

**DATE:** November 4, 2016  
**TO:** Michael O. Geisel, City Administrator  
**FROM:** Vickie Hass, City Clerk *rh*  
**SUBJECT:** City Council Policies 1-5



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As you have directed, we have begun the process of reviewing all City Council policies to ensure they are current and accurate. Following the lead of Public Works Director/City Engineer Jim Eckrich, my goal is to periodically present these policies in groups of five to the Finance and Administration Committee for review. Once the F&A Committee recommends approval, each group of policies would then be presented to City Council for its approval.

The first five policies are as follows:

- 1) **City Council Committee Organization:** Recommend revising the policy as shown in the attachment. This Policy is closely related to City Council Policy No. 16, and in the interest of being more efficient, we recommend the two policies be combined into one.
- 2) **Committee Agendas:** Recommend deleting this policy. This has been normal practice over the years.
- 3) **Membership – Non-Statutory Committees:** Recommend revising the policy as shown in the attachment. This policy is closely related to F&A Policy Nos. 11, 16 and 21. In the interest of being more efficient, we recommend these four policies be combined into one.
- 4) **Meeting Room Reservations:** Recommend deleting this policy. The contents of this policy have been included in the recently revised PW Policy No. 44.
- 5) **Speakers – City Council Meetings:** Recommend revising the policy as shown in the attachment. This policy is closely related to F&A Policy No. 32, and in the interest of being more efficient, we recommend the two policies be combined into one.

### **Action Recommended**

These five 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.

recommended by...  
(combined CC #1 and CC #16)

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**CITY COUNCIL**

**No. 1**

**SUBJECT: CITY COUNCIL COMMITTEE ORGANIZATION**

**INDEX: CC**

**DATE ISSUED: 7/18/88**

**DATE  
REVISED: 11/21/16**

**POLICY:**

The four (4) Standing Committees of the City Council are as follows:

- Finance and Administration
- Parks, Recreation and Arts
- Planning and Public Works
- Public Health and Safety

Each Committee will be composed of one (1) Councilmember from each of our four (4) wards. Each member of the City Council will serve on no more than two (2) Committees. The Mayor and City Administrator will serve as ex-officio members of each Standing Committee. The Chairperson for each Committee will be that person having the greatest amount of seniority. However, the Mayor may select the Chairperson, with each ward having one of its representatives serving as a Chairperson of at least one Committee.

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

Each meeting of the Standing Committees described above will be coordinated by the City Administrator. At said City Council meeting, the Chairperson for the Committee will present the specific recommendations as developed by his/her Committee.

The Mayor, City Administrator, Chairperson of the Committee or a member of the Committee will refer items to a given Committee. Should an item arise at any given meeting of the City Council, the Mayor could refer the item to the appropriate Committee for discussion and development of a recommendation. No meeting of a Standing Committee should occur unless three (3) members of said Committee, including the Chairperson, can attend.

**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. 1

SUBJECT City Council Committee Organization

INDEX CC

DATE 7/18/88  
ISSUED

DATE  
REVISED

**POLICY**

The four (4) standing Committees of the City Council are as follows:

- (1) Finance and Administration
- (2) Public Works/Parks
- (3) Planning Department
- (4) Public Health and Safety

Each Committee will be composed of one (1) Councilmember from each of our four (4) Wards. Each member of the City Council will serve on no more than two (2) Committees. The Mayor and City Administrator will serve as ex-officio members of each standing Committee. The Chairperson for each Committee will be that person having the greatest amount of seniority. However, the Mayor may select the Chairperson, with each Ward having one of its representatives serving as a Chairperson of at least one Committee.

Each meeting of the standing Committees described above will be coordinated by the City Administrator. At said City Council meeting, the Chairperson for the Committee will present the specific recommendations as developed by his/her Committee.

The Mayor, City Administrator, Chairperson of the Committee or a member of the Committee will refer items to a given Committee. Should an item arise at any given meeting of the City Council, the Mayor could refer the item to the appropriate Committee for discussion and development of a recommendation. No meeting of a standing Committee should occur unless three (3) members of said Committee, including the Chairperson, can attend.

**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

To Combine with CC #1

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 St. James  
City Administrator

5-17-99  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

CITY OF CHESTERFIELD  
POLICY STATEMENT

*Recommend Delete*

CITY COUNCIL

NO. 2

SUBJECT Committee Agendas

INDEX CC

DATE 1/23/89  
ISSUED

DATE  
REVISED

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**POLICY**

Committee agendas will be provided to every member of City Council, in advance of each Committee 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

CITY COUNCIL

No. 3

SUBJECT: MEMBERSHIP – NON-STATUTORY COMMITTEES

INDEX: CC

DATE ISSUED: 4/18/89

DATE

REVISED: 11/21/16

POLICY:

Membership on any of the various City non-statutory committees will be possible if appointed by the Mayor and approved by both Councilmembers in whose ward the individual nominee resides. This policy will not apply to statutory Committees.

An individual may simultaneously serve on two non-statutory Committees, or one statutory and one non-statutory Committee; but not on two statutory Committees.

Minutes

Individual Boards/Commissions/Committees/Task Forces will decide who should be designated to take minutes, either a member of the Committee or a Staff representative.

Funding

There will be no formal program for funding for Boards and Commissions, but each Board and Commission could submit requests for funding, to be evaluated on their own merit, to the appropriate Committee of Council.

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

To be Replaced

CITY COUNCIL

NO. 3

SUBJECT Membership – Non-Statutory  
Committees

INDEX CC

DATE  
ISSUED 4/18/89

DATE  
REVISED

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POLICY

Membership on any of the various City non-statutory committees will be possible if approved by both Councilmembers in whose Ward the individual nominee resides. This policy will not apply to statutory Committees.

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**

*amending policy  
To Combine with CC #3*

<b>*FINANCE AND ADMINISTRATION</b>	<b>NO.</b>	<b>011</b>
<b>SUBJECT</b> Minutes for Individual Boards/Commissions/Committees/Task Forces	<b>INDEX</b>	<b>FA</b>
<b>DATE</b> 9/21/92	<b>DATE</b>	
<b>ISSUED</b>	<b>REVISED</b>	

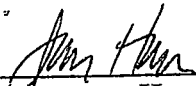
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**POLICY**

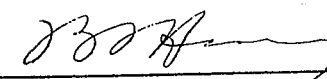
Individual Boards/Commissions/Committees/Task Forces will decide who should be designated to take minutes, either a member of the Committee or a Staff representative.

**RECOMMENDED BY:**

  
\_\_\_\_\_  
Department Head/Council Committee (if applicable)

*3/5/99*  
\_\_\_\_\_  
Date

**APPROVED BY:**

  
\_\_\_\_\_  
City Administrator

*3/5/99*  
\_\_\_\_\_  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date



CITY OF CHESTERFIELD  
POLICY STATEMENT

To Combine With CC # 3

*FINANCE AND ADMINISTRATION	NO.	016
SUBJECT MEMBERSHIP – STATUTORY/NON-STATUTORY COMMITTEES	INDEX	FA
DATE ISSUED COUNCIL RETREAT 1994	DATE REVISED	

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**POLICY**

I. PURPOSE

This policy establishes membership on statutory and non-statutory Committees.

II. PROCEDURE

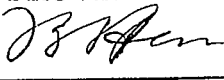
An individual may simultaneously serve on two non-statutory Committees; or one statutory and one non-statutory Committee; but not on two statutory Committees.

**RECOMMENDED BY:**

  
\_\_\_\_\_  
Department Head/Council Committee (if applicable)

3/5/99  
\_\_\_\_\_  
Date

**APPROVED BY:**

  
\_\_\_\_\_  
City Administrator

3/5/99  
\_\_\_\_\_  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

CITY OF CHESTERFIELD  
POLICY STATEMENT

To Combine With CC# 3

\*FINANCE AND ADMINISTRATION

NO. 021

SUBJECT Funding for Boards/Commissions

INDEX FA

DATE 6/16/97  
ISSUED

DATE  
REVISED

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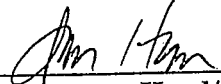
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**POLICY**

Guidelines for funding for Boards and Commissions.


There will be no formal program for funding for Boards and Commissions, but each Board and Commission could submit requests for funding, to be evaluated on their own merit, to the appropriate Committee of Council.

RECOMMENDED BY:

  
\_\_\_\_\_  
Department Head/Council Committee (if applicable)

3/5/99  
\_\_\_\_\_  
Date

APPROVED BY:

  
\_\_\_\_\_  
City Administrator

3/5/99  
\_\_\_\_\_  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date



*recommended replacement  
(combined CC#5 and F+A #32)*

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**CITY COUNCIL**

**No. 5**

**SUBJECT: SPEAKERS – CITY COUNCIL MEETINGS**

**INDEX: CC**

**DATE ISSUED: 9/17/89**

**DATE  
REVISED: 11/21/16**

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**POLICY:**

Individuals who seek to address City Council are allowed to speak without cross-examination by members of City Council. Individual speakers will be given three (3) minutes to address City Council. Speakers representing a group will be given five (5) minutes. Speakers must sign up with the City Clerk within ten (10) minutes after the meeting has started.

The City Attorney is directed to say, "The communications and petitions portion of the meeting was not intended to be a time for debate and it is the prerogative of each individual Councilmember to respond or not. You should feel comfortable in calling the Mayor or individual Councilmembers outside of this 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

To be Replaced

CITY COUNCIL

NO. 5

SUBJECT Speakers – City Council Meetings

INDEX CC

DATE 9/17/89  
ISSUED

DATE 10/3/94  
REVISED

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**POLICY**

Individual speakers at Council meetings will have 3 minutes. Individuals who seek to address City Council are allowed to speak without cross-examination by members of City Council. If they are representing a group, they will be given 5 minutes to address City Council. Speakers must sign up within 10 minutes after the meeting has started.

**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

To Combine With CC # 5

FINANCE AND ADMINISTRATION

NO. 032

SUBJECT Handling Of Questions From Audience  
During City Council Meetings

INDEX FA

DATE  
ISSUED 8/16/1999

DATE  
REVISED

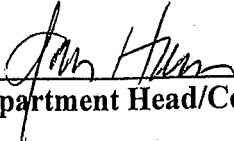
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POLICY

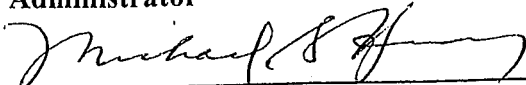
Individual speakers are allowed three minutes and individuals representing organizations are allowed five minutes to speak before City Council. The City Attorney is directed to say, "The communications and petitions portion of the meeting was not intended to be a time for debate and it's the prerogative of each individual Councilmember to respond or not. You should feel comfortable in calling the Mayor or individual Councilmembers outside of this meeting."

RECOMMENDED BY:

  
\_\_\_\_\_  
Department Head/Council Committee (if applicable)

9/7/99  
\_\_\_\_\_  
Date

APPROVED BY:

\_\_\_\_\_  
City Administrator  
  
\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date  
8/16/99  
\_\_\_\_\_  
Date