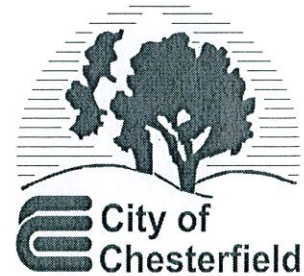


DATE: January 17, 2017
TO: Craig White, Finance Director
CC: Michael O. Geisel, City Administrator
FROM: Vickie Hass, City Clerk *ryh*
SUBJECT: City Council Policies 6-33



As directed, we are continuing the process of reviewing all City Council policies to ensure they are current and accurate. Upon endorsement by the F&A Committee, these policies will be presented to City Council for its approval.

Recommend Elimination of Policies:

- CC #7 **Minutes – City Council/Standing Committees:** We release “draft” versions when requested.
- CC #8 **Chamber Luncheons:** Policy is not necessary.
- CC #11 **Definition – Public Hearing/Public Meeting:** Policy is not necessary.
- CC #12 **President Pro-Tem:** Addressed in Ordinance No. 2899.
- CC #13 **Official Picture – Mayor/City Council:** Policy is not necessary.
- CC #14 **City’s Annex Policy:** Addressed in Ordinance No. 856.
- CC #15 **Redistricting Committee:** Policy is not necessary.
- CC #16 **Appointment of Vice-Chairperson for Standing Committees:** This policy relates to CC Policy No. 1 which has already been eliminated.
- CC #17 **“New Business” Item Placed on City Council Agendas:** Policy is not necessary; we follow Robert’s Rules of Order.
- CC #18 **City Attorney Serves as Parliamentarian:** Policy is not necessary; we follow Robert’s Rules of Order.
- CC #19 **Staff to Take Minutes at Citizen Committee Meetings:** Already addressed in CC Policy No. 3.
- CC #20 **Riverboat Gambling Issue:** Policy is not necessary.
- CC #21 **Staff Attendance at Work Sessions:** Policy is not necessary.
- CC #27 **City Council Meetings:** Addressed in Ordinance No. 528.
- CC #28 **Police Reserve Officers Pool Passes:** We no longer have Reserve Officers.
- CC #33 **Planning Commission Candidates:** This will be combined with CC Policy No. 24; therefore should be eliminated.

Recommend Revisions to Policies:

- CC #9 **Return of City Property:** Minor revisions as noted.
- CC #22 **First/Second Readings of Legislation:** Revise as noted, combining with PL Policy No. 1.
- CC #24 **Interviews – Statutory Committee Nominees:** Revise as noted, combine with City Council Policy No. 33.

- CC #26 **Non-Statutory Board/Commission/Committee Membership:** Revise as noted, combine with F&A Policy No. 35; thereby eliminating F&A No. 35.
- CC #29 **Executive Session:** Recommend combining with F&A Policy No. 38; thereby eliminating F&A No. 38.

Recommend No Changes:

- CC #6 **Expense Reimbursement Policy – Mayor/City Council.**
- CC #10 **City Council Record of Proceeding.**
- CC #23 **Expressing Individual Opinions.**
- CC #25 **Temporary Liquor Licenses.**
- CC #30 **Development Review Process for Ordinance Amendments in Planned Districts.**
- CC #31 **Legal Expenses.**
- CC #32 **Staff Communications with Elected Officials.**

Action Recommended

These policies should be presented to the Finance and Administration Committee for consideration. Should F&A concur with Staff's recommendation, it should vote to authorize Staff to submit these policies to City Council for approval.

CITY OF CHESTERFIELD
POLICY STATEMENT

*existing policy
Recommend Delete*

CITY COUNCIL

NO. 7

SUBJECT Minutes – City Council/Standing
Committees

INDEX CC

DATE

DATE

ISSUED 5/7/90

REVISED

POLICY

Minutes taken at any meeting of City Council, as well as any meeting of its Standing Committees, are not to be submitted to the public or the Press until officially reviewed and approved by City Council at a subsequent meeting.

RECOMMENDED BY:

Marty DeMay
Department Head/Council Committee (if applicable)

5-17-99
Date

APPROVED BY:

Michael J. Jensen
City Administrator

5-17-99
Date

City Council (if applicable)

Date

CITY OF CHESTERFIELD
POLICY STATEMENT

*Existing Policy
Recommend Delete*

CITY COUNCIL

NO. 8

SUBJECT Chamber Luncheons

INDEX CC

DATE 10/15/90

DATE

ISSUED

REVISED

POLICY

Department Heads/City Clerk are authorized to attend the Chamber of Commerce luncheons as a part of the City's ongoing policy to develop positive public relations with the business community.

RECOMMENDED BY:

Marty DeMay

Department Head/Council Committee (if applicable)

5-17-99

Date

APPROVED BY:

Michael S. Jensen

City Administrator

5-17-99

Date

City Council (if applicable)

Date

CITY OF CHESTERFIELD
POLICY STATEMENT

*Existing Policy
Recommend Delete*

CITY COUNCIL

NO. 11

SUBJECT Definition – Public Hearing/Public Meeting

INDEX CC

DATE ISSUED 3/16/92

DATE REVISED

POLICY

A “public hearing” should only be used to identify a meeting that is “legally required”; a “public meeting” would encompass all other meetings.

RECOMMENDED BY:

Marty DeMay
Department Head/Council Committee (if applicable)

5-17-99
Date

APPROVED BY:

Michael S. Jensen
City Administrator

5-17-99
Date

City Council (if applicable)

Date

CITY OF CHESTERFIELD
POLICY STATEMENT

*Existing Policy
Recommend Delete
Addressed in Ord. # 2899*

CITY COUNCIL

NO. 12

SUBJECT President Pro-Tem

INDEX CC

DATE 4/20/92
ISSUED

DATE
REVISED

POLICY

If the President Pro-Tem replaces the Mayor on an indefinite or permanent basis, the Chairpersonship of his/her Committee would pass to another member of said Committee.

RECOMMENDED BY:

Marty McMan
Department Head/Council Committee (if applicable)

5-17-99
Date

APPROVED BY:

Michael S. Jensen
City Administrator

5-17-99
Date

City Council (if applicable)

Date

AN ORDINANCE REPEALING ORDINANCE NUMBER 2859 AND REPLACING IT WITH A NEW ORDINANCE ESTABLISHING NEW RULES AND REGULATIONS IN REGARDS TO THE CITY OF CHESTERFIELD'S STANDING COMMITTEES.

WHEREAS, the City Council of the City of Chesterfield previously has provided pursuant to Ordinance Number 12 Standing Committees, membership-appointments to said committees, and the committees' functions; and

WHEREAS, the City Council of the City of Chesterfield Amended Ordinance Number 12 in part, by passing and approving Ordinance number 467, that amended that part of Ordinance Number 12 that established the Standing Committees of the City Council of the City of Chesterfield; and

WHEREAS, the City Council of the City of Chesterfield repealed and replaced Ordinance Number 467, by passing and approving Ordinance number 2859 which established procedures for appointing membership of the four Standing Committees of the City Council of the City of Chesterfield; and

WHEREAS, the Finance and Administration Committee has reviewed and recommended additional changes to said procedures for appointing membership to the four Standing Committees of the City Council; and

WHEREAS, the City Council of the City of Chesterfield determines that it is expedient for the good government of the City to further establish the Standing Committees of the City Council and adopt rules and regulations of such committees;

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CHESTERFIELD, ST. LOUIS COUNTY, MISSOURI, AS FOLLOWS:

Section 1. Ordinance Number 2859 is hereby repealed in its entirety.

Section 2. Chesterfield City Code, Section 2-54 Standing Committees is hereby deleted and replaced with the following language in its place:

Section 2-54. Standing Committees.

(a) *Establishment.* There are hereby established as Standing Committees of the City Council the following:

- (1) Finance and Administration;
- (2) Parks, Recreation and Arts;

- (3) Planning and Public Works; and
 - (4) Public Health and Safety.
- (b) *Membership; appointment.*
- (1) *Composition.* Each committee shall be comprised of four (4) Council members. One (1) Council member from each of the City's four (4) wards will serve on each committee, with no two (2) Council members from the same ward serving on the same committee.
 - (2) *Appointment.* After the first City Council meeting immediately following the regular municipal Election held in April of every year, the newly elected President Pro-Tem shall appoint members of the Council to Committees and designate Committee Chairpersons for each Standing Committee, subject to the approval of the City Council by formal vote taken not later than the first City Council meeting in May of every year.
 - (3) *Ex-Officio Members.* The Mayor and City Administrator shall both serve as non-voting ex officio members of each committee.
 - (4) *Chairperson.* One (1) Council member from each ward shall serve as a Chairperson of a committee, and no person shall serve as Chairperson of more than one (1) committee.
 - (5) *Vacancy.* Should there be a vacancy on the Council, the other Council member of the affected ward shall be deemed a full voting member of the committees upon which his or her ward-mate served until said vacancy has been filled. If the Council member previously occupying the currently vacant position served as Chairperson, the Vice Chairperson, at the time of the vacancy, shall assume the position of Chairperson.
 - (6) *Proxy Voting.* In the event that a Councilmember is unable to attend a committee meeting, that Councilmember may request that his or her Ward mate be allowed to vote at the Committee meeting. Such request would be directed to the Committee Chairperson and must be in writing.
- (c) *Functions.*
- (1) *Recommendations.* Making recommendations to the Council or to the City Administrator, or both, concerning any of the matters within its purview, when requested and also at other times when it appears that the best interest of the City and its residents will be served thereby;
 - (2) *Formulating and evaluating plans.* Formulating, with the assistance of the staff, long-range plans and evaluation and revision (if necessary) of such plans as adopted;

(3) *Legislation.* Reviewing and recommending legislation concerning any of the matters within its purview;

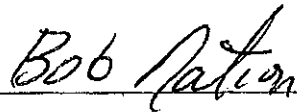
(4) *Quorum and presiding officer.* At least three (3) Council members must be present in order to hold a Committee meeting. The Chairperson shall preside over the Committee meeting. In the absence of the Chairperson, the Vice Chairperson shall preside;

(5) *Recommendations to Council.* Other than items discussed and/or acted upon by the Planning and Public Works Committee, in order for an item to pass out of Committee to the Council, said item shall require at least two (2) affirmative votes. Three (3) affirmative votes are required for an item to be passed to the Council with a favorable recommendation from the Committee;

(6) *Closed meetings.* Closed meetings cannot be held at any meeting of the Standing Committees.

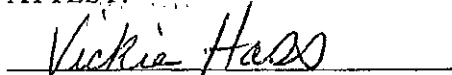
Section 3. This Ordinance shall be in full force and effect from and after its passage and approval.

Passed and approved by the City Council of the City of Chesterfield, Missouri this 18th day of July, 2016.



Bob Nation, MAYOR

ATTEST:



Vickie Hass, CITY CLERK

FIRST READING HELD 6/20/2016

CITY OF CHESTERFIELD
POLICY STATEMENT

*Existing Policy
Recommend Delete*

CITY COUNCIL

NO. 14

SUBJECT City's Annex Policy

INDEX CC

DATE 5/4/92
ISSUED

DATE
REVISED

POLICY

Reaffirmation of the City's policy not to annex south of Clayton Road.

RECOMMENDED BY:

Marty De May
Department Head/Council Committee (if applicable)

5-17-99
Date

APPROVED BY:

Michael S. Jensen
City Administrator

5-17-99
Date

City Council (if applicable)

Date

BILL NO. 870

ORDINANCE NO. 856

AN ORDINANCE DECLARING THE INTENTION OF THE CITY OF CHESTERFIELD TO ANNEX AN UNINCORPORATED AREA OF LAND IN ST. LOUIS COUNTY, MISSOURI OF AN AREA THAT IS CONTIGUOUS TO THE CITY OF CHESTERFIELD, IMMEDIATELY SOUTH OF CLAYTON ROAD TO THE CITY LIMITS OF MANCHESTER, MISSOURI.

WHEREAS, the City of Chesterfield, Missouri seeks to annex an area in the unincorporated part of St. Louis County, Missouri along a portion of the southern border of the City of Chesterfield as outlined and more fully described on Exhibit "A" which is attached hereto and made a part hereof as if fully set out herein; and

WHEREAS, the City has determined that the boundaries between the land to be annexed and the City comply with the conditions precedent required by statute; and

WHEREAS, a number of residents in the area proposed to be annexed have indicated their desire that the City of Chesterfield annex their land; and

WHEREAS, this annexation would be consistent with the future development of the City of Chesterfield and is reasonable and necessary to the proper development of the City of Chesterfield; and

WHEREAS, the City shall develop a "Plan of Intent" as to providing services to the area to be annexed; and

WHEREAS, the City shall prepare an ordinance to be adopted after a public hearing is held upon the issue as to whether or not the area should be annexed; and

WHEREAS, the annexation provided for by this Ordinance is consistent with the goals for St. Louis County outlined in the St. Louis County Boundary Commission Legislation; and

WHEREAS, the City of Chesterfield would propose that the annexation would be effective six (6) months from the date of approval of said annexation at a duly held election; and

WHEREAS, the City of Chesterfield had previously declared its intention to proceed with this proposed annexation and with its current intention now to codify those intentions pursuant to ordinance.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CHESTERFIELD, ST. LOUIS COUNTY, MISSOURI, AS FOLLOWS:

Section 1. The City Administrator for the City of Chesterfield shall proceed with taking steps toward the annexation of the area of land in unincorporated St. Louis County, Missouri

which is described in Exhibit "A", attached hereto and incorporated herein as if fully set out herein and which area of land has been determined to be contiguous to the existing city limits of the City of Chesterfield.

Section 2. The annexation of the unincorporated area of St. Louis County, Missouri by the City of Chesterfield is reasonable and necessary to the proper development of the City of Chesterfield.

Section 3. The City will develop a "Plan of Intent" to provide services to the area proposed for annexation as described in Exhibit "A" for inclusion in an ordinance to be adopted for the annexation of said area.

Section 4. A public hearing on the ordinance for the proposed annexation and the "Plan of Intent" is to be held prior to the adoption of the ordinance for the residents of the area proposed to be annexed and for the residents of the City of Chesterfield.

Section 5. A public hearing shall be held at the date and time established by the St. Louis County Boundary Commission, at which time the "Plan of Intent" shall be presented.

Section 6. The annexation of the aforementioned real estate is subject to the approval of the voters of the City and the area sought to be annexed in an election. Said election date to be determined by action of the St. Louis County Boundary Commission.

Section 7. Pursuant to the provisions of Section 72.403.1 RSMo. 1989, as amended, the Mayor is hereby authorized to submit this Ordinance and the boundary adjustment for the City of Chesterfield outlined herein to the St. Louis County Boundary Commission for review and approval according to the rules and procedures established by said Commission.

Section 8. The City of Chesterfield proposes that the annexation shall be effective six (6) months after the vote on said election for annexation.

Section 9. After the public hearing and upon the passage of an ordinance annexing the area described in Exhibit "A" and upon the approval of the ordinance for annexation, the City Council shall direct that an election be called and ordered pursuant to the rules promulgated by the Board of Election Commissioners of St. Louis County submitting the proposition for annexation to the qualified voters in the City of Chesterfield and in the unincorporated territory in St. Louis County sought to be annexed and that the election shall be conducted by the Board of Election Commissioners of St. Louis County as provided by the election laws of the State of Missouri.

**CITY OF CHESTERFIELD
PROPOSED ANNEXATION AREA**

November 11, 1993

Page 1 of 2

A tract of land being partly in U.S. Surveys 119 and 936, and partly in Sections 23, 24, 25 and 26 of Township 45 North, Range 4 East, St. Louis County, Missouri, and being more particularly described as:

Beginning at a point in the existing South line of the City of Chesterfield, being also the Northeast corner of the City of Ballwin, and being the intersection of the East line of "WILD WOOD PLAT 3" (Plat Book 109, Page 69) with the South line of Clayton Road, irregular width; thence Easterly along both the South line of Clayton Road and the aforesaid existing South line of the City of Chesterfield to a point in the Southwest line of Lot 3 of the "SUBDIVISION OF JOHN BUFORD'S ESTATE" (Plat Book 2, Page 78) which point is in the existing Southwest line of the City of Town and Country; thence Southeasterly along said Southwest line of the City of Town and Country to the Southernmost corner of said Lot 3; thence Northeasterly along the Southeast line of said Lot 3, being also the Southeast line of the City of Town and Country, to a point in the Northeast line of Woods Mill Road, 60 feet wide, (formerly Missouri State Highway 141); thence Southeasterly along said Northeast line of Woods Mill Road, being also the Southwest line of the City of Town and Country, to a point in the Southeast line of property described in deed to Marvin Mertz, et al., recorded in Deed Book 6565, Page 1234; thence Northeasterly along said Southeast line of Mertz, being also the Southeast line of the City of Town and Country, to a point in the East line of Relocated Missouri State Highway 141; thence leaving the corporate limits of the City of Town and Country Southerly along the East line of said Relocated Missouri State Highway 141, width varies, and continuing Southerly along the East line of Woods Mill Road (Missouri State Highway 141) to a point in the Northeasterly prolongation of the Southeast line of "CLAYWOODS PLAT 3" (Plat Book 122, Page 81); thence Southwesterly along said Southeast line of "CLAYWOODS PLAT 3" to a point in the Northeast line of Henry Avenue as widened by "WESTRIDGE MANOR ESTATES PLAT ONE" (Plat Book 262, Pages 82 and 83); thence Southeasterly along said Northeast line of Henry Avenue to a point at the North end of a 20 foot radius rounding at the intersection of the North line of Chancellor Heights Drive, 50 feet wide, with the aforesaid Northeast line of Henry Avenue as widened, which point is in the North line of the City of Manchester; thence Southwesterly along the Northwest line of the City of Manchester 9.11 feet more or less to a point in the former Northeast line of Henry Avenue, as formerly 40 feet wide; thence Southeasterly along said former East line of Henry Avenue and along the Southwest line of the City of Manchester 72.87 feet more or less to a point in the line between Sections 25 and 36; thence Westerly along said line between Sections 25 and 36, being also the North line of the City of Manchester, to a point being the common corner of Sections 25, 26, 35 and 36, said point being also in the East line of the City of Ballwin and in the East line of "OAKLEIGH WOODS" (Plat Book 168, Page 85); thence in a generally Northerly direction along the Eastern limits of

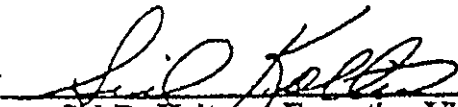
CITY OF CHESTERFIELD
PROPOSED ANNEXATION AREA

November 11, 1993

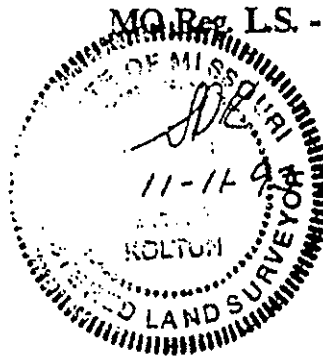
Page 2 of 2

the City of Ballwin the following: Northerly and Westerly along the perimeter of "OAKLEIGH WOODS" (Plat Book 168, Page 85) to the Southeast corner of "WILD-WOOD ADDITION PLAT NO. 2" (Plat Book 118, Page 6); Northerly along the East line of said "WILD-WOOD ADDITION PLAT NO. 2" to a point in the South line of "WILD-WOOD ADDITION" (Plat Book 115, Pages 16 and 17); Easterly to the Southeast corner of said "WILD-WOOD ADDITION"; Northerly along the East line of said "WILD-WOOD ADDITION" and along the East lines of "WILD-WOOD PLAT NO. 4" (Plat Book 111, Page 68), "WILD WOOD PLAT 7" (Plat Book 112, Page 66 and 67), and "WILD WOOD PLAT 6" (Plat Book 112, Page 68) to the Northeast corner of said "WILD WOOD PLAT 6"; Westerly along the North line of said "WILD WOOD PLAT 6"; and Northerly along the East line of said "WILD WOOD PLAT 6" and along the East lines of "WILD WOOD PLAT 5" (Plat Book 111, Pages 48 and 49) and "WILD WOOD PLAT 3" (Plat Book 109, Page 69) to the point of beginning.

THE STERLING ENGINEERING AND
SURVEYING COMPANY, INC.

By 
Sid D. Koltun - Executive Vice President

MO Reg. L.S. - #2243



CITY OF CHESTERFIELD
POLICY STATEMENT

*Existing Policy
Recommend Delete*

CITY COUNCIL

NO. 15

SUBJECT Redistricting Committee

INDEX CC

DATE 5/18/92
ISSUED

DATE
REVISED

POLICY

The Redistricting Committee, who will redefine the boundaries of the City to encompass the newly annexed area, will be comprised of two individuals from each of the four wards, a Councilmember from each ward and one individual selected from the four nominees from the newly annexed area.

RECOMMENDED BY:

Marty DeMay
Department Head/Council Committee (if applicable)

5-17-99
Date

APPROVED BY:

Michael S. Jensen
City Administrator

5-17-99
Date

City Council (if applicable)

Date

CITY OF CHESTERFIELD
POLICY STATEMENT

*Existing Policy
Recommend Delete*

CITY COUNCIL

NO. 16

SUBJECT Appointment of Vice-Chairperson for
Standing Committees

INDEX CC

DATE
ISSUED 5/18/92

DATE
REVISED

POLICY

A Vice-Chairperson of each Standing Committee of Council shall be appointed.

RECOMMENDED BY:

Marty DeMay
Department Head/Council Committee (if applicable)

5-17-99
Date

APPROVED BY:

Michael S. Jensen
City Administrator

5-17-99
Date

City Council (if applicable)

Date

CITY OF CHESTERFIELD
POLICY STATEMENT

Existing Policy
Recommend Delete

CITY COUNCIL

NO. 17

SUBJECT "New Business" Item Placed on City
Council Agendas

INDEX CC

DATE
ISSUED 6/15/92

DATE
REVISED

POLICY

The item "New Business" will be placed on all City Council agendas, where it will be used to bring up new items. If the item requires a vote by Council, it will be tabled until the next appropriate City Council meeting.

RECOMMENDED BY:

Maury DeMay
Department Head/Council Committee (if applicable)

5-17-99
Date

APPROVED BY:

Michael S. Jensen
City Administrator

5-17-99
Date

City Council (if applicable)

Date

CITY OF CHESTERFIELD
POLICY STATEMENT

Existing Policy
Recommend Delete

CITY COUNCIL

NO. 18

SUBJECT City Attorney Serves as Parliamentarian

INDEX CC

DATE 5/17/93
ISSUED

DATE
REVISED

POLICY

The City Attorney shall be designated as Parliamentarian.

RECOMMENDED BY:

Marty De May
Department Head/Council Committee (if applicable)

5-17-99
Date

APPROVED BY:

Michael S. Jensen
City Administrator

5-17-99
Date

City Council (if applicable)

Date

CITY OF CHESTERFIELD
POLICY STATEMENT

*Existing Policy
Recommend Delete*

CITY COUNCIL

NO. 19

SUBJECT Staff to Take Minutes at Citizen
Committee Meetings

INDEX CC

DATE
ISSUED 7/20/92

DATE
REVISED

POLICY

Whenever present at citizen committee meeting, the staff person will take the minutes.

RECOMMENDED BY:

Marty DeMay
Department Head/Council Committee (if applicable)

5-17-99
Date

APPROVED BY:

Michael S. Jensen
City Administrator

5-17-99
Date

City Council (if applicable)

Date

CITY OF CHESTERFIELD
POLICY STATEMENT

*Existing Policy
Recommended Delete*

CITY COUNCIL

NO. 20

SUBJECT Riverboat Gambling Issue

INDEX CC

DATE 11/15/93
ISSUED

DATE
REVISED

POLICY

Riverboat gambling will not be discussed regarding placement on the ballot for one year from 11/15/93.

RECOMMENDED BY:

Marty DeMay
Department Head/Council Committee (if applicable)

5-17-99
Date

APPROVED BY:

Michael S. Jensen
City Administrator

5-17-99
Date

City Council (if applicable)

Date

CITY OF CHESTERFIELD
POLICY STATEMENT

*Existing Policy
Recommend Delete*

CITY COUNCIL

NO. 21

SUBJECT Staff Attendance at Work Sessions

INDEX CC/FA

DATE 7/20/92
ISSUED

DATE 1/3/94
REVISED

POLICY

Department Heads are requested to attend all Council Work Sessions. The Department Head can leave after his/her Committee report is given. They are not expected to stay for the Council meeting.

If, at any time, the Council Conference Room gets too crowded, any Councilmember can request the meeting be moved to the Chambers.

RECOMMENDED BY:

Marta De May
Department Head/Council Committee (if applicable)

5-17-99
Date

APPROVED BY:

Michael S. Fleming
City Administrator

5-17-99
Date

City Council (if applicable)

Date

CITY OF CHESTERFIELD
POLICY STATEMENT

*Existing Policy
Recommend Delete
Addressed in ord. # 528
27*

CITY COUNCIL

NO.

SUBJECT City Council Meetings

INDEX CC

DATE 6/1/98
ISSUED

DATE
REVISED

POLICY

During the months of July, August and September, two regular City Council meetings will be held, on the first and third Mondays. However, if there is insufficient business to transact, as determined by the Mayor and City Administrator, any one of these meetings could be cancelled.

RECOMMENDED BY:

Marty DeMay
Department Head/Council Committee (if applicable)

5-17-99
Date

APPROVED BY:

Michael S. Jensen
City Administrator

5-17-99
Date

City Council (if applicable)

Date

BILL NO. 531

ORDINANCE NO. 528

AN ORDINANCE AMENDING ORDINANCE NUMBER 12 OF THE CITY OF CHESTERFIELD CHANGING THE HOUR OF THE REGULAR MEETINGS OF THE CITY COUNCIL.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CHESTERFIELD, ST. LOUIS COUNTY, MISSOURI, AS FOLLOWS:

Section 1. Section 6 of Ordinance Number 12 of the City of Chesterfield as amended which passed on June 1, 1988 is hereby amended by changing the time of the regular meetings of the City Council from 7:30 p.m. on the first and third Mondays of each month to 7:00 p.m. on the first and third Mondays of each month subject to holiday schedules or a lack of a quorum as set out in said Ordinance in which case the meeting will be held at 7:00 p.m. the following day.

Section 2. In all other respects, the remaining provisions of Ordinance 12 as amended shall remain in full force and effect.

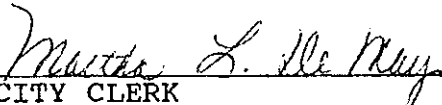
Section 3. This Ordinance shall be in full force and effect from and after its passage and approval.

Passed and approved this 3RD day of DECEMBER, 1990.



MAYOR

ATTEST:



CITY CLERK

CITY OF CHESTERFIELD
POLICY STATEMENT

*Existing Policy
Recommend Delete*

CITY COUNCIL

NO. 28

SUBJECT Police Reserve Officers Pool Passes

INDEX CC/PD

DATE 9/9/98
ISSUED

DATE
REVISED

POLICY

Staff has the ability to issue free pool passes and discounted family rate to Police Reserve Officers.

RECOMMENDED BY:

Marty De May
Department Head/Council Committee (if applicable)

5-17-99
Date

APPROVED BY:

Michael S. Fleming
City Administrator

5-17-99
Date

City Council (if applicable)

Date

CITY OF CHESTERFIELD
POLICY STATEMENT

Existing Policy
Recommend Delete

CITY COUNCIL

NO. 33

(to be combined with CC# 24)

SUBJECT Planning Commission Candidates

INDEX CC

DATE 7/18/2016

DATE

ISSUED

REVISED

POLICY

When there is a vacancy on the Planning Commission and a candidate is selected to be interviewed to fill said vacancy, the Chair of the Planning Commission shall be notified and provided a copy of the Candidate's resume.


Notification to the Chair shall be made once the candidate is selected and the interview is placed on an upcoming Planning and Public Works Committee agenda. The notification shall also include a copy of the candidate's resume. This resume shall be kept confidential by the Chair and not shared with other members of the Planning Commission or the public.

RECOMMENDED BY:


Department Head/Council Committee (if applicable)

7/18/16
Date

APPROVED BY:

City Administrator

City Council (if applicable)

Date
7/18/2016
Date

CITY OF CHESTERFIELD
POLICY STATEMENT

CITY COUNCIL

No. 9

SUBJECT: RETURN OF CITY PROPERTY

INDEX: CC

DATE ISSUED: 9/16/91

DATE
REVISED: 2/6/17

POLICY:

Individuals, either elected officials or members of appointed Boards/Commissions, are to turn in any keys, Code books, manuals, electronic devices and any other items issued to them as a function of their office, within two (2) weeks after leaving office.

RECOMMENDED BY:

Department Head/Director/Council Committee (if applicable)

Date

APPROVED BY:

City Administrator

Date

City Council (if applicable)

Date

CITY OF CHESTERFIELD
POLICY STATEMENT

*Existing Policy
To be Replaced*

CITY COUNCIL

NO. 9

SUBJECT Return of City Property

INDEX CC

DATE 9/16/91
ISSUED

DATE
REVISED

POLICY

Individuals, either elected officials or members of appointed Boards/Commissions, are to turn in any keys, Code books or manuals issued to them as a function of their office, within two (2) weeks after leaving office.

RECOMMENDED BY:

Marty DeMay

Department Head/Council Committee (if applicable)

5-17-99

Date

APPROVED BY:

Michael S. Jensen

City Administrator

5-17-99

Date

City Council (if applicable)

Date

Recommended Replacement
(combined CC #22 and PL#1)

CITY OF CHESTERFIELD
POLICY STATEMENT

CITY COUNCIL	No.	22
SUBJECT: FIRST/SECOND READINGS OF LEGISLATION	INDEX:	CC
DATE ISSUED: 4/20/92	DATE	7/18/94
	REVISED:	2/6/17

POLICY:

City Council will have its first reading and second reading of proposed legislation (Bills) at two separate Council meetings, except legislation that pertains to planning and zoning issues, fire hydrants, or urgent matters.

For zoning petitions and ordinance amendments, there shall be only one reading at each City Council meeting.

RECOMMENDED BY:

_____	_____
Department Head/Director/Council Committee (if applicable)	Date

APPROVED BY:

_____	_____
City Administrator	Date

_____	_____
City Council (if applicable)	Date

CITY OF CHESTERFIELD
POLICY STATEMENT

*Existing Policy
To be Replaced*

CITY COUNCIL

NO. 22

SUBJECT First/Second Readings of Legislation

INDEX CC

DATE 4/20/92
ISSUED

DATE 7/18/94
REVISED

POLICY

City Council will have its first reading and second reading of proposed legislation (Bills) at two separate Council meetings, except legislation that pertains to planning and zoning issues, fire hydrants, or urgent matters.

RECOMMENDED BY:

Marty DeMay
Department Head/Council Committee (if applicable)

5-17-99
Date

APPROVED BY:

Michael S. Jensen
City Administrator

5-17-99
Date

City Council (if applicable)

Date

~~CITY OF CHESTERFIELD~~
POLICY STATEMENT

*Existing Policy
To be Replaced*

PLANNING

NO. 1

SUBJECT Reading of Re-zoning Ordinances

INDEX PL

DATE 5/15/2000
ISSUED

DATE
REVISED

POLICY

There shall only be one reading at each City Council meeting when considering re-zoning ordinances at the City Council meetings. Effective the first meeting of City Council in September 2000.

RECOMMENDED BY:

Trevon Price
Department Head/Council Committee (if applicable)

6-12-2000
Date

APPROVED BY:

Michael St. James
City Administrator

6/14/2000
Date

City Council (if applicable)

Date

Recommended Replacement
(combined CC #24 and CC #33)

CITY OF CHESTERFIELD
POLICY STATEMENT

CITY COUNCIL

No. 24

**SUBJECT: INTERVIEWS – STATUTORY
COMMITTEE NOMINEES**

INDEX: CC

DATE ISSUED: 4/20/92

DATE 6/17/96

REVISED: 2/6/17

POLICY:

New nominations for appointments to Planning Commission, Board of Adjustment and Police Personnel Board are submitted to the appropriate Committee of Council for an interview in open session, with all members of City Council invited to attend. The liaison of each Committee will contact the nominee directly and invite him/her to attend the next regularly scheduled meeting of the Committee for this interview.

When there is a vacancy on the Planning Commission and a candidate is selected to be interviewed to fill said vacancy, the Chair of the Planning Commission shall be notified and provided a copy of the Candidate's resume once the candidate is selected and the interview is placed on an upcoming Planning and Public Works Committee agenda. This resume shall be kept confidential by the Chair and not shared with other members of the Planning Commission or the public.

RECOMMENDED BY:

Department Head/Director/Council Committee (if applicable)

Date

APPROVED BY:

City Administrator

Date

City Council (if applicable)

Date

CITY OF CHESTERFIELD
POLICY STATEMENT

*Existing Policy
To be Replaced*

CITY COUNCIL

NO. 24

SUBJECT Interviews – Statutory Committee
Nominees/Reappointments

INDEX CC

DATE
ISSUED 5/17/93

DATE
REVISED 6/17/96

POLICY

New nominations for appointments and reappointments to all statutory Boards/ Commissions/Committees are submitted to the appropriate Committee of Council for an interview in open session, with all members of City Council invited to attend. The Chairperson of each Committee will contact the nominee directly and invite him/her to attend the next regularly scheduled meeting of the Committee for this interview.

RECOMMENDED BY:

Marty DeMay
Department Head/Council Committee (if applicable)

5-17-99
Date

APPROVED BY:

Michael S. Jensen
City Administrator

5-17-99
Date

City Council (if applicable)

Date

CITY OF CHESTERFIELD
POLICY STATEMENT

*Existing Policy
To be Replaced*

CITY COUNCIL

NO. 33

SUBJECT Planning Commission Candidates

INDEX CC

DATE 7/18/2016
ISSUED

DATE
REVISED

POLICY

When there is a vacancy on the Planning Commission and a candidate is selected to be interviewed to fill said vacancy, the Chair of the Planning Commission shall be notified and provided a copy of the Candidate's resume.

Notification to the Chair shall be made once the candidate is selected and the interview is placed on an upcoming Planning and Public Works Committee agenda. The notification shall also include a copy of the candidate's resume. This resume shall be kept confidential by the Chair and not shared with other members of the Planning Commission or the public.

RECOMMENDED BY:

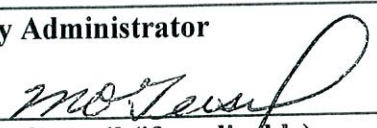


Department Head/Council Committee (if applicable)

7/18/16

Date

APPROVED BY:

City Administrator


City Council (if applicable)

Date
7/18/2016

Date

CITY OF CHESTERFIELD
POLICY STATEMENT

*Recommended Replacement
(combined CC#26 and F+A #35)*

CITY COUNCIL

No. 26

**SUBJECT: NON-STATUTORY BOARD/COMMISSION/
COMMITTEE MEMBERSHIP**

INDEX: CC

DATE ISSUED: 12/18/97

DATE 1/5/98

REVISED: 2/6/17

POLICY:

Membership of all non-statutory Boards/Commissions/Committees/Task Forces shall be limited to seventeen (17) members; four (4) per Ward and one (1) "At Large", unless otherwise noted. Both Councilmembers in the Ward where the person resides must concur prior to the Mayor's appointment. If the Mayor does not reappoint a current Committee member, the person will be off the Committee.

Membership of the Chesterfield Historic and Landmark Preservation Committee (CHLPC) shall consist of six (6) members per Ward, plus six (6) "At Large" members, plus up to fifteen (15) total members to serve as "Member Emeritus" and "Ex-Officio".

RECOMMENDED BY:

Department Head/Director/Council Committee (if applicable)

Date

APPROVED BY:

City Administrator

Date

City Council (if applicable)

Date

CITY OF CHESTERFIELD
POLICY STATEMENT

*Existing Policy
To be Replaced*

CITY COUNCIL

NO. 26

SUBJECT Non-Statutory
Board/Commission/Committee
Membership

INDEX CC

DATE
ISSUED 12/18/97

DATE
REVISED 1/5/98

POLICY

Membership of all non-statutory Boards/Commissions/Committees/Task Forces shall be limited to sixteen (16) members with a maximum of four (4) per Ward and eight (8) members will serve a two (2) year term of office. Both Councilmembers in the Ward where the person resides must concur prior to the Mayor's appointment. Otherwise, his nomination must be submitted to City Council for review/approval. If the Mayor does not reappoint a current Committee member, the person will be off the Committee.

The policy also allows for the addition of four (4) members at-large to all non-statutory committees.

RECOMMENDED BY:

Marty DeMay
Department Head/Council Committee (if applicable)

5-17-99
Date

APPROVED BY:

Michael S. Fleming
City Administrator

5-17-99
Date

City Council (if applicable)

Date

CITY OF CHESTERFIELD
POLICY STATEMENT

*Existing Policy
To be Replaced*

FINANCE AND ADMINISTRATION

NO. 35

SUBJECT Historical Commission Membership

INDEX FA

DATE 11/6/2000
ISSUED

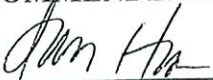
DATE
REVISED

POLICY

Membership of the Historical Commission shall consist of six (6) members per ward, plus six (6) at large members.

* Amendment to City Council, Policy No. 26.

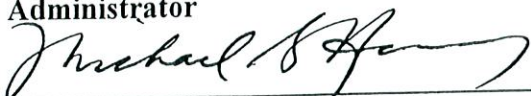
RECOMMENDED BY:



Department Head/Council Committee (if applicable)

11/9/2000
Date

APPROVED BY:

City Administrator


City Council (if applicable)

Date
11/6/00
Date

Recommended Replacement
(combined cc # 29 and F+A # 38)

**CITY OF CHESTERFIELD
POLICY STATEMENT**

CITY COUNCIL

No. 29

SUBJECT: EXECUTIVE SESSION

INDEX: CC

DATE ISSUED: 9/22/14

**DATE
REVISED: 2/6/17**

POLICY:

Executive (closed) Session Meetings shall only be scheduled at the City Council level. There shall be no Executive Sessions scheduled or conducted at the Committee level.

Reference Finance and Administration Committee meeting minutes, 9/22/2014.

Executive Session Procedures:

- Agendas for the Executive Session of Council shall describe the topic to be discussed as clearly as possible.
- Whenever possible, Council will vote on ordinances in open session.
- When and how to release the results of votes held in Executive Session will be discussed by City Council and the information released accordingly.

RECOMMENDED BY:

Department Head/Director/Council Committee (if applicable)

Date

APPROVED BY:

City Administrator

Date

City Council (if applicable)

Date

CITY OF CHESTERFIELD
POLICY STATEMENT

*Existing Policy
To be Replaced*

CITY COUNCIL

NO. 29

SUBJECT Executive Session

INDEX: CC

DATE 9/22/2014
ISSUED

DATE
REVISED

POLICY

Executive (closed) Session Meetings shall only be scheduled at the City Council level. There shall be no Executive Sessions scheduled or conducted at the Committee level.

Reference Finance and Administration Committee meeting minutes, 9/22/2014.

*NOTE:
COMMITTEE OF
THE WHOLE MTD
✓ MGH*

RECOMMENDED BY:

Finance and Administration Committee

9/22/2014

Department Head/Council Committee (if applicable)

Date

APPROVED BY:

City Administrator

Date

Michael Fleming

City Council (if applicable)

9/22/14

Date

CITY OF CHESTERFIELD
POLICY STATEMENT

*Existing Policy
To be Replaced*

FINANCE AND ADMINISTRATION

NO. 38

SUBJECT Executive Sessions

INDEX FA

DATE
ISSUED 3/18/02

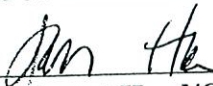
DATE
REVISED

POLICY

The following are changes in Executive Session procedures:

- Agendas for the Executive Session of Council shall describe the topic to be discussed as clearly as possible.
- Whenever possible, Council will vote on ordinances in open session.
- When and how to release the results of votes held in Executive Session will be discussed by City Council and the information released accordingly.

RECOMMENDED BY:

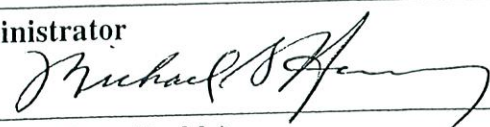


Department Head/Council Committee (if applicable)

3/19/02

Date

APPROVED BY:

City Administrator


City Council (if applicable)

Date
3/18/02

Date

CITY OF CHESTERFIELD
POLICY STATEMENT

Existing Policy
No Changes Recommended

CITY COUNCIL

NO. 6

SUBJECT Expense Reimbursement Policy –
Mayor/City Council

INDEX CC/FA

DATE
ISSUED 12/6/89

DATE
REVISED 6/17/91

POLICY

Ordinary And Travel Expenses – Elected Officials

In order to qualify for reimbursement, the expense must have been incurred in his/her official capacity. No personal expenses shall be submitted for reimbursement. Reimbursements for meals shall not include the purchase of meals or drinks for the Mayor or any other member of City Council, or member of any board or commission or committee or task force (unless circumstances should so warrant in conjunction with an out-of-town conference), nor shall reimbursement be allowed for any meal or activity that is not in conjunction with an official meeting which the elected official is expected to attend. All requests for reimbursement for qualifying meals shall be reimbursed at 100% of incurred cost.

Reimbursement shall not be authorized for any product or supply. If same is not readily available at City Hall, the elected official shall submit his or her request to the City Administrator, who shall be responsible for obtaining it.

Mileage reimbursement shall only be authorized for any vehicular travel associated with official duties of the office held. This shall not include travel to meetings or events which staff will be attending in a city vehicle or travel to any other government, organization or agency that a member of staff would routinely handle. Exceptions can be allowed if the staff member has a schedule conflict which would preclude his or her being able to offer a ride to the elected official, if adequate space is not available in the staff member's vehicle to accommodate everyone, or if the elected official has a scheduling conflict which would preclude his or her riding with a staff member. All exemptions must be fully documented if reimbursement is sought.

With regard to local organizations, if the City pays either an annual membership fee or all meal expenses associated with meetings of such an organization, mileage expenses incurred in attending the meeting or event of any such organization shall not be reimbursed.

RECOMMENDED BY:

Monty DeMay
Department Head/Council Committee (if applicable)

5-17-99
Date

APPROVED BY:

Michael S. Jensen
City Administrator

5-17-99
Date

City Council (if applicable)

Date

CITY OF CHESTERFIELD
POLICY STATEMENT

*Existing Policy
No Changes Recommended*

CITY COUNCIL

NO. 10

SUBJECT City Council Record of Proceeding

INDEX CC

DATE 3/16/92

DATE

ISSUED

REVISED

POLICY

The City Council Record of Proceeding will reflect a general record of the actions taken at each meeting and does not include verbatim transcripts at the request of individual members of Council. The entire City Council must vote to amend the minutes, if desired.

RECOMMENDED BY:

Marty DeMay
Department Head/Council Committee (if applicable)

5-17-99
Date

APPROVED BY:

Michael S. Jensen
City Administrator

5-17-99
Date

City Council (if applicable)

Date

CITY OF CHESTERFIELD
POLICY STATEMENT

*Existing Policy
No Changes Recommended*

CITY COUNCIL

NO. 23

SUBJECT Expressing Individual Opinions

INDEX CC

DATE 5/19/95
ISSUED

DATE
REVISED

POLICY

Council Liaison of each Board/Commission/Committee/Task Force shall inform the Chairperson of the policy whereby the Chairperson should make every effort to indicate that members of the Committee are speaking as a private citizen and not on behalf of the City.

RECOMMENDED BY:

Marty DeMay
Department Head/Council Committee (if applicable)

5-17-99
Date

APPROVED BY:

Michael S. Jensen
City Administrator

5-17-99
Date

City Council (if applicable)

Date

CITY OF CHESTERFIELD

Existing Policy
No Changes Recommended

CITY COUNCIL

NO. 25

SUBJECT Temporary Liquor Licenses

INDEX CC

DATE 11/17/97
ISSUED

DATE
REVISED

POLICY

Staff has the ability to approve temporary liquor licenses.

RECOMMENDED BY:

Marty DeMay
Department Head/Council Committee (if applicable)

5-17-99
Date

APPROVED BY:

Michael St. James
City Administrator

5-17-99
Date

City Council (if applicable)

Date

CITY OF CHESTERFIELD
POLICY STATEMENT

Existing Policy
No Changes Recommended

CITY COUNCIL

NO. 30

SUBJECT Development Review Process for
Ordinance Amendments in Planned
Districts

INDEX CC

DATE
ISSUED

DATE
REVISED

POLICY

Amendments to existing planned district ordinances which receive a 3/4ths majority vote of the Planning Commission, with the majority vote consisting of not less than five votes, whether for approval or denial of the petition, will be forwarded directly to City Council for review and action.

Either Councilperson in the ward in which the subject property is located may refer the petition back to the Planning and Public Works Committee by notifying the Planning and Development Services Director within 24 hours after action by the Planning Commission.

This expedited process is only available and provided to text amendments which do not result in significant and/or substantial changes to the existing site specific ordinance as determined by the Planning and Development Services Director; and shall not be used for any requests to amend existing uses, for change in zoning classification or zoning map amendments.

RECOMMENDED BY:



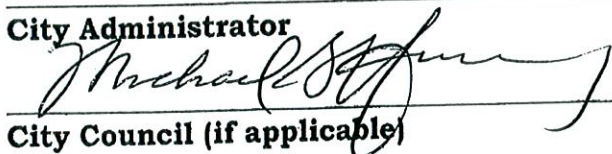
Department Head/Council Committee (if applicable)

8/4/2015

Date

APPROVED BY:

City Administrator



City Council (if applicable)

Date

8/3/15

Date

CITY OF CHESTERFIELD
POLICY STATEMENT

Existing Policy
No Changes Recommended

CITY COUNCIL

NO. 31

SUBJECT Legal Expenses

INDEX: CC

DATE ISSUED:

DATE REVISED:

POLICY

The following individuals\groups are authorized to provide work directives and incur billable liabilities on behalf of the City:

1. The Mayor
2. The City Council (collectively) or any sub-committee thereof
3. The City Administrator
4. Police Chief
5. A Department Head

No individual Council Member is authorized to incur billable hours by directing or requesting work from the City Attorney. Any request for research, or written legal opinions from an individual Council Member is deferred and must be considered or authorized by a Council Committee prior to the City Attorney expending billable effort. This does NOT, and WOULD not limit or restrict any Council Member from contacting the City Attorney for routine verbal legal advice that would not require research or billable product because such services are covered by the RETAINER portion of the City Attorney's services agreement.

The Mayor, as the Chief Executive Officer of the City is authorized to direct and incur legal charges from the City Attorney.

Staff's access to the City Attorney is limited to the City Administrator or those specifically designated and authorized by the City Administrator. Typically, that is limited to Department Head communications authorized by the City Administrator. There are typically daily communications related to personnel, zoning, sunshine law requests, contract or liability issues.

A significant effort is made to limit unnecessary or unauthorized contacts in order to increase effectiveness and control costs.

RECOMMENDED BY:

Department Head/Council Committee (if applicable)

Date

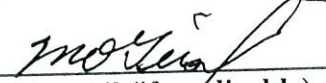
APPROVED BY:



City Administrator



Date



City Council (if applicable)

6/20/2016

Date

CITY OF CHESTERFIELD
POLICY STATEMENT

*Existing Policy
No Changes Recommended*

CITY COUNCIL

NO. 32

SUBJECT Staff Communications with Elected
Officials

INDEX: CC

DATE ISSUED:

DATE REVISED:

The highest degree of transparency and information sharing is expected. The Elected Officials develop and provide policy directives which are communicated to the City Administrator for execution by City Staff.

Individual Elected Officials routinely communicate with the City Administrator and the Management Team. Staff is expected to respond to routine inquiries, and to provide information and materials in conjunction with their normal scope of effort. Any request from a member of City Council that would require substantial effort, investigation, or otherwise cause staff to deviate from or interfere with the execution of normal work processes or existing assignments should be directed to a Council Committee for further direction.

When a staff member responds to business related questions, or provides information, or provides materials to a Council Member, Staff is expected to copy or provide the same information and material to the other Council Member representing that Ward. When the inquiry, information or material may be of interest to the full Council, it should be shared with all Elected City Officials. Staff is expected to share business related information liberally and attempt to ensure that any Council Member is not disadvantaged by not having information that Staff had provided to their peers.

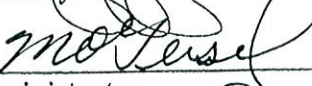
The City Administrator is uniquely situated to possess a more global environmental awareness of issues and potential conflicts. As such, it is imperative that the City Administrator be afforded the courtesy of participating in any business related communications occurring between Staff and Elected Officials. While Elected Officials are encouraged to communicate regularly with the Management Team, it is necessary and essential that the City Administrator be copied or informed of such communications in order to ensure a complete and timely response. It is equally clear that the nature of the City Administrator position allows for a broader, more complete understanding of City operations than is afforded to individual members of the Management Team. It is frequently the case that separate but related inquiries may be requested of individual Management Team members. The City Administrator is in the best position to identify related communications and subsequently be able to reconcile the responses. Accordingly, as a matter of practice and to ensure that Staff responds uniformly and consistently, subordinate staff are expected to copy or inform the City Administrator of any business related communications with Elected City Officials.

APPROVED BY:



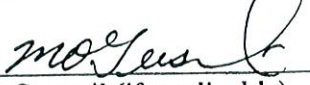
City Attorney: APPROVED AS TO LEGAL FORM

6/22/16
Date



City Administrator

6/24/2016
Date



City Council (if applicable)

6/20/2016
Date