval when presented during the 2016 budget process. Discussions were held regarding department training that has doubled, the rate of turnover, and accuracy measures.

**PUBLIC COMMENT**

**Louise Charboneau, 8833 Madge,** stated her support of the conflicts of interest bill and suggested that it is expanded to include members of planning and zoning and election campaign contributions. She also stated her disagreement with conducting both readings for approval at the same meeting.

**COMMENTS BY COMMITTEE MEMBERS**

Alderman Plufka offered comments of his support for the separate readings of bills for transparency and added that it is not a requirement in every case. He also added his disagreement with adding members of planning and zoning as it is a board of recommendation and it adds difficulty in finding volunteers.

Alderwoman O’Neill stated her preference to see the inclusion of planning and zoning members in the bill and the detail of their real estate interest. She suggested adding the question of there being any conflicts of interest on the board interest form.

Treasurer Reynders stated his concerns of including members of the board of adjustment as they are not a recommending board and suggested the bill is extended to that board.

Mayor Thornton commented that he is not 100% opposed to the inclusion of board/commission members and offered comments in regards to the difficulty finding volunteers. He added that the board of adjustments is an adjudicate body, not legislative, and they have a lot less latitude and there is appeal of their decisions from the circuit court.

Alderman Dimmitt commented that this is a starting point to grow from. He is not opposed to extending the requirement to planning and zoning members perhaps at a later date.

**CHAIRMAN’S COMMENTS**

Alderman Slusser stated his agreement in moving forward and making amendments later; perhaps adding a separate disclosure at a later date.

All agreed to include these reports on the website for transparency.

**MONTHLY FINANCIAL REPORT**

**March 2016**

Director Shaw provided the financial report for review. There were no questions from the committee.

**NEW BUSINESS**

**Employee Benefits Renewal**

Director Shaw provided an overview of the employee benefits and added that medical will increase by 4.5% due to unexpected claims, dental will decrease 5% and the rate is locked in for 2 years, short term disability will increase by 20% due to claims.

It was recommended that the city absorb the additional cost of employee benefits as some employees' salaries have been frozen. The city currently pays for the employee medical and contributes to dependents and for dental the city pays for the employee, however the employee pays 100% for their dependents. Short term disability is completely covered by the city and no changes were recommended. Staff requested to exercise the option of continuing with the Hays Company for another year and added that their fees have been reduced as they are based on premium costs. They have recommended the city consider a catastrophic loan bank which is not needed to the ability to carry sick time.

A review was conducted of the city's comparators; in some areas of which the city leads, alderman began addressing changes to become more comparable (sick and longevity pay). A discussion was held regarding the short term disability and it was suggested to revisit with the 2017 budget discussion.

The committee presented no opposition to moving forward with the employee benefits renewal as submitted.

**Request to Purchase Speed Trailer**

Administrator Akande announced discussions with the police chief regarding the increased requests for speed trailers. Research is being conducted to determine the cost, which is estimated at \$14,000. Funds are available in asset forfeiture or the request could be made for a budget amendment. More information would be brought forward.

**PUBLIC COMMENT**

**None**

**ADJOURNMENT**

Motion was made by Alderwoman O'Neill and seconded by Alderman Dimmitt to adjourn the meeting at 7:17pm. Unanimous vote in favor taken; **MOTION PASSED.**

**Approved as submitted on the 2<sup>nd</sup> day of June, 2016.**

Attest:

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Bola Akande, City Clerk/Administrator