

DATE: December 22, 2017  
TO: Chris DesPlanques, Finance Director  
CC: Michael O. Geisel, City Administrator  
FROM: Vickie Hass, City Clerk *VH*  
SUBJECT: City Council Policies

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We are completing 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 Revisions:**

- CC #1 **Membership - Non-Statutory Committees:** Revise as noted, combine with new City Council Policy No. 8 and new City Council Policy Re: Composition of Management Information Systems Citizens Advisory Committee (MISCAC). In an effort to be more efficient, this will eliminate CC #8 and the new policy re: Composition of MISCAC.
- CC #22 **First/Second Readings of Legislation:** Minor revisions to clarify language as noted.
- CC #24 **Statutory Committee Nominees - Interviews:** Revise as noted, combine with City Council Policy No. 33. This will eliminate CC #33.
- CC #29 **Executive Session:** Revise as noted, combine with Finance & Administration Policy No. 38. This will eliminate FA #38.

**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

Recommended Replacement  
(Combined 3 new City Council policies)

CITY COUNCIL

No. ~~XX~~

SUBJECT: MEMBERSHIP – NON-STATUTORY COMMITTEES

INDEX: CC

DATE ISSUED: 4/18/89

DATE 1/5/98

REVISED: 1/4/17

~~X/XX/XX~~

**POLICY**

Members on any of the various City non-statutory committees are appointed by the Mayor with the consent of both Councilmembers in whose ward the individual nominee resides. If the Mayor does not reappoint a current committee member upon the expiration of their term, the member will be removed from the committee.

Membership of all non-statutory committees shall be limited to seventeen members; four per ward and one "At Large", unless otherwise noted.

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

Due to the technical nature of the subject matter discussed and the need to maintain effectiveness, the composition of the Management Information Systems Citizens Advisory Committee shall be limited to a total of nine members – two per ward and one "At Large".

An individual may concurrently serve on two non-statutory committees, or one statutory and one non-statutory committee; but not on two statutory committees.

**Minutes**

Individual non-statutory committees shall designate a member of the committee to take minutes.

**Funding**

There will be no formal program for funding for non-statutory committees, but each committee 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

Existing Policy to be Replaced

CITY OF CHESTERFIELD  
POLICY STATEMENT

CITY COUNCIL

No. 1

SUBJECT: MEMBERSHIP -- NON-STATUTORY COMMITTEES

INDEX: CC

DATE ISSUED: 4/18/89

DATE  
REVISED: 1/4/17

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:

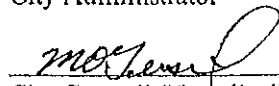
\_\_\_\_\_  
Department Head/Director/Council Committee (if applicable)

\_\_\_\_\_  
Date

APPROVED BY:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

2/6/2017

Existing Policy  
to be Replaced

CITY OF CHESTERFIELD  
POLICY STATEMENT

CITY COUNCIL

NO. 8

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:

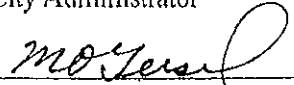
\_\_\_\_\_  
Department Head/Director/Council Committee (if applicable)

\_\_\_\_\_  
Date

APPROVED BY:

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

\_\_\_\_\_  
Date

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

  
\_\_\_\_\_  
Date

CITY OF CHESTERFIELD  
POLICY STATEMENT

Existing Policy  
to be Replaced

CITY COUNCIL

NO.

SUBJECT Composition of Management  
Information Systems Citizens Advisory  
Committee

INDEX

CITY  
COUNCIL

DATE 6-5-17  
ISSUED

DATE  
REVISED

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POLICY

Due to the technical nature of the subject matter discussed and the need to maintain effectiveness, the composition of the Management Information Systems Citizens Advisory Committee shall be a total of 9 members – two from each of the four City Council Wards and one at-large member.

RECOMMENDED BY:

Finance & Admin Committee  
Department Head/Council Committee (if applicable)

5-8-2017  
Date

APPROVED BY:

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

\_\_\_\_\_  
Date

*[Signature]*  
City Council (if applicable)

6/6/2017  
Date

*Recommended Replacement*

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**CITY COUNCIL**

**No. ~~XX~~**

**SUBJECT: FIRST/SECOND READINGS OF LEGISLATION**

**INDEX: CC**

**DATE ISSUED: 4/20/92**

**DATE 7/18/94**

**REVISED: ~~X/X/17~~**

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**POLICY:**

City Council will have its first reading and second reading of proposed legislation (Bills) at two separate Council meetings, with the exception of legislation pertaining to fire hydrants, plats, easements or urgent matters may include first and second reading during the same meeting when City Council may elect to suspend the rules.

**RECOMMENDED BY:**

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

\_\_\_\_\_  
Date

**APPROVED BY:**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



*Recommended Replacement  
(Combined CC # 24 and CC # 33)*

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**CITY COUNCIL**

**No.** ~~XX~~

**SUBJECT: STATUTORY COMMITTEE  
NOMINEES - INTERVIEWS**

**INDEX: CC**

**DATE ISSUED: 4/20/92**

**DATE 6/17/96**

**REVISED: ~~XX/XX/XX~~**

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**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 interview will be placed on an upcoming Planning and Public Works Committee agenda and the Planning Commission Chair will be notified. A copy of the candidate's resume will be distributed to the Planning Commission Chair and members of City Council only.

**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 DATE  
ISSUED 5/17/93 REVISED 6/17/96

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**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

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**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.

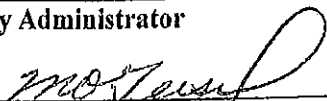
Notification to the Chair shall be made once the candidate is selected and the interview is placed on an upcoming Planning and Public Works Committee agenda. The notification shall also include a copy of the candidate's resume. This resume shall be kept confidential by the Chair and not shared with other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

*Recommended Replacement  
(Combined CC # 29 and FA # 38)*

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**CITY COUNCIL**

**No.** ~~XX~~

**SUBJECT: EXECUTIVE SESSION**

**INDEX: CC**

**DATE ISSUED: 9/22/14**

**DATE  
REVISED: X/X/17**

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**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 standing 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 and not detrimental to the City, 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 MTB  
✓ MBH*

RECOMMENDED BY:

Finance and Administration Committee

9/22/2014

Department Head/Council Committee (if applicable)

Date

APPROVED BY:

City Administrator

*Michael [Signature]*

Date

*9/22/14*

City Council (if applicable)

Date

CITY OF CHESTERFIELD  
POLICY STATEMENT

Existing Policy  
To Be Replaced

FINANCE AND ADMINISTRATION

NO. 38

SUBJECT Executive Sessions

INDEX FA

DATE

DATE

ISSUED 3/18/02

REVISED

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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:

Jim He  
Department Head/Council Committee (if applicable)

3/19/02

Date

APPROVED BY:

City Administrator

Michael B. Jones  
City Council (if applicable)

Date

3/18/02

Date