

**MINUTES OF THE WORK SESSION  
OF THE BOARD OF ALDERMEN  
CITY OF NEW MELLE, ST. CHARLES COUNTY, MISSOURI  
MONDAY, FEBRUARY 7, 2011**

**Call to Order:**

A Work Session of the Board of Alderman of the City of New Melle was held on Monday, February 7, 2011 at 7:00 P.M. The meeting was held at the New Melle City Hall, located at 145 Almeling Street, New Melle, Missouri.

<b>Mayor:</b>	Ernest Arteaga	Present
<b>Aldermen: Ward I</b>	Donald Hendrich	Present
	Janet Jokisch-Messig	Present
<b>Ward II</b>	Doug Bice	Absent
	Linda Ginther	Present

<b>Also Present:</b>	Police Chief	Aaron Burkemper
	City Clerk	DeeAnn Burwitz
	Code Enforcement Officer	Gerald Schoenherr

**Code Enforcement Report:**

**Schoenherr** stated his primary concern was the property on Hwy Z belonging to Robert Timothy & Lisa M. Short which is in serious disrepair. He provided pictures that he had taken of the property for the Board to view. He contacted City Attorney Karr and was still waiting for a response on how to proceed.

**Arteaga** stated this issue dovetails with item "C. Code Enforcement Process" where he wanted to establish a step by step process so issues could be addressed consistently and in a timely manner.

**Schoenherr** explained his current process of enforcement, what types of things he looks for and how he responds to code violations.

**Arteaga** asked Schoenherr what he does if property owners don't comply or respond to his notices.

**Schoenherr** stated he contacts the City Attorney and requests her assistance in the matter.

**Arteaga** asked Schoenherr about Dive Stop and the junk airplane that was put on the property because Schoenherr hadn't noted anything in his reports about it.

**Schoenherr** stated he didn't realize that Dive Stop was in the city limits.

**Arteaga** stated the Board needs to establish written procedures to expedite the process of code enforcement which would be discussed later in the meeting.

**Schoenherr** stated he was open to suggestions and changes that would make the code enforcement process more efficient.

### **Financial Report:**

**Arteaga** asked to combine discussion of the December financial reports with agenda item "D. Budgets" later in the meeting.

Hearing no opposition from the Board, Arteaga moved on to the next agenda item.

### **Banking Issues:**

**Arteaga** stated that since city budget item 5260 "Bank Service Charge" appeared to be excessively high and was over budget for 2010, he took the liberty to speak with Rich Metz, manager of Commerce Bank in Wentzville, about the cost of doing business with them. He also spoke with a couple other banks to compare services and costs which resulted in suggestions from each that the City establish public funds accounts which generally have lower costs and fees than our current bank accounts. Discussions also included depositing checks electronically.

**Arteaga** "What is our cash situation? What I mean is, how big an amount of cash do we deposit and how often?"

**Burwitz** "It varies. It all depends on people coming in and paying court fines."

**Arteaga** "Okay, generally what do you do? I mean when you get cash in here, do you deposit it that day?"

**Burwitz** "Yes."

**Arteaga** "Or do you save it up for a few days and then"

**Burwitz** "Deposits are made every day.

**Hendrich** "As it should be."

**Burwitz** "No cash is held here except for a small cash bag for the Court Clerk and I to make change from when people paying with cash don't have the exact amount... for court night and for me to make change from."

**Arteaga** "Now what do you do; after you go off work, do you go to the bank?"

**Burwitz** "Yes."

**Arteaga** "When do you do it?"

**Burwitz** "After work."

**Arteaga** "Is that additional hours you're putting in then?"

**Burwitz** "Yes."

**Arteaga** "And mileage?"

**Burwitz** "Yes."

**Arteaga** "Okay, that's something that the Board has to... to address that... how we want to do that."

**Burwitz** "That's still City business."

**Arteaga** "Oh yes, we're not arguing that. But it's just a budgetary thing you know because our budget is kind of tight and that would mean extra hours and extra money for mileage and all that... and that adds up over a year's time. I want to open up the floor a little bit because we should accommodate this situation. We have a situation; we've got to get cash into the bank. And I want to open up the floor to solutions for that. Is this something that... do you go into town very often? To Wentzville?"

**Burkemper** "Only when I need to. I usually make sure it's something I have to go for like office supplies or something like that."

**Arteaga** "Okay."

**Jokisch-Messig** “Do we have any type of safe or vault that we could put the money in that would only have to go once a week to make a deposit?”

**Hendrich** “You’re looking at the file cabinets... that’s it.”

**Burkemper** “We have a safe upstairs.”

**Arteaga** “You do? And it is a police department.”

**Burkemper** “Well, I have to say I don’t necessarily want that on my”

**Hendrich** “That’s right.”

**Burkemper** “I don’t want to be responsible for that.”

**Hendrich** “That’s a good segregation.”

**Arteaga** “Well, you are protecting City Hall and all that too.”

**Burkemper** “I’ll do as directed but that’s something

**Arteaga** “That’s for the Board to decide.”

**Hendrich** “Well, no. That’s one you’ll have to run by Stephanie. There may be some statutes about handling of money... seriously speaking.”

**Burwitz** “That’s something I’m responsible for as City Clerk.”

**Hendrich** “I know; that’s why I’m saying it needs to be run by Stephanie.”

**Burkemper** “I’m good with that.”

**Arteaga** “That’s fine. You are responsible for the money. But if it stayed in the building in a safe... that would be pretty good... but we’ll check by Stephanie.”

**Hendrich** “Seriously, because you have two distinct departments here and I don’t know how that would fold together.”

**Jokisch-Messig** “I just raised that question from the standpoint of cutting deposits down to once a week. How often do we have court?”

**Burwitz** “Once a month.”

**Burkemper** “We have court once a month but we have people stop by at any business hour to pay fines.”

**Ginther** “How much cash do you usually deposit in a weeks time?”

**Burwitz** “That will vary. This week cash and checks are fairly high because court is Wednesday night. So those that are waiting right up to the last minute to make those payments out of court”

**Ginther** “And how much cash have you handled this week?”

**Hendrich** “What’s your low and high; your low is zero, what’s your high... \$2,000?”

**Burwitz** “Yeah, \$2,000 – \$2,500.”

**Arteaga** “Okay, one of the banks that I talked to... they have some sort of a electronic thing they can give you and you can take checks that you receive and put it in there and it transfers to the bank. You don’t have to physically take checks to them so that would be a nice service and that would be less for her to take out of the building.”

**Burwitz** “Is it something that could allow us to take debit cards?”

**Arteaga** “I don’t know about that. The only thing they mentioned to me was to cancel checks for you and deposit it into the bank.”

**Ginther** “That way we’d just have to have Aaron guard the machine.”

**Hendrich** explained how electronic check readers work.

**Arteaga** “If Stephanie says there’s no problem with cash being kept here and deposited once a week, are you okay with that then? If she says it’s okay?”

**Hendrich** “If you’ve got a safe that’s fireproof because you have to think about that too. We only have one cabinet that’s fireproof back there.”

**Arteaga** “He said that his safe is fireproof.”

**Ginther** “But I would prefer the machine.”

**Arteaga** “For checks, yes... but I’m talking about cash. The only reason I’m asking you to say yes or no on this is so that if Stephanie says yes then we can just proceed and do it whenever... every Friday.”

**Burwitz** “Do you want to look into buying a safe for the City Hall storage room?”

**Arteaga** “No, no... in his safe.”

**Hendrich** “How many people have access to your safe Aaron?”

**Burkemper** “Just me.”

**Burwitz** “If he’s not here when I need to lock up at the end of the day then...”

**Hendrich** “That’s a problem.”

**Burwitz** the money is my responsibility.”

**Hendrich** “That’s what I’m saying, and that’s where Stephanie needs to be called and I think there is a big division.”

**Burkemper** “And even if there isn’t by statute, there probably should be just because of the checks and balances.

**Hendrich** “I’d just let it ride until we hear from Stephanie.”

**Ginther** “I think it’s a pretty good checks and balance to be honest. Who could we better want... who else in the community would we trust more with a safe with money locked up than our Chief of Police?”

**Burkemper** “That doesn’t mean I want the responsibility but that’s at the Boards discretion.”

**Jokisch-Messig** “May I ask what you use the safe for?”

**Burkemper** “I keep documents, guns, armory, weapons... I keep keys in there like for the evidence cabinet... those kinds of things.

**Arteaga** “That’s important.”

**Jokisch-Messig** “Okay, thank you.”

**Burkemper** “Also software that we purchased.”

**Jokisch-Messig** “The other alternative would be to see how much a fireproof safe would cost. Then we could put it in the storage room.”

**Arteaga** “Sure. Can you look into that?”

**Burwitz** “Sure.”

### **Segregation of Financial Duties:**

**Arteaga** “I’ve been talking to Botz and Deal quite a bit. I asked Michele Graham what Lindsey’s exact duties were and she sent me a letter back and that’s what I entered partially on this list you have here “Scope of Services.” The first five are what she does and the rest was from other sources. This is just a suggestion; this is not in concrete at all, it’s just a suggestion. The big thing I wanted to bring up to the Board... my big problem with Botz and Deal is how much it’s costing us. That’s really the issue. What they do for us... they don’t do any extra things than what she said in this letter that she sent to me. All Lindsey does is enter bond activity in QuickBooks, reconcile all bank accounts, posting transfers to accurately reflect use of restricted funds in QuickBooks, recording journal entries to reflect non-cash

receipts and disbursement activity (fixed asset activity) and review the reasonableness and accuracy of the financial statements. So she doesn't do extra things like we're going too far on budget items or anything like that. So for what we are paying, we need somebody to back that up. Anybody have anything to say about Botz and Deal? *(pause)* I'm just asking if you agree that they're kind of expensive for our city?"

**Jokisch-Messig** "Well, I think that since we don't get a monthly statement from them

**Arteaga** "We do."

**Jokisch-Messig** Well, I mean it seems like it's more than we expect or more than we anticipate. How do I say this? Are they charging us for more hours than they are actually here? I mean that's the feeling I've gotten."

**Arteaga** "Well, I know their billing is erratic."

**Jokisch-Messig** "If it's the same amount of work, why wouldn't the hours be more consistent?"

**Hendrich** "I'm trying to think back to when Ronna was here... her fees were a little less but not by much. I guess it depends on the activity. You not only have the bank accounts but you have bond activities and you have journal entries going in and I don't know if this varies from month to month. You do have things coming in here from the County and from the State that varies. Sometimes you don't get certain activities every month... right?"

**Burwitz** "Right."

**Hendrich** "So that will make a difference. If one month gets hit with a lot more activity than another, that's going to take more of her time. To say over a quarter, I don't know, but I think you would find differences of time because of the way St. Charles County and the State administers their distributions."

**Jokisch-Messig** "Okay."

**Burwitz** "I think overall Lindsey's time has been fairly consistent. I think the additional expenses you've incurred comes from the excess work you requested of Michele."

**Arteaga** "Well, the only time we've done that is that we asked her to come in that one month and that was it."

**Hendrich** "Some of that too was the dragging of the actual invoicing of time."

**Arteaga** "Well, I was looking in these past minutes and I was looking at Botz and Deal's audit and the report that they gave to the Board back at that time and I think this here that they wrote can apply to today. There's a Mr. Schulte, he was one of the CEO's of Botz and Deal, this was from September 24, 2009. It says the second letter shows items that are deficiencies or better word would be weaknesses. The items noted as weaknesses are one... segregation of duties. Mr. Schulte stated it is hard for a small city to have a segregation of duties and does know that we have a financial director doing bank reconciliations but they suggest also someone that's familiar with the city's activities, such as the mayor, take a look at the unopened bank statements... but that's what you do... to look for any unusual transactions. The thing is... if you do that, you can't sign checks. That's a conflict of interest. Two... check signing... the CPA firm would like for someone other than people who have access to the checks and financial software to sign

checks because of risk issues. Three... credit cards and expense reimbursements... the CPA firm suggests the mayor initial all credit card expenses and reimbursements stating approval of the expense. Four... personnel files... the CPA firm believes the personnel files of the city has on individual employees are inadequate and need more information in the files such as sep forms... sep forms?"

**Burkemper** "I don't know what that is."

**Arteaga** "Is that retirement or something?"

**Jokisch-Messig** "Job descriptions and follow-ups for reviews?"

**Hendrich** "I've seen it. It's an acronym... what does it stand for? It won't come to me."

**Arteaga** "Emergency contacts and Board approval of pay raise. Five... bonds... it says bonds collected by the police need to be deposited on a regular basis. Well, apparently that's been done since then... that's fine. So anyways, some of these things that I just said can apply to today and we need to get a little bit sharper on our... on this auditing thing because when we get audited again, which we're kind of due for. It's every three years. So it would be next year... we should have an audit. That's minimum I think. So we need to kind of look at that again. DeeAnn, if you want to... as I said it's September 24, 2009... if you want to look at that audit thing and maybe kind of arrange yourself into that format that they suggested. It's just things that have kind of slipped a little bit and I'd like to make sure we're on the letter so we... when we get audited, we're not criticized."

**Ginther** "Ernie, in the draft that I had done of the

**Arteaga** "Yes."

**Ginther** for the financial position, I had in there... establishes and maintains internal control procedures and ensures that state and national standard accounting procedures are maintained. Along with those control procedures, would go the segregation of duties."

**Arteaga** "Right, right."

**Ginther** "And I think that either we need something in the scope of duties like that for the financial person to establish or if we continue with Botz and Deal, they would need to be responsible for that."

**Arteaga** "Right, right."

**Ginther** "And that would cost us more money."

**Arteaga** "Yeah, we need to write out what we expect... better than what we've had. As with Botz and Deal, as Michele said in her letter that they just knew that it was going to be a temporary thing and that's the way they took the attitude of doing the bare minimums for us."

**Hendrich** "Same thing with the procedure on who will actually look at the statements coming from the bank prior to opening them and then who will sign checks... in other words, that should be in your procedure."

**Arteaga** "Was it you that sent this wonderful thing called segregation of duties?"

**Ginther** "Did you print that off?"

**Arteaga** "Yes."

**Ginther** "Yes."

**Arteaga** "This is wonderful... because this is from the University of Missouri and about governmental and just plain handling of cash... and they have a little chart

here of the perfect checks and balances. This is something we should follow as far as procedure for the city. Maybe we ought to print up some more copies of this... I've got it all marked up with some notes on it and I'll just... didn't you send that as an attachment or something?"

**Ginther** "Mhmm."

**Arteaga** "Okay. Maybe I can relay it over so we can get everybody a copy."

**Ginther** "I think what I attached was that chart... which would have been in the middle of that document... and you scrolled back to get to the beginning of it."

**Arteaga** "Yes. Yes, I got the whole thing. I mean it applies to the school operation but the mechanics of checks and balances is very clear in there and very solid."

**Ginther** "It's very easy to understand."

**Arteaga** "Yes. Alright I wanted to... under number two... financial person... JoAnn Dickherber has declined to be in consideration anymore. She felt there was too many, as she called it, brick walls here. So that's open for the Board now to move forward to do what you see as fit. If you think you want to advertise for someone but we have to have what the duties are and decide... this is suggested... what I have here. If you'd want to go over it... I don't know if you've had a chance to read it... and say that we need to add this or that. I'm sure there's other things that... I asked Stephanie to make a comment on... I sent her one too and she did not make a specific addition to this but I think there are other legal things that probably should be added to this."

**Hendrich** "You said the first five items are what Lindsey is currently doing... right?"

**Arteaga** "Right. I did that word for word."

**Hendrich** "That lays out what she's being paid for. So then it's just whatever else you want a new individual to do."

**Arteaga** "Did you all read this previously? Do you have any comments or additions?"

**Ginther** "I think we need to have the internal controls stated in there... what I read to you. I think that needs to be included in there."

**Arteaga** "Very good... sure."

**Ginther** "Internal controls and segregation of duties assures that state and national accounting procedures are maintained."

**Arteaga** "Okay, well we have to get everything on paper here. You said it was out of this book? I also like this here... I'd love to have this chart on here. I want you to look at that."

**Ginther** "I can do that up for you."

**Arteaga** "I just want to go one step further with this list if there's not anything else except this addition of ten... is get Stephanie to make sure that everything's right from her perspective because legally they think of things we never think of."

**Hendrich** "You're dealing with a different element too. It's public and not private."

**Jokisch-Messig** "Are we looking at a number of hours or are we looking at so many days? When we talk about during regular business hours..."

**Arteaga** "What I had in here was compensation would be between the financial advisor and Board of Aldermen by the hour and specified hours per month. We

don't know how many hours that would take. That would be the negotiation between us and that financial person... they might say it would take 10 hours a month or whatever it is.

Discussion ensued regarding the process of negotiating a contract.

**Arteaga** "There are things that have happened in the past that were not passed by ordinance and things like that. These are things that should be... like on the court clerk, it's all spelled out in our code book. Now why shouldn't a financial person be spelled out in the code book and city clerk also? I was looking at the city clerk's duties and it was dated in 2009 and I looked up if it was an ordinance or something and it was not. It was merely talked about and her duties were outlined by the Board at that time. Do you remember what happened?"

**Hendrich** "Well, I think when the code book was written, wasn't Judith there?"

**Arteaga** "No, that was in 2006, this was written in 2009... this one. September '09 was the latest city clerk duties."

**Hendrich** "That's not incorporated into the current code?"

**Arteaga** "No, it's not. All I could find to substantiate this was in the minutes."

Discussion ensued regarding creation of current city clerk duties in line with the transition between city clerks.

**Ginther** "The code book, under city clerk, says the Board of Aldermen shall elect a clerk for such Board to be known as city clerk whose duties and term of office shall be fixed by ordinance."

**Arteaga** "And there's no ordinance."

**Ginther** "Then it briefly talks about certain things that should be included in that but there's no ordinance."

**Arteaga** "And it should be duties like this... I don't think there's anything wrong with this... I just think it should be in the code book. If you look at the court clerk, that's very specific... on the duties."

**Ginther** "Well, the city administrator is very well developed too."

**Arteaga** "Yes."

**Hendrich** "Well, they were working on that... if monetary conditions existed where they could do that, then that's probably why they said lets put this... and in that particular case Judith would have fallen underneath that city administrator position. I was coming in just when she was about ready to leave."

**Jokisch-Messig** "How long ago was that?"

**Hendrich** "Well, when I came up here and applied for this position, she gave me the forms... so it's within two years. So you're looking at a code book that was started to be developed many years ago and when they did, they glossed over that part of it because no one was going to..."

**Jokisch-Messig** "touch her... okay."

**Hendrich** "I don't know how long she was here. Do you know? Do you remember Aaron?"

**Burkemper** "No, it was in the double digits. She was here long before I started."

**Hendrich** "Okay. I mean it when I say an institution... she did it her way and in many cases it wasn't even the way it should have been done. I've heard this. So basically you have an open comment if you wish to call it that... that's never been

pursued but you're right... it spells it out and it should be there. That's the first draft and that's all I can say on it."

**Arteaga** "I think that everybody, individually, should study it for any changes that they could see that was missed in either the city clerk or the financial person. I really think we need to... they really need to be spelled out in our code book."

**Ginther** "I would assume that that includes DeeAnn in reference to the city clerk duties?"

**Arteaga** "Yes, that's what that means."

**Ginther** "She should look this over and edit it as appropriate for what she does and doesn't do on this list."

**Hendrich** "Yeah, if there's anything in addition to this list that you do, it should be in there from a stand point of again your protection as well as the City's protection."

**Burwitz** "Sure."

**Hendrich** "Just to give you an idea of how the institution worked, how long were we a city and not a village? Judy was still working with the seal of the village. She never went out and spent the money or even took the initiative to get a new seal saying the City of New Melle. In fact, you found that didn't you?"

**Burwitz** "Right."

**Hendrich** "And actually took care of it."

**Arteaga** "This whole section here under "B" and having city clerk here... that was to define the separation of financial duties of DeeAnn and a financial person. That was the idea of this and it's spelled out here in the city clerk's duties as to what she's supposed to do. And it is separate from... but that chart that we have in that segregation of duties... we want to double check that to make sure that that's accurate."

### **Code Enforcement Process:**

**Arteaga** stated policies and procedures must be established for the code enforcement officer to ensure timely resolution to code enforcement issues.

**Schoenherr** read the city's current code enforcement process and procedures.

**Arteaga** asked where that came from.

**Burwitz** made copies of what Jerry had read and distributed them to the Board.

**Arteaga** stated the city needs to have better disciplines on true code violations.

**Off Agenda:** Discussion had regarding Dive Stop and A Scuba'ah Shoppe.

**Arteaga** stated a timeline needs to be established for the code enforcement process.

**Schoenherr** presented pictures of the Robert T. Short property on Hwy Z. Discussion had regarding process suggestions.

**Schoenherr** stated he had contacted City Attorney Karr and was waiting for her response on how to proceed. He welcomed and was willing to work with the City with any specific policies and procedures they would establish relating to code enforcement.

**Budgets:**

**Arteaga** “We need to establish written employee review policies. Now, we already have for the police department a performance appraisal that Aaron does for his men.”

**Burkemper** “I brought along another form too... it’s a little more simple.”

**Arteaga** “But you even mentioned something that would be a nice addition to your evaluation... is that your men also kind of review you. I think that’s a part of the process that would be good.”

**Burkemper** “That’s what the last Board did when they requested performance appraisals for their consideration from everybody. They decided that was the best way because the guys spend more time with me in my position than the Board members did.”

**Arteaga** “Yeah, absolutely.”

**Burkemper** “They thought that would help them get another perspective. This particular form is very specific for police employment. The other one I use could be used for just about any position.”

**Jokisch-Messig** “Do you let them evaluate themselves too?”

**Burkemper** “Not necessarily.”

**Arteaga** “Do you interview them and go over them?”

**Burkemper** “We do. It’s not so much that they evaluate themselves as they are... if there’s an area that was marked perhaps a little lower, obviously, we give them a chance to say if they thought that was fair or not fair or if they would try to justify it some way. The same way if they got a particularly high score, it would be explained to them why that was so they would have an opportunity to address that. So it really does involve the officer.”

**Jokisch-Messig** “How they perceive themselves and how you perceive them.”

**Burkemper** “Sure, absolutely. There may be something that they don’t think was a problem but an outsider looking in can have a different view. So I think we’re pretty well covered in my opinion as far as a review process. If you’d like to take any of this and incorporate it into a written thing in the code book, I think that would be fine just so everybody’s on the same page now and in the future.”

**Arteaga** “What time of the year have you done reviews in the past?”

**Burkemper** “We usually did it about this time.”

**Arteaga** “Early in the year?”

**Burkemper** “Well, obviously it’s based on the prior year’s performance but the reason we’ve done it about this time in the past is because that’s when we typically amend our budgets.”

**Arteaga** “Well, you establish a new budget for the year... yes... that’s true.”

**Burkemper** “You established it in December and then frequently it’s amended in February of the following year.”

**Arteaga** “That was here only though because I’ve talked to other cities and they said that was the worst time to do it... was early on. They usually did it right after election... like in May.”

**Burkemper** “That could be because a lot of places use fiscal years instead of the calendar year for their budgeting.”

**Arteaga** "Okay... this is the kind of thing we need. Anybody have any comments because this is something we have to do. So many things are let sliding that we should get with it here. DeeAnn, do you have something... any kind of review for you?"

**Burwitz** "The only review form I have was actually made up for officers and doesn't apply to my duties."

**Arteaga** "No, yours is specifically different and should probably key off of your job description thing. That would be the basis. We need to formulate something for the city clerk's position."

**Hendrich** "Do you think some of your colleagues could provide one rather than trying to reinvent the wheel?"

**Burwitz** "Sure."

**Arteaga** "Then send us that for everybody's review. Okay, this next one here 'D2' the reason I put 'Address Responsible Budgeting in Relation to Financial Shortfalls' is when you look at the 2010 numbers... there hasn't been very much of a disciplines on going over the budget... especially at the end of the year. We've got to control that somehow. I guess that's what the financial person will be our assistance in that. On the various line items it's shooting way over 100%. If we're going to budget things, we have to budget things properly. Now this 2010 budget... I contacted Michele Graham and she said, per my request, we will provide the following accounting assistance; determine budget variances for each of the city's accounts, city, court, police, and prepare proposed budgetary amendments for realized revenues and expenditures necessary to balance the fiscal year of 2010 budget, enter the necessary approved adjustments in QuickBooks in order to reflect final approved budget. Our estimated time for this is three hours but no more than five hours. The related fee will be billed at \$100 per hour, not to exceed \$500. So they'll take care of it all. We can't approve it tonight but I wanted to give you that information. So they'll take care of 2010 and get it straightened out. We'll put that on the agenda for the next official meeting."

**Burwitz** "They'll have that ready for February 16<sup>th</sup>?"

**Arteaga** "Yes. So that's 2010 and we won't have to mess with it."

Discussion ensued about governmental budgeting issues.

**Arteaga** "I don't know if I have to go to Michele for this or if we can do it here... I had a suggestion from one of the bank people that said 'one suggestion if have for you is to ask the CPA to print out a report out of QuickBooks for the year ended December 31<sup>st</sup>. It is the profit and loss statement showing the month by month. To do this, she/he will need to go into the profit and loss statement in QuickBooks for City, Police and Court and change the date for 01/01/2010 to 12/31/2010 and then change the columns to month... month by month. Print out on legal paper and landscape the whole thing. This report should be a real helpful tool for the Board so they can see when income and expense items hit during the year... such as tower rental. That way it would really lay out a picture to see how we are because we were panicking back in July... remember? Well, if we had everything kind of laid out of what happened the year before, where we were short and where we were better, it would kind of guide us a little bit better. Can you do that or do we have to have Michele do that?"

**Burwitz** "I can do that."

**Arteaga** "You can do the landscape thing... month by month?"

**Burwitz** "Most likely."

**Arteaga** "Very good."

**Burwitz** "I haven't tried it but I'm sure I could figure it out."

**Hendrich** "You see... this is what I was saying where there's going to be months where Lindsey has got to do more because of what comes in."

**Jokisch-Messig** "Yeah, that makes sense."

**Arteaga** "Right... right, and that will paint us a better picture."

**Hendrich** "Yeah, it will tie together..."

**Arteaga** "This is for the Board to see. Okay, on the 2011 budget, we have on here... how close does it tie to the 2010? I really didn't look that close."

**Hendrich** stated it would take three months or so to get an idea of how 2011 shapes up.

**Jokisch-Messig** asked the City Clerk to include a revised date on agendas so the Board would know which the most recent version was.

**Adjournment:** *On motion of Alderman Hendrich, second by Alderman Jokisch-Messig, the Aldermen voted 3 "Aye" 1 absent (Bice) to adjourn the Work Session at 8:38p.m.*

Respectfully Submitted,

Approved,

DeeAnn Burwitz, City Clerk

Ernest Arteaga, Mayor