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**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>FINANCE AND ADMINISTRATION</b>	<b>NO.</b>	<b>1</b>
<b>SUBJECT</b> <b>Records Retention</b>	<b>INDEX</b>	<b>FA</b>
<b>DATE</b> <b>ISSUED</b> <b>11/18/91</b>	<b>DATE</b> <b>REVISED</b>	

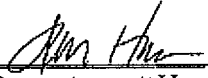
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**POLICY:**

The City of Chesterfield adopts the Secretary of State's Missouri Municipal Records Retention Manual in its entirety.

**RECOMMENDED BY:**

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

**APPROVED BY:**  
 \_\_\_\_\_ Date \_\_\_\_\_  
City Administrator

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

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**FINANCE AND ADMINISTRATION**

**NO. 2**

**SUBJECT Notary Public Fees**

**INDEX FA**

**DATE 6/17/08  
ISSUED**


**DATE 6/7/2022  
REVISED**

**POLICY:**

The City of Chesterfield adopts Section 486.685, RSMo, of the Missouri Notary Handbook, which allows a notary to charge five dollars ( \$5.00) for each notary signature on a document and may charge five dollars ( \$5.00) for each 8 ½ X 11 inch page that is certified as a facsimile of an original document. The notary and the person requesting the notarial act should agree upon the fee charge in advance of the notary affixing his/her official seal.

The City of Chesterfield will not charge a fee for notarizing City business-related documents.

**RECOMMENDED BY:**

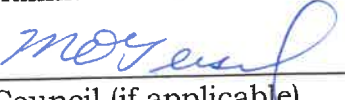
  
\_\_\_\_\_  
Department Head/Director/Council Committee (if applicable)

6/7/2022  
Date

**APPROVED BY:**

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

2022-6-7  
Date

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

2022-6-7  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>FINANCE AND ADMINISTRATION</b>		<b>NO.</b>	<b>3</b>
<b>SUBJECT</b>	<b>Legal Requirements for Notices</b>	<b>INDEX</b>	<b>FA</b>
<b>DATE ISSUED</b>	<b>10/5/92</b>	<b>DATE REVISED</b>	<b>6/3/19</b>

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**POLICY:**

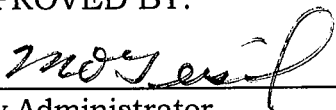
Legal requirements for notices are to be placed in the St. Louis Countian. Notices for bids are to be placed in the Business Journal. Other notices/advertisements are to be placed in the St. Louis Countian.

**RECOMMENDED BY:**


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

\_\_\_\_\_  
Date

**APPROVED BY:**

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

6/3/19  
\_\_\_\_\_  
Date

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

6/3/19  
\_\_\_\_\_  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>FINANCE AND ADMINISTRATION</b>	<b>NO.</b>	<b>4</b>	
<b>SUBJECT</b>	<b>Distribution of Citizen Newsletter to Businesses</b>	<b>INDEX</b>	<b>FA</b>
<b>DATE ISSUED</b>	<b>10/10/90</b>	<b>DATE REVISED</b>	

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**POLICY:**

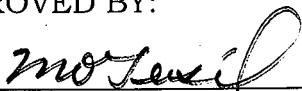
The Chesterfield Citizen newsletter will be sent to all businesses located within the City of Chesterfield.

**RECOMMENDED BY:**

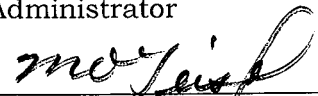
\_\_\_\_\_  
Department Head/Director/Council Committee (if applicable)

\_\_\_\_\_  
Date

**APPROVED BY:**

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

6/3/19  
\_\_\_\_\_  
Date

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

6/3/19  
\_\_\_\_\_  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>FINANCE AND ADMINISTRATION</b>		<b>NO.</b>	<b>5</b>
<b>SUBJECT</b>	<b>Chesterfield Citizen Newsletter</b>	<b>INDEX</b>	<b>FA</b>
<b>DATE ISSUED</b>	<b>10/18/93</b>	<b>DATE REVISED</b>	

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**POLICY:**

Articles for the Chesterfield Citizen newsletter are subject to the following guidelines:

1. Articles may be included informing citizens about municipal election ballot issues (with no position taken, actions taken by City Council, City Department and Board and Commissions activities and programs, Outstanding Citizen Recognitions and Employee recognitions, and general information regarding how to contact City Officials/Departments.
2. The Chesterfield Citizen may include a City calendar, including Trustee meetings when the dates and times are known.
3. The Chesterfield Citizen may include a community events calendar prepared by the Recreation Coordinator per information submitted by various organizations wishing to announce community events in the Chesterfield area, including events sponsored by the Chamber of Commerce (e.g., Concerts in the Park).
4. The Chesterfield Citizen may include openings on official City Boards/Commissions, along with application deadlines.
5. The Chesterfield Citizen may feature stories/articles, ranging from subdivision awards, historical information of general interest to the public, etc., provided that space is available.
6. Space will not be used for articles/printing of pictures that cover non-City sponsored activities or events.
7. The Chesterfield Citizen must cover City-related activities and events that appeal to all residents (i.e., no "ward activity" column).

The Chesterfield Citizen may not be used by any political organization or candidate or official for political purpose.

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**

<b>FINANCE AND ADMINISTRATION</b>		<b>NO.</b>	<b>6</b>
<b>SUBJECT</b>	<b>Neighborhood Improvement District Policy (NID)</b>	<b>INDEX</b>	<b>FA</b>
<b>DATE ISSUED</b>	<b>8/1/05</b>	<b>DATE</b>	<b>07/18/2022</b>
		<b>REVISED</b>	

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**INTRODUCTION**

A problem facing many residents within the City of Chesterfield today is how to finance local infrastructure improvements, especially those in private subdivisions. Improvements to streets, storm water systems and subdivision amenities are critical to the quality of life of the residents of the City. Unfortunately, these infrastructure projects tend to be expensive and can be overly burdensome for some residents.

The City Council is aware of the need to support a program that would enable improvements to be made to private streets, stormwater systems and other subdivision amenities. At the same time, the City Council is concerned about maintaining its current strong financial rating. The City Council believes that the formation of Neighborhood Improvement Districts can provide an excellent opportunity for citizens to examine the particular needs of their communities or subdivisions and to structure a plan to address those needs. The City Council believes that it is important that local residents have the ability to avail themselves of those lawful opportunities which enable them to improve their quality of life. Further, the City Council is willing and able to partner with residents to make the necessary improvements in a way that is suitable to the residents and the City.

**THE MISSOURI NEIGHBORHOOD IMPROVEMENT DISTRICT ACT**

The Missouri Neighborhood Improvement District Act, Sections 67.453 to 67.475 of the Revised Statutes of Missouri, also known as the NID Act, was designed to provide a practical, flexible, and responsive tool to finance public infrastructure in response to citizen needs. Simply defined, a Neighborhood Improvement District, or NID, is a geographically defined area within which certain public improvements are financed by the local governmental entity (either city or county) through the issuance of general obligation bonds. These general obligation bonds are in turn retired through



special assessments imposed on the owners of real property within the NID area. Therefore, the basic premise of NID financing is that only those who benefit from the financed improvements pay for those improvements.

### **FORMATION OF A NEIGHBORHOOD IMPROVEMENT DISTRICT**

In Missouri, Neighborhood Improvement Districts can be formed in one of two ways: through the initiative petition process in which a petition is signed by at least two-thirds of the owners of record of real property within the proposed district area; or through an election submitted to all qualified voters residing within the proposed district area. Passage of the NID issue requires a four-seventh majority if the election is conducted at a general municipal election day, primary or general elections and two-thirds at all other elections. On all other election days, a two-thirds majority is required for passage.

The NID Act outlines the structure of and formation process for NIDs. These can be very complex, even to those experienced in governmental affairs. The NID Act places very specific requirements on City officials planning to implement a NID. While some may believe that the passage of the ballot issuance or the submission of the petition is the major hurdle in the formation of a NID, it represents the first step in what can be a complicated and potentially costly process.

### **PROJECTS ELIGIBLE FOR NID FINANCING**

The NID Act has defined the range of projects which are eligible for Neighborhood Improvement District financing. Under the Act, to "improve" a project is to "construct, reconstruct, maintain, restore, replace, renew, repair, install, equip, extend, or to otherwise perform any work which will provide a new public facility or enhance, extend or restore the value or utility of an existing public facility." Further, an "improvement" includes "any one or more public facilities or improvements which confer a benefit on property within a definable area and may include or consist of a re-improvement of a prior improvement" including but not limited to projects:

- A. to acquire property or interests in property when necessary or desirable for any purpose authorized by sections 67.453 to 67.475;
- B. to open, widen, extend and otherwise to improve streets, paving and other surfacing, gutters, curbs, sidewalks, crosswalks, driveway entrances and structures, drainage works incidental thereto, and service connections from sewer, water, gas and other utility mains, conduits or pipes;

- C. to improve streetlights and street lighting systems;
- D. to improve waterworks systems;
- E. to improve parks, playgrounds and recreational facilities;
- F. to improve any street or other facility by landscaping, planting of trees, shrubs, and other plants;
- G. to improve dikes, levees, and other flood control works, gates, lift stations, bridges and streets appurtenant thereto;
- H. to improve vehicle and pedestrian bridges, overpasses and tunnels;
- I. to improve retaining walls and area walls on public ways or land abutting thereon;
- J. to improve property for off-street parking facilities including construction and equipment of buildings thereon;
- K. to acquire or improve any other public facilities or improvements deemed necessary by the governing body of the city or county; and
- L. to improve public safety.

While all of the above actions are technically eligible for a NID, the City of Chesterfield will only approve NIDs for capital improvement projects – NOT maintenance projects. A capital improvement project shall generally have an expected life of twenty years or greater. Examples of projects which are considered maintenance and will NOT qualify for a NID include asphalt overlays, lake dredging, and parking lot repairs.

Due to the City's expertise in administering concrete replacement projects, if a NID is proposed with a scope of only concrete street and sidewalk replacement the City will manage the project on behalf of the NID (if desired). If the City manages a project all costs incurred by the City in administration and management of the NID will be recouped by the City through the NID. All other NID projects will need to be managed by a licensed Professional Engineer selected and funded by the NID.

## **COSTS THAT CAN BE PAID WITH NID FINANCING**

The NID Act identifies the costs that can be paid through a Neighborhood Improvement District. Eligible costs include:

“... all costs incurred in connection with an improvement, including, but not limited to, costs incurred for the preparation of preliminary reports, the preparation of plans and specifications; the preparation and publication of notices of hearings, resolutions, ordinances and other proceedings; fees and expenses of consultants, interest accrued on borrowed money during the period of construction, underwriting costs and other costs incurred in connection with the issuance of bonds or notes, establishment of reasonably required reserve funds for bonds or notes, the cost of land, materials, labor and other lawful expenses incurred in planning, acquiring and doing any improvement, reasonable construction contingencies; and work done or services performed by the city or county in the administration and supervision of the improvement...”

## **FINANCING NEIGHBORHOOD IMPROVEMENT DISTRICTS**

Neighborhood Improvement Districts can be financed in several ways. The most common means is through the issuance of "debt" by the City, which is usually in the form of a general obligation bond. Because these bonds are designated as "Neighborhood Improvement District Bonds," they generally carry relatively low interest rates when compared to conventional bank financing.

Once a NID is established, the City may issue temporary notes or may authorize a local bank or other financial institution to issue temporary notes which may then be refunded by issuing the NID bonds or general obligation bonds. This allows for projects to be linked together (also called "pooling") creating a larger single bond which further reduces issuance costs and allows projects to begin construction while the final financing structure is developed.

These bonds are repaid through an annual special assessment on all real property within the NID. Failure to pay the special NID assessment results in a lien filed against the property. Further, the IRS has determined that special assessments cannot be deducted from a property owner's income taxes, as can real and personal property taxes.

## **COMPLEXITIES ASSOCIATED WITH BOND ISSUES**

Bond issues, including those issued for Neighborhood Improvement Districts, create an obligation for the issuing agency, the City, which pledges its "full faith and credit" to secure the bonds. This means that should a default occur and repayment of the principal and interest on the bonds not occur as scheduled, the City of Chesterfield has pledged to make the delinquent payments. Therefore, the legal and financial structure of these bond issues is of critical importance both to ensure that the project is financially viable and, should a default occur, that sufficient protection is in place to minimize the potential for losses.

Correctly structuring and marketing general obligation bonds requires professional advice and expertise. First, bond counsel must be retained. Bond counsel serves several purposes including structuring the issue, drafting the documents, certifying its tax-exempt status and other related actions. Second, a trustee can be retained. A trustee is the paying agent for the issuance. It is the trustee who certifies that sufficient funds are available to meet debt service obligations. In some instances, an underwriter is retained to "market" the bonds. To "market" bonds is to determine the bond interest rates and supply potential customers to purchase the bonds. In certain instances, a financial advisor is retained to provide independent financial analysis of the project to ascertain risk. The costs incurred in completing these and other related tasks are called the costs of issuance. These costs of issuance are added to all other project costs to create the overall issuance.

The costs of bond issuance delineated in the previous paragraph can be high. However, one must consider the fact that interest rates for government backed securities, including those issued for NIDs, will carry an interest rate substantially lower than the interest rates normally available to individuals because the City's pledge of its full faith and credit makes the obligations virtually risk free. Therefore, in considering whether to pursue a Neighborhood Improvement District, one must weigh the bonding costs and other costs of issuance with the substantially lower interest rate offered by using government backed securities.

## **IMPACT OF SIZE OF PROJECT**

Given that the most appropriate means of financing Neighborhood Improvement District projects is through the issuance of bonds, it is important that projects be large enough to justify the costs associated with the issuance. It makes very little sense to use bond financing for a small project if the costs of issuance add appreciably to the project. The bond market generally favors larger projects over smaller projects and there are distinct cost savings for larger projects when compared to smaller projects. Therefore, the City recommends that

subdivisions consider the following when deciding whether to pursue a NID project:

Projects with total costs below \$500,000 will face difficulty seeking Neighborhood Improvement District financing. The administrative costs and the costs of issuance are such that including projects of this size in the NID program will cause issuance and sale problems for the entire program. There are some additional considerations to make for projects between \$500,000 and \$750,000. It is possible that projects of this size can be "pooled", or joined, to one another to form a larger bond issue, but this will require significant coordination between construction and completion schedules. Projects greater than \$1,000,000 are more feasible than other smaller projects, although the aspect of "pooling" of these issues is still a very important consideration. Projects of \$1.0 million or greater are typically sustainable as "stand alone" bond issuances.

Although the City has recommended the above considerations, it is willing to consider any capital project that leads to the improvement of local subdivisions. To encourage the NID process for existing streets, stormwater systems and other subdivision improvements, the City desires to provide assistance to its residents by evaluating potential NID projects and determining such project's feasibility.

### **SPECIAL REQUIREMENTS TO ESTABLISH A NID**

In addition to the requirements for financing, the NID Act requires that the area seeking to be designated as a NID operate in a readily defined area. If the proposed NID area is not an established subdivision, a metes and bounds survey, including a legal description, will be required. This will necessitate that the NID engage an acceptable land surveyor.

The NID Act also requires that the total costs for the proposed project be certified. However, properly determining these costs can be a cumbersome and expensive activity for property owners who are not familiar with the process. An incorrect cost estimate could cost the subdivision flexibility later. Accordingly, the City is willing to prepare cost estimates for any NID project that only includes the replacement of streets and sidewalks in concrete. Projects with other or additional scopes will require that the subdivision secure the services of a licensed Professional Engineer for estimating purposes.

Because NID projects involve public improvements, all projects must include the payment of prevailing wage rates, must comply with the normal bidding and procurement policies of the City, and must adhere to the Americans with Disabilities Act (ADA). The City views itself as a partner in this process,

and is therefore willing to assist in ensuring these requirements are met. Additionally, the City may front the initial legal expenses necessary to work with the subdivision trustees to prepare a proper petition and to ensure that the NID process has been properly initiated. The City will later recoup those costs by incorporating them into the costs of issuance.

### **LENGTH OF FORMATION PROCESS**

Because each Neighborhood Improvement District must be judged on its own strengths and merits, it is not possible to establish a "normal" time frame for establishment. It is important to understand that a NID is a "quasi-public" structure that requires that the City Council complete several administrative and legislative steps. However, the City Council is committed to considering and approving all NID projects that adhere to the parameters of this Policy.

### **HOW TO INITIATE THE FORMATION PROCESS**

Given the fact that there are several "up-front" costs required to comply with the NID Act to form a Neighborhood Improvement District, and that these up-front costs may be substantial, the City Council will provide some assistance during the initiation process to verify that the proposed projects are being properly defined and that they have been structured in a way that is economically feasible. City Council has developed a "pre-application process" which will be used to enable the City to perform an initial evaluation of all NID proposals. The Pre-Application process is designed to help residents conceptualize the project and identify the means of making it most productive. After an initial review and evaluation, it will then go through the formal review process.

#### *Pre-Application*

The Pre-Application contains the following elements, all of which are essential to its evaluation:

1. The name of the proposed Neighborhood Improvement District and the principals involved in the project. "Principals" include the designated project contact (must be one person), the subdivision attorney, the subdivision engineer, the subdivision trustees, and any other individual that will be involved in the project.
2. A Narrative Description of the proposed project. This narrative should include a statement of the problem and the prior steps that the subdivision has taken in attempting to solve the problem. If any sanctions have been imposed by other governmental agencies, such as the County Health

Department, those should be listed as well. The narrative should also include a general description of the area, including the major roads which service the subdivision and the character of the subdivision. Finally, the narrative should describe any prior steps that the subdivision has taken to secure financing for this project and the status of such requests.

3. If available, a metes and bounds survey of the proposed district. If this is not available, a copy of the recorded plat from the Recorder of Deeds office will suffice, which the City will help obtain. If this is not available, an aerial of the proposed area should be provided, which the City is also able to assist in securing.
4. A list, by street address and mailing address, of all persons residing within the boundaries of the proposed district. Such list can be obtained from St. Louis County.
5. A list, by street address, of all current owners of real property located within the boundaries of the proposed district. Such list can be obtained from St. Louis County.
6. A Preliminary Construction Estimate prepared and sealed by a Professional Engineer registered in the State of Missouri for the proposed construction project. If this project is solely a removal and replacement of concrete streets and sidewalks the estimate can be provided by the City of Chesterfield. Because NID projects are public works projects, they are subject to the prevailing wage statutes of the state of Missouri.
7. A petition, which at a minimum, includes the signatures of at least 70% of the qualified voters residing within the proposed district;

-OR-

A petition, which at a minimum, includes the signatures of at least 70% of the owners of real property located within the proposed district. St. Louis County can help obtain names and addresses of those eligible to sign the petition.

8. A record of the current annual subdivision assessments, if any, the uses established for these assessments, a record of payments for each lot or property owner for the past three (3) years, and what proposed maintenance schedule will be established to ensure that once the improvements have been made they can be adequately maintained.

One electronic copy and two paper copies of this Pre-Application should be submitted to the Director of Public Works as follows:

Director of Public Works  
City of Chesterfield  
690 Chesterfield Parkway West  
Chesterfield, Missouri 63017  
Publicworksdirector@chesterfield.mo.us

After receipt, the Director of Public Works will cause a formal review of the application by all appropriate City Staff and/or City consultants and will, following said review, forward those applications considered to be complete to the City's Finance and Administration Committee of City Council.

Throughout the evaluation process, the City Staff and Finance and Administration Committee will be committed to reviewing and revising the proposal as necessary to help meet the needs of the subdivision and the City. To the extent that portions of the proposal are not sufficient to satisfy the requirements of the NID Act, the City will discuss potential revisions with the subdivision and attempt to reach agreement on any issues of concern.

After the review of the Pre-Application is completed, the Director of Public Works will complete a written evaluation of the proposed project. This evaluation will include a recommendation from the Finance and Administration Committee on whether to include the project in the Neighborhood Improvement District Program for the City. The evaluation will be submitted to the full City Council for their action.

#### *Formal Application*

Once the Pre-Application review process is complete and the proposal is approved by the City Council it will be included in the NID program and the formal development of a NID Proposal will be started. Costs incurred during the formal application process are also reimbursable under the NID Act. The formal proposal should include all statutory requirements including, but not limited to:

1. The completion of a metes and bounds survey and the development of a project legal description;
2. The compilation of bid documents suitable for publicly bidding the project, including plans and specifications. Once these are provided to the City the project will be publicly advertised with a bid opening administered by the City's Department of Public Works. Please note that the total project cost cannot exceed the estimated cost contained in the petition/election by more



than 25 percent.

3. The completion and submission of a petition which complies with the statutory requirements of section 67.457 RSMO.

-OR-

The conduct of an election which complies with the statutory requirements of section 67.457 RSMO

Once submitted all information contained within the petition or election results will be reviewed and certified by the City of Chesterfield City Clerk.

4. The development and certification of all costs associated with the project. This will include design and construction costs (developed through the formal bidding process detailed above); construction management costs; inspection and testing costs; the costs of issuance of the bonds required to finance the project; all administrative costs incurred by the City of Chesterfield; and any other allowable costs deemed necessary and appropriate for the successful operation of the NID.

As with the Pre-Application, to the extent that the subdivision requires assistance with any of the elements of the formal application process, City staff is available to help.

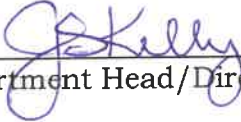
The Formal Application shall be submitted to the Director of Public Works, who shall oversee a comprehensive review, including consultation with legal counsel and the Director of Finance. Once the Director of Public Works has confirmed the Formal Application adheres to City Policy and all statutory requirements, a Public Hearing shall be scheduled. The Public Hearing will generally be conducted in the City Council Chambers prior to a City Council meeting. During the Public Hearing anyone who wishes to speak about the project will be given the opportunity to do so. Subsequently, as part of the regular City Council meeting, the City Council will formally consider approval of the NID petition. If the NID is denied no further action will be taken. If the NID is approved construction can commence in accordance with the bid documents and the direction of City Council.

A Project Manager from the City's Department of Public Works will be assigned to administer the NID on behalf of the City of Chesterfield. The Project Manager will coordinate with the designated NID contact to ensure all project requirements are met. At the end of the project the Project Manager will submit all project costs to the City's Director of Finance. The Director of Finance will review all project costs and oversee the issuance of bonds. Once bonds have been issued the Director of Finance will oversee collection from all members of

the NID over a twenty-year period, unless a shorter prior is requested by the NID and approved by the City.

Anyone requesting additional information about Neighborhood Improvement Districts shall contact the Director of Public Works.

RECOMMENDED BY:

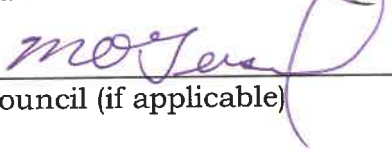
  
Department Head/Director/Council Committee (if applicable)

7/18/2022  
Date

APPROVED BY:

  
City Administrator

2022-7-18  
Date

  
City Council (if applicable)

2022-7-18  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**FINANCE AND ADMINISTRATION**

**NO.**

**7**

**SUBJECT**    **Community Improvement**  
**FA**

**INDEX**

**District Policy (CID)**

**DATE**

**DATE 07/18/2022**

**ISSUED**

**11/19/07**

**REVISED**

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The Policy of the City of Chesterfield City Council is that it will not approve a Community Improvement District (CID). Should a property owner request consideration of a CID, that request shall be forwarded to the Finance and Administration Committee of City Council. A request for consideration of a CID will only be forwarded to the full City Council with a positive recommendation by the Finance and Administration Committee.

Should the City of Chesterfield City Council vote in favor of consideration of a CID, the CID request will proceed as detailed in Public Works Departmental Procedure PPW-1054. The City Staff will take no action regarding a request for CID unless the consideration of the CID has been approved by City Council.

Should City Council, despite this policy, vote to consider a CID, it is under no obligation to approve the CID at a later date.

RECOMMENDED BY:

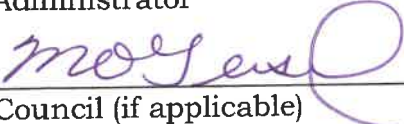
  
\_\_\_\_\_  
Department Head/Director/Council Committee (if applicable)

7/18/2022  
\_\_\_\_\_  
Date

APPROVED BY:

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

2022-7-18  
\_\_\_\_\_  
Date

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

2022-7-18  
\_\_\_\_\_  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>FINANCE AND ADMINISTRATION</b>	<b>NO.</b>	<b>8</b>	
<b>SUBJECT</b>	<b>Contributions Program</b>	<b>INDEX</b>	<b>FA</b>
<b>DATE</b>		<b>DATE</b>	<b>12/3/01</b>
<b>ISSUED</b>	<b>6/16/97</b>	<b>REVISED</b>	<b>9/19/16</b>

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**POLICY:**

This application must be completed in full for each event and submitted to the City Administrator by March 31 or September 30 in order to be considered for evaluation by the Finance and Administration Committee in April or October respectively. Once reviewed by the Finance & Administration Committee, the requests will be sent to the full City Council for approval.

Prior to completing this application, please read the following rules with regard to contributions:

1. The event shall be open to residents of the City of Chesterfield and shall promote the welfare of the community.
2. The event sponsored by your organization must enhance the overall quality of life within the City of Chesterfield.
3. The event must occur within the geographical limits of the City of Chesterfield.
4. Organizations based in Chesterfield will have priority over other organizations and should submit information confirming their **not-for-profit status**.
5. The organization must submit a hold harmless agreement prior to the issuance of a check by the Finance and Administration Department.
6. Organizations will be eligible for \$3,000 each, unless excess funds remain at year end, at which time the Finance and Administration Committee of City Council shall determine how the available dollars will be allocated.
7. Any organization funded through the City's General Fund shall not be eligible for the City's Contributions Program.
8. The organization must demonstrate that the contribution will be matched by other sources; the organization must provide an estimated total cost of the event and identify the other sources matching the City's contribution.

9. Contributions will be made to organizations only, not individuals.
10. Contributions must not be used to fund capital items.
11. Organizations must demonstrate the success and benefit to the citizens of the City of Chesterfield after the event through the submission of a report to the City Administrator, which will be forwarded to the Finance and Administration Committee. This report must include a summary of revenues and expenditures as well as a description as to how City funds were used.
12. Failure to comply with the above noted requirements shall preclude any future contributions.
13. There shall be no oral presentations allowed with regard to requests for contributions. The Committee shall review applications only.
14. The application form provided by the City of Chesterfield must be completed in its entirety and no attachments will be submitted to the Committee with said application.
15. The event for which a contribution is being sought must occur within twelve (12) months from the date of application. If the event does not take place in the 12-month timeframe, the funds must be returned to the City.

RECOMMENDED BY:

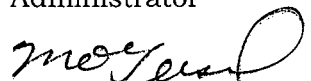
\_\_\_\_\_  
 Department Head/Director/Council Committee (if applicable)

\_\_\_\_\_  
 Date

APPROVED BY:

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

6/3/19  
 \_\_\_\_\_  
 Date

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

6/3/19  
 \_\_\_\_\_  
 Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>FINANCE AND ADMINISTRATION</b>	<b>NO.</b>	<b>9</b>
<b>SUBJECT Sponsorship Expenditures</b>	<b>INDEX</b>	<b>FA</b>
<b>DATE ISSUED 9/19/16</b>	<b>DATE REVISED</b>	<b>6/3/19</b>

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**POLICY:**

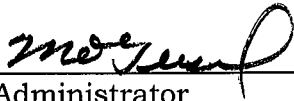
Any request for an event sponsorship expenditure not individually itemized and authorized by the City's Budget shall be reviewed and approved by the full City Council. These are requests made outside the Community Contributions Program (Policy 8). Examples include sponsorship of Chamber of Commerce events or events of other local not-for-profit organizations.

**RECOMMENDED BY:**

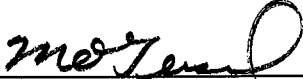
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Department Head/Director/Council Committee (if applicable)

\_\_\_\_\_  
Date

**APPROVED BY:**

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

6/3/19  
\_\_\_\_\_  
Date

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

6/3/19  
\_\_\_\_\_  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

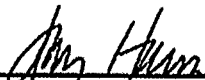
<b>FINANCE AND ADMINISTRATION</b>		<b>NO.</b>	<b>10</b>
<b>SUBJECT</b>	<b>Mailing Ordinances to Trustees</b>	<b>INDEX</b>	<b>FA</b>
<b>DATE ISSUED</b>	<b>8/30/92</b>	<b>DATE REVISED</b>	

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**POLICY:**

Subdivision Trustees are to be mailed appropriate ordinances on a semi-annual basis in January and July.

**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**

<b>FINANCE AND ADMINISTRATION</b>	<b>NO.</b>	<b>11</b>
<b>SUBJECT</b> <b>Citizen of the Year Award</b>	<b>INDEX</b>	<b>FA</b>
<b>DATE</b>	<b>DATE</b>	<b>6/17/15</b>
<b>ISSUED</b> <b>2/18/98</b>	<b>REVISED</b>	<b>1/29/18</b>

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POLICY:

**Selection Criteria**

Citizens to be selected for recognition should meet the following criteria:

- Actions being recognized should benefit the overall community of the City of Chesterfield and its residents in some manner through volunteerism, work performed on community projects, and overall civic contributions to the community.
- Individuals nominated shall be a resident of the City of Chesterfield.

**Nomination Guidelines**

- One nomination per person per household (spouses can be nominated jointly).
- Previously nominated individuals **can** be re-nominated.
- A nominee cannot serve on the Selection Committee.
- The person nominating an individual cannot serve on the Selection Committee.
- City Employees will not be considered for the award.
- Elected officials serving in any office within Chesterfield's boundaries are not eligible.
- The nominee cannot work in a paid position for which their efforts are being recognized.

**Public Notification**

The public will be notified of the "Call for Nominations" by information being posted on the City's website, a press release being sent to local news and community publications, social media, and by an article in the December Citizen Newsletter. A "Call for Nomination" e-mail notice will also be sent in early January to City Council, Citizen Committee Chairpersons, and various community leaders in order to gain awareness.



**Selection Process**

An online nomination form will be available on the City’s website at [www.chesterfield.mo.us](http://www.chesterfield.mo.us) or call 636-537-4000 for assistance. This nomination form must be used for all nominations. No attachments or enclosures are permitted.

All nominations are due the first Friday in February. Nominations will not be accepted after this date. All nominations will then be forwarded to the Selection Committee for their review. The Selection Committee will consist of the Chair, or their designated committee member, of the following committees: Planning Commission; Parks, Recreation and Arts Citizen Committee; Board of Adjustment; Architectural Review Board; Finance and Administration Citizens Advisory Group; Police Personnel Board; MIS Citizens Task Force; Citizens Committee for the Environment; and Chesterfield Historic Landmarks and Preservation Committee. In addition, to broaden the scope of potential nominees and encourage community involvement, the Mayor would nominate a member at large to the selection committee. Finally, the two, most recent available prior recipients of the Citizen of the Year Award would complete the committee, for a total of 12 members. A meeting of this Committee will be scheduled in mid-February to review the nominations submitted and to select the Citizen of the Year. Once a candidate has been chosen, the nomination will be forwarded via-email to the Mayor and City Council for final approval. The Mayor and City Council are not obligated to approve the Selection Committee’s recommendation.

**Recognition Process**

The presentation of this award will take place at the second City Council meeting in March, wherein the Mayor will present a recognition award plaque. A reception will follow at City Hall for the recipient to celebrate with friends and family.

The award recipient will have their photo taken. A press release will accompany the photo in a media release and be placed on the City’s website. An article will also be published in the June Citizen Newsletter.

**RECOMMENDED BY:**

*Finance & Administration Committee*

*11/30/2020 Meeting*

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

\_\_\_\_\_  
Date

**APPROVED BY:**

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

*8/9/2022*  
\_\_\_\_\_  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>FINANCE AND ADMINISTRATION</b>		<b>NO.</b>	<b>12</b>
<b>SUBJECT</b>	<b>Finance and Administration Citizens Advisory Committee</b>	<b>INDEX</b>	<b>FA</b>
<b>DATE ISSUED</b>	<b>2/21/18</b>	<b>DATE REVISED</b>	

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**POLICY STATEMENT**

There is hereby created a Finance and Administration Citizens Advisory Committee.

The Mayor, with the approval of the City Council, shall appoint a board of seven (7) members chosen from Citizens at large. Said members shall hold no other office or position in the City government. A quorum shall be three (3) members.

The Finance and Administration Committee of Council shall assign a Council member as an ex officio liaison member to the Finance and Administration Citizens Advisory Committee and such appropriate City staff as designated by the City Administrator shall be assigned to attend all meetings of this group.

**Qualification of members.**

The members shall have earned and possess, at a minimum, a Bachelor's Degree in one of the following disciplines: Accounting, banking, business administration, corporate financial planning, personnel, industrial/organizational psychology, computer science or economics. Each member shall have at least five (5) years of on the job experience in their profession or calling prior to appointment to the committee.

**Terms of members.**

The term of office of the members shall be three (3) years each. Appointments made to fill vacancies of prior members with unexpired terms, shall be for their remaining unexpired term only.

**Members to serve without compensation.**

All members of the Finance and Administration Advisory Committee shall serve without compensation.

**Removal of members.**

Any member of the Finance and Administration Advisory Committee may be removed by the Mayor with the approval of a majority of the members of the City Council, at any time for any reason, or by a two-thirds ( $\frac{2}{3}$ ) vote of the members of the City Council without the consent and approval of the Mayor.

**Officers.**

The Finance and Administration Advisory Committee shall select one of its members to serve as chairperson and vice chairperson. A copy of the minutes of each meeting shall be transmitted to each member of the committee.

**Duties.**

The Finance and Administration Citizens Advisory Committee shall be responsible for making recommendations to the Finance and Administration Committee of the City Council on designated and assigned areas of study which shall include but are not limited to budgets, budget process, long range economic planning, personnel policies and procedures, investments and other subjects deemed appropriate by the Finance and Administration Citizens Advisory Committee of the City Council. The Committee may also assist City Staff in the review of products, services, software, processes and in developing recommendations for consideration by City Council.

**Meeting.**

The Finance and Administration Advisory Committee shall meet at such times and places as appropriate as work is assigned by the Finance and Administration Committee. All meetings of the Committee shall be open to the public.

**Rules and regulations.**

The Committee shall, from time to time, make such reasonable rules and regulations as they deem necessary and proper for their administration.

**Conflict of interest.**

In the event that a member of the Committee is employed by, related to or has any other material connection with any matter or question which is involved in a matter that is being considered by the Committee or that comes before the Committee, that member shall, before any discussion commences upon such matter, immediately disclose to the Committee the nature of said employment, relationship, or material connection with the matter involved. Thereupon, the other members of the Committee attending the meeting shall vote on the question of whether the member so making the disclosure shall participate and whereupon the member shall withdraw from the discussion and voting upon the matter at hand. Each member shall nonetheless comply with all ordinances of the City of Chesterfield regarding conflict of interest and ethics.

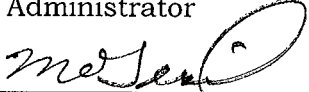
RECOMMENDED BY:

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

\_\_\_\_\_  
Date

APPROVED BY:

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



\_\_\_\_\_  
Date

2/21/2018

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

\_\_\_\_\_  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>FINANCE AND ADMINISTRATION</b>	<b>NO.</b>	<b>13</b>
<b>SUBJECT Fund Reserves</b>	<b>INDEX</b>	<b>FA</b>
<b>DATE ISSUED 4/15/02</b>	<b>DATE REVISED</b>	<b>11/3/07</b>

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**POLICY:**

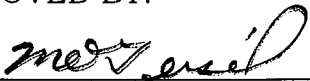
The General Fund reserve shall be 40% of the total General Fund expenditures, including all operating transfers out.

**RECOMMENDED BY:**

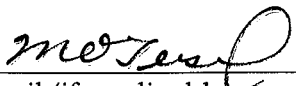
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Department Head/Director/Council Committee (if applicable)

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Date

**APPROVED BY:**

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

6/3/2019  
\_\_\_\_\_  
Date

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

6/3/2019  
\_\_\_\_\_  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>FINANCE AND ADMINISTRATION</b>	<b>NO.</b>	<b>14</b>
<b>SUBJECT</b> <b>Investment Policy</b>	<b>INDEX</b>	<b>FA</b>
<b>DATE</b>	<b>DATE</b>	<b>10/7/02</b>
<b>ISSUED</b> <b>12/21/92</b>	<b>REVISED</b>	<b>6/3/19</b>

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POLICY:

I.     Scope

This investment policy applies to all short-term operating funds of the City of Chesterfield.

A. These funds are accounted for in the City's Comprehensive Annual Financial Report and include:

1. General Fund
2. Special Revenue Fund
3. Debt Service Funds
4. Capital Projects Funds
5. Trust and Agency Funds

B. Longer-term funds, including the City's retirement fund, are excluded.

C. Pooling of Funds — Except for cash in certain restricted and special funds, the City of Chesterfield will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to various funds based on their respective participation and in accordance with generally accepted accounting principles.

II.    General Objectives

The primary objectives, in priority order, of investment activities shall be safety, liquidity and yield:

1. Safety — Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

- a. Credit Risk — The City of Chesterfield will minimize credit risk, the risk of loss due to the failure of the security issuer or backer, by:
  - Limiting investments to the safest types of securities
  - Pre-qualifying the financial institutions, broker/dealers, intermediaries and advisors with which the City will do business
  - Diversifying the investment portfolio so that potential losses on individual securities will be minimized.
- b. Interest Rate Risk — The City will minimalize the risk that the market value of securities in the portfolio will fall due to changes in general interest rates by:
  - Structuring the portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity
  - Investing operating funds primarily in shorter-term securities, money market funds, or similar pools.
3. Liquidity — The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accommodated by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). A portion of the portfolio also may be placed in money market mutual funds or local government investment pools which offer same-day liquidity for short-term funds.
4. Yield — The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall not be sold prior to maturity with the following exceptions:
  - A security with declining credit may be sold early to

minimize loss of principal.

- A security swap would improve the quality, yield, or target duration in the portfolio.
- Liquidity needs of the portfolio require that the security be sold.

### III. Standards of Care

1. Prudence — The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sales of securities are carried out in accordance with the terms of this policy.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligences exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

2. Ethics and Conflicts of Interest — Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the City.
3. Delegation of Authority — Authority to manage the City's investment program is derived from the Missouri Constitution Article IV, Section 15. Responsibility for the investment program is hereby delegated to the Finance Director, who shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include references to safekeeping, delivery versus payment, investment accounting, repurchase agreements, wire transfer agreements and collateral/depository agreements. No person may



engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Finance Director. The Finance Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

#### IV. Safekeeping and Custody

1. Authorized Financial Dealers and Institutions — A list will be maintained of financial institutions authorized to provide investment services. In addition, a list also will be maintained of approved security broker/dealers selected by creditworthiness (e.g., a minimum capital requirement of \$10,000,00 and at least five years of operation). These may include "primary" dealers or regional dealers that qualify under Security and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule).

All financial institutions and broker/dealers who desire to become qualified for investment transactions must supply the following, as appropriate:

- Audited financial statements
- Proof of National Association of Securities Dealers (NASD) certification
- Proof of State registration
- Completed broker/dealer questionnaire
- Certification of having read and understood and agreeing to comply with the City's investment policy

An annual review of the financial condition and registration of qualified financial institutions and broker/dealers will be conducted by the Finance Director.

2. Internal Controls — The Finance Director is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by management.

Accordingly, the Finance Director shall establish a process for an annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

- Control and collusion

- Separation of transaction authority from accounting and recordkeeping
  - Custodial safekeeping
  - Avoidance of physical delivery securities
  - Clear delegation of authority to subordinate staff members
  - Written confirmation of transactions for investments and wire transfers
  - Development of a wire transfer agreement with the lead bank and third-party custodian
3. Delivery vs. Payment — All trades where applicable will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds. Securities will be held by a third-part custodian as evidenced by safekeeping receipts.

#### V. Authorized & Suitable Investments

1. Investment Types — The following investments will be permitted by this policy and are those defined by state and local laws, where applicable:
- U.S. Government obligations, U.S. Government agency obligations and U.S. government instrumentality obligations, which have a liquid market with a readily determinable market value;
  - Certificates of deposit and other evidences of deposit at financial institutions;
  - Repurchase agreements whose underlying purchased securities consist of the foregoing;
  - Money market mutual funds regulated by the Securities and Exchange Commission and whose portfolios consist only of dollar-denominated securities; and
  - Local government investment pools, either state-administered or through joint powers statutes and other intergovernmental agreement legislation.

Investment in derivatives of the above instruments shall require authorization by the City Council.

2. Collateralization — Full collateralization will be required for non-negotiable certificates of deposit.
3. Repurchase Agreements—The Finance Director shall exercise special caution in selecting and evaluating the creditworthiness of parties with whom repurchase transactions are conducted and shall be able

to identify the parties acting as principals to the transaction. Safekeeping shall be performed by a third-party custodian. Duties of the custodian (either direct or triparty) shall be outlined in a written agreement. The purchased securities associated with the repurchase agreement should have a market value in excess of the value of the repurchase agreement (called margin, "haircut," or over securitization). Market valuing the purchased securities regularly during the term of the repurchase agreement shall be a mandatory practice in order to ensure the purchased securities maintain sufficient market value. A master repurchase agreements shall be employed, subject to appropriate legal and technical review.

## VI. Investment Parameters

1. Diversification—The investments shall be diversified by:
  - Limiting investments to avoid overconcentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities);
  - Limiting investments in securities that have higher credit risks;
  - Investing in securities with varying maturities, and
  - Continuously investing a portion of the portfolio in readily available funds, such as local government investment pools (LGIPs), money market funds or overnight repurchase agreements to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.
  
2. Maximum Maturities — To the extent possible, the City will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in security maturing more than five (5) years from the date of purchase, unless circumstances warrant other consideration, as approved by the City Administrator. The City shall adopt a weighted average maturity limitation consistent with the investment objective.

Reserve funds and other funds with longer-term investment horizons may be invested in securities exceeding five (5) years if the maturity of such investments are made to coincide as nearly as practicable with the expected use of funds. The intent to invest in securities with longer maturities shall be disclosed in writing to the City Council.

Because of the inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds, such as LGIPs, money market funds or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing operations.

## VII. Reporting

1. Methods — The Finance Director shall prepare an investment report at least quarterly, including a management summary that provides an analysis of the current investment portfolio and transactions made over the last quarter. This management summary will be prepared in a manner which will allow the City to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report shall be provided to the City Council. The report shall include the following:
  - Listing of individual securities held at the end of the reporting period
  - Realized and unrealized gains or losses resulting from appreciation or duration that are not intended to be held until maturity
  - Average weighted yield to maturity of portfolio on investments as compared to applicable benchmarks
  - Listing of investment by maturity date
  - Percentage of the total portfolio which case type of investment represents
2. Performance Standards — The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates. A series of appropriate benchmarks shall be established against which portfolio performance shall be compared on a regular basis.
3. Marking to Market — The market value of the portfolio shall be calculated at least quarterly and a statement of the market value of the portfolio shall be issued at least quarterly.

## VIII. Policy Considerations

1. Exemption — Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.
2. Amendments — This policy shall be reviewed by the Finance Director on an annual basis. Any changes must be approved by the City Council.

## **Appendix 1: Glossary of Cash Management Terms**

**Accrued Interest** – The accumulated interest due on a bond as of the last interest payment made by the issuer.

**Agency** - A debt security issued by a federal or federally sponsored agency. Federal agencies are backed by the full faith and credit of the U.S. Government. Federally sponsored agencies (FSAs) are backed by each particular agency with a market perception that there is an implicit government guarantee. An example of federal agency is the Government National Mortgage Association (GNMA). An example of a FSA is the Federal National Mortgage Association (FNMA).

**Amortization** - The systematic reduction of the amount, owed on a debt issue through periodic payments of principal.

**Average Life** - The average length of time that an issue of serial bonds and/or term bonds with a mandatory sinking fund feature is expected to be outstanding.

**Basis Point** - A unit of measurement used in the valuation of fixed-income securities equal to 1/100 of 1 percent of yield, e.g., "1/4" of 1 percent is equal to 25 basis points.

**Bid** - The indicated price at which a buyer is willing to purchase a security or commodity.

**Book Value** - The value at which a security is carried on the inventory lists or other financial records of an investor. The book value may differ significantly from the security's current value in the market.

**Callable Bond** - A bond issue in which all or part of its outstanding principal amount may be redeemed before maturity by the issuer under specified conditions.

**Call Price** - The price at which an issuer may redeem a bond prior to maturity. The price is usually at a slight premium to the bond's original issue price to compensate the holder for loss of income and ownership.

**Call Risk** - The risk to a bondholder that a bond may be redeemed prior to maturity.

**Cash Sale/Purchase** - A transaction which calls for delivery and payment of securities on the same day that the transaction is initiated.

**Collateralization** - Process by which a borrower pledges securities, property, or other deposits for the purpose of securing the repayment of a loan and/or security.

**Commercial Paper** - An unsecured short-term promissory note issued by corporations, with maturities ranging from 2 to 270 days.

**Convexity** - A measure of a bond's price sensitivity to changing interest rates. A high convexity indicates greater sensitivity of a bond's price to interest rate changes.

**Coupon Rate** - The annual rate of interest received by an investor from the issuer of certain types of fixed-income securities. Also known as the "interest rate."

**Credit Quality** - The measurement of the financial strength of a bond issuer. This measurement helps an investor to understand an issuer's ability to make timely interest payments and repay the loan principal upon maturity. Generally, the higher the credit quality of a bond issuer, the lower the interest rate paid by the issuer because the risk of default is lower. Credit quality ratings are provided by nationally recognized rating agencies.

**Credit Risk** - The risk to an investor that an issuer will default in the payment of interest and/or principal on a security.

**Current Yield (Current Return)** - A yield calculation determined by dividing the annual interest received on a security by the current market price of that security.

**Delivery Versus Payment (DVP)** - A type of securities transaction in which the purchaser pays for the securities when they are delivered either to the purchaser or his/her custodian.

**Derivative Security** - Financial instrument created from, or whose value depends upon, one or more underlying assets or indexes of asset values.

**Discount** - The amount by which the par value of a security exceeds the price paid for the security.

**Diversification** - A process of investing assets among a range of security types by sector, maturity and quality **rating**.

**Duration** - A measure of the timing of the cash flows, such as the interest payments and the principal repayment, to be received from a given fixed-income security. This calculation is based on three variables: term to maturity, coupon rate and yield to maturity. The duration of a security is a useful indicator of its price volatility for given changes in interest rates.

**Fair Value** - The amount at which an investment could be exchanged in a current transaction between willing parties, other than in a forced or

liquidation sale.

**Federal Funds (Fed Funds)** - Funds placed in Federal Reserve banks by depository institutions in excess of current reserve requirements. These depository institutions may lend fed funds to each other overnight or on a longer basis. They may also transfer funds among each other on a same-day basis through the Federal Reserve banking system. Fed funds are considered to be immediately available funds.

**Federal Funds Rate** - Interest rate charged by one institution lending federal funds to the other.

**Government Securities** - An obligation of the U.S. government, backed by the full faith and credit of the government. These securities are regarded as the highest quality of investment securities available in the U.S. securities market. See "Treasury Bills, Notes and Bonds."

**Interest Rate** - See "Coupon Rate."

**Interest Rate Risk** - The risk associated with declines or rises in interest rates which cause an investment in a fixed-income security to increase or decrease in value.

**Internal Controls** - An internal control structure designed to ensure that the assets of the entity are protected from loss, theft, or misuse. The internal control structure is designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that 1) the cost of a control should not exceed the benefits likely to be derived and 2) the valuation of costs and benefits requires estimates and judgments by management. Internal controls should address the following points:

**Control of collusion** - Collusion is a situation where two or more employees are working in conjunction to defraud their employer

**Separation of transaction authority from accounting and record keeping** - By separating the person who authorizes or performs the transaction from the people who record or otherwise account for the transaction, a separation of duties is achieved.

**Custodial safekeeping** - Securities purchased from any bank or dealer including appropriate collateral (as defined by state law) shall be placed with an independent third party for custodial safekeeping.

**Avoidance of physical delivery securities** - Book-entry securities are much easier to transfer and account for since actual delivery of a document never takes place. Delivered securities must be properly safeguarded against loss or

destruction. The potential for fraud and loss increases with physically delivered securities.

**Clear delegation of authority to subordinate staff members** - Subordinate staff members must have a clear understanding of their authority and responsibilities to avoid improper actions. Clear delegation of authority also preserves the internal control structure that is contingent on the various staff positions and their respective responsibilities.

**Written confirmation of transactions for investments and wire transfers** - Due to the potential for error and improprieties arising from telephone and electronic transactions, all transactions should be supported by written communications and approved by the appropriate person. Written communications may be via fax if on letterhead and if the safekeeping institution has a list of authorized signatures.

**Development of a wire transfer agreement with the lead bank and third-party custodian** - The designated official should ensure that an agreement will be entered into and will address the following points: controls, security provisions and responsibilities of each party making and receiving wire transfers.

**Inverted Yield Curve** - A chart formation that illustrates long-term securities having lower yields than short-term securities. This configuration usually occurs during periods of high inflation coupled with low levels of confidence in the economy and a restrictive monetary policy.

**Investment Company Act of 1940**- Federal legislation which sets the standards by which investment companies, such as mutual funds, are regulated in the areas of advertising, promotion, performance reporting requirements and securities valuations.

**Investment Policy** - A concise and clear statement of the objectives and parameters formulated by an investor or investment manager for a portfolio of investment securities.

**Investment-grade Obligations** - An investment instrument suitable for purchase by institutional investors under the prudent person rule. Investment-grade is restricted to those obligations rated BBB or higher by a rating agency.

**Liquidity** - An asset that can be converted easily and quickly into cash.

**Local Government Investment Pool (LGIP)** - An investment by local governments in which their money is pooled as a method for managing local funds.



**Mark-to-market** - The process whereby the book value or collateral value of a security is adjusted to reflect its current market value.

**Market Risk** - The risk that the value of a security will rise or decline as a result of changes in market conditions

**Market Value** - Current market price of a security.

**Maturity** - The date on which payment of a financial obligation is due. The final stated maturity is the date on which the issuer must retire a bond and pay the face value to the bondholder. See "Weighted Average Maturity."

**Money Market Mutual Fund** - Mutual funds that invest solely in money market instruments (short-term debt instruments, such as Treasury bills, commercial paper, bankers' acceptances, repos and federal funds).

**Mutual Fund** - An investment company that pools money and can invest in a variety of securities, including fixed-income securities and money market instruments. Mutual funds are regulated by the Investment Company Act of 1940 and must abide by the following Securities and Exchange Commission (SEC) disclosure guidelines:

1. Report standardized performance calculations.
2. Disseminate timely and accurate information regarding the fund's holdings, performance, management and general investment policy.
3. Have the fund's investment policies and activities supervised by a board of trustees, which are independent of the adviser, administrator or other vendor of the fund.
4. Maintain the daily liquidity of the fund's shares.
5. Value their portfolios on a daily basis.
6. Have all individuals who sell SEC-registered products licensed with a self-regulating organization (**SRO**) such as the National Association of Securities Dealers (NASD).
7. Have an investment policy governed by a prospectus which is updated and filed by the SEC annually.

**Mutual Fund Statistical Services** - Companies that track and rate mutual funds, e.g., IBC/Donoghue, Lipper Analytical Services and Morningstar.

**National Association of Securities Dealers (NASD)** - A self-regulatory organization (**SRO**) of brokers and dealers in the over-the-counter securities business. Its regulatory mandate includes authority over firms that distribute mutual fund shares as well as other securities.

**Net Asset Value** - The market value of one share of an investment company, such as a mutual fund. This figure is calculated by totaling a fund's assets

which includes securities, cash and any accrued earnings, subtracting this from the fund's liabilities and dividing this total by the number of shares outstanding. This is calculated once a day based on the closing price for each security in the fund's portfolio. (See below.) 
$$\frac{[(\text{Total assets}) - (\text{Liabilities})]}{(\text{Number of shares outstanding})}$$

**No Load Fund** - A mutual fund which does not levy a sales charge on the purchase of its shares.

**Nominal Yield** - The stated rate of interest that a bond pays its current owner, based on par value of the security. It is also known as the "coupon," "coupon rate," or "interest rate."

**Offer** - An indicated price at which market participants are willing to sell a security or commodity. Also referred to as the "Ask price."

**Par** - Face value or principal value of a bond, typically \$1,000 per bond.

**Positive Yield Curve** - A chart formation that illustrates short-term securities having lower yields than long-term securities.

**Premium** - The amount by which the price paid for a security exceeds the security's par value.

**Prime Rate** - A preferred interest rate charged by commercial banks to their most creditworthy customers. Many interest rates are keyed to this rate.

**Principal** - The face value or par value of a debt instrument. Also may refer to the amount of capital invested in a given security.

**Prospectus** - A legal document that must be provided to any prospective purchaser of a new securities offering registered with the SEC. This can include information on the issuer, the issuer's business, the proposed use of proceeds, the experience of the issuer's management and certain certified financial statements.

**Prudent Person Rule** - An investment standard outlining the fiduciary responsibilities of public funds investors relating to investment practices.

**Regular Way Delivery** - Securities settlement that calls for delivery and payment on the third business day following the trade date (T+3); payment on a T+1 basis is currently under consideration. Mutual funds are settled on a same day basis; government securities are settled on the next business day.

**Reinvestment Risk** - The risk that a fixed-income investor will be unable to reinvest income proceeds from a security holding at the same rate of return currently generated by that holding.

**Repurchase Agreement (repo or RP)** - An agreement of one party to sell securities at a specified price to a second party and a simultaneous agreement of the first party to repurchase the securities at a specified price or at a specified later date.

**Reverse Repurchase Agreement (Reverse Repo)** - An agreement of one party to purchase securities at a specified price from a second party and a simultaneous agreement by the first party to resell the securities at a specified price to the second party on demand or at a specified date.

**Rule 2a-7 of the Investment Company Act** - Applies to all money market mutual funds and mandates such funds to maintain certain standards, including a 13-month maturity limit and a 90-day average maturity on investments, to help maintain a constant net asset value of one dollar (\$1.00).

**Safekeeping** - Holding of assets (e.g., securities) by a financial institution.

**Serial Bond** - A bond issue, usually of a municipality, with various maturity dates scheduled at regular intervals until the entire issue is retired.

**Sinking Fund** - Money accumulated on a regular basis in a separate custodial account that is used to redeem debt securities or preferred stock issues.

**Swap** - Trading one asset for another.

**Term Bond** - Bonds comprising a large part or all of a particular issue which come due in a single maturity. The issuer usually agrees to make periodic payments into a sinking fund for mandatory redemption of term bonds before maturity.

**Total Return** - The sum of all investment income plus changes in the capital value of the portfolio. For mutual funds, return on an investment is composed of share price appreciation plus any realized dividends or capital gains. This is calculated by taking the following components during a certain time period.  
 $(\text{Price Appreciation}) + (\text{Dividends paid}) + (\text{Capital gains}) = \text{Total Return}$

**Treasury Bills** - Short-term U.S. government non-interest bearing debt securities with maturities of no longer than one year and issued in minimum denominations of \$10,000. Auctions of three- and six-month bills are weekly, while auctions of one-year bills are monthly. The yields on these bills are monitored closely in the money markets for signs of interest rate trends.

**Treasury Notes** - Intermediate U.S. government debt securities with maturities of one to 10 years and issued in denominations ranging from \$1,000 to \$1 million or more.

**Treasury Bonds** - Long-term U.S. government debt securities with maturities of ten years or longer and issued in minimum denominations of \$1,000. Currently, the longest outstanding maturity for such securities is 30 years.

**Uniform Net Capital Rule** - SEC Rule 15C3-1 outlining capital requirements for broker/dealers.

**Volatility** - A degree of fluctuation in the price and valuation of securities.

**"Volatility Risk" Rating** - A rating system to clearly indicate the level of volatility and other non-credit risks associated with securities and certain bond funds. The ratings for bond funds range from those that have extremely low sensitivity to changing market conditions and offer the greatest stability of the returns ("aaa" by S&P; "V-1" by Fitch) to those that are highly sensitive with currently identifiable market volatility risk ("ccc-" by S&P, "V-10" by Fitch).

**Weighted Average Maturity (WAM)** - The average maturity of all the securities that comprise a portfolio. According to SEC rule 2a-7, the WAM for SEC registered money market mutual funds may not exceed 90 days and no one security may have a maturity that exceeds 397 days.

**When Issued (WI)** - A conditional transaction in which an authorized new security has not been issued. All "when issued" transactions are settled when the actual security is issued.

**Yield** - The current rate of return on an investment security generally expressed as a percentage of the security's current price.

**Yield-to-call (YTC)** - The rate of return an investor earns from a bond assuming the bond is redeemed (called) prior to its nominal maturity date.  
**Yield Curve** - A graphic representation that depicts the relationship at a given point in time between yields and maturity for bonds that are identical in every way except maturity. A normal yield curve may be alternatively referred to as a positive yield curve.

**Yield-to-maturity** - The rate of return yielded by a debt security held to maturity when both interest payments and the investor's potential capital gain or loss are included in the calculation of return.

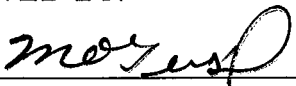
**Zero-coupon Securities** - Security that is issued at a discount and makes no periodic interest payments. The rate of return consists of a gradual accretion of the principal of the security and is payable at par upon maturity.

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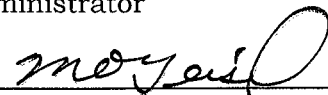
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Department Head/Director/Council Committee (if applicable)

\_\_\_\_\_  
Date

APPROVED BY:

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

6/3/2019  
\_\_\_\_\_  
Date

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

6/3/2019  
\_\_\_\_\_  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>FINANCE AND ADMINISTRATION</b>	<b>NO.</b>	<b>15</b>
<b>SUBJECT</b> <b>Credit Card Policy</b>	<b>INDEX</b>	<b>FA</b>
<b>DATE</b> <b>ISSUED</b>	<b>DATE</b> <b>REVISED</b>	
10/5/16		

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POLICY:

**CITY CREDIT CARD CARDHOLDER AGREEMENT**

**Introduction**

The City credit card is a purchase card system benefiting the City and the cardholder through prompt payment to suppliers and delegates responsibility for low value purchase authority to those making the commitment.

**Policy**

Credit cards are issued at the discretion of the City to current employees who are granted a formal delegation of City purchasing authority and elected officials who are granted a formal delegation of City purchasing authority. Delegation of City purchasing authority governs the use of the credit card as a tool for purchasing materials and services for less than \$5,000. The cardholder agrees to comply with all applicable City policies and procedures and this Cardholder agreement. When signed and accepted, this form acts to assign the formal delegation of purchase authority to a current City employee or City officer to execute credit card purchases.

**Compliance with Policy, Violations and Consequences**

Employee violations to this agreement or to any policy regarding the purchase of goods or services will be investigated and may result in either one or more of the following actions: written warning, revocation of credit card privileges, cancellation of delegation of purchasing authority, disciplinary action, and termination and/or criminal prosecution. Human error and extraordinary circumstances may be taken into consideration when investigating any violation to this agreement.

The City Administrator and the Finance Department have the authority to investigate and to determine whether a violation of procurement policy has occurred, and to recommend actions that may be taken because of such determinations. The City will consider the facts and circumstances of each

incident, and will take action as deemed appropriate, and as permitted by applicable law and/or City policy.

Credit Card violations include but are not limited to:

- Purchase of items for personal use
- Purchase of items in violation of the City travel policy
- Use of the credit card for cash advances
- Exceeding authorized credit line limit
- Use of the credit card for purchases of more than \$5,000 by splitting purchases into more than one transaction
- Failure to return the credit card when an employee is re-assigned, terminated, or upon request
- Failure to return the credit card when City member resigns, is no longer in office, or upon request
- Failure to turn in packing slips, receipts, or other back up documentation to the City bookkeeper within 30 days of the purchase for the purpose of establishing accountable reconciliation procedures

### **Ownership and Cancellation of the Credit Card**

The credit card remains property of the Bank. The Cardholder is accountable for the activity on the card. The bank or City may suspend or cancel Cardholder privileges at any time for any reason. The Cardholder will surrender the credit card upon request to City or any authorized agent of the Bank.

### **Spending Limits**

Each credit card has a pre-set limit that may not be exceeded under any circumstances.

### **Receipts**

It is the Cardholder's responsibility to obtain transaction receipts from the merchant each time the credit card is used. Individual transaction receipts are to be attached to periodic statements and submitted to the Finance Department. The Finance Department will be responsible for review and approval of periodic statements. The City must keep statement data and proof of reconciliation, including receipts and packing slips, on file for a period consistent with the record retention requirements of the law.

### **Disputed Items**

It is the Cardholder's responsibility to follow-up on any erroneous charges, returns or adjustments to ensure proper credit is given on subsequent statements.

### **Protecting the Credit Card**

The credit card is valuable property which requires proper treatment by the Cardholder to protect it from misuse by unauthorized parties.

### **Validation and Safekeeping**

Sign the credit card immediately upon receipt. The credit card should always be treated with the same care as personal credit cards, bankcards, cash and checks. Keep your card(s) in an accessible, but secure location. When using the credit card for interne purchases, cardholders should ensure that the site utilizes industry recognized encryption transmission tools.

When the expiration date is passed and/or after you have received a new credit card, cut the old credit card in half and dispose of it. Make sure the credit card is returned to you after each charge and verify that the returned credit card has your name on it.

### **Lost or Stolen Credit Cards**

If the credit card is lost or stolen, notify the Finance Director and call the Bank's 24-hour toll-free number immediately.

### **GENERAL**

Employees must receive approval from the City to have permission to use City's credit cards.

The credit card may be used by City employees who have authority to buy goods and services on behalf of City.

The City Administrator is authorized to issue credit cards to employees.

Each credit card bears the Cardholder's name but is actually issued to City, which is responsible for making prompt payment to the Bank. However, Cardholders are responsible for ensuring proper use of the card.

The Finance Department helps ensure the proper use of credit cards by overseeing City implementation and use of the card.

### **CARDHOLDERS**

Cardholders must use the card responsibly and in accordance with this policy.

#### **Cardholder responsibilities include:**

- Purchasing items for City business use only
- Purchasing only goods and services that are in accordance with City policies
- Keeping all individual purchases to less than \$5,000
- Returning the Credit Card to the Finance Department and privilege of its use upon leaving City the position which entitled use of the card or upon ending employment with City, or upon request of the Finance Department
- Forwarding purchasing documents, such as sales receipts, to the Finance Department



**Finance Department**

The Finance Department is responsible for:

- Ensuring that these procedures are in place for all cards before employees or elected officials are given card privileges
- Timely reconciliation
- Appropriate record keeping
- Handling these administrative duties:
  - Knowing the credit card limitations and restrictions
  - Developing and implementing internal procedures that govern City use of the credit cards
  - Sharing new program information with cardholders
  - Answering cardholder questions about use of cards
  - Monitoring card usage to ensure that City policies, and internal policies and procedures are being allowed
  - Assigning credit card privileges to employees and elected officials
  - Requesting new cards from the Bank
  - Terminating accounts and inactive cards and individual authority to use cards

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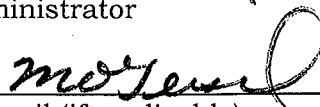
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Department Head/Director/Council Committee (if applicable)

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Date

APPROVED BY:

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

6/3/2019  
\_\_\_\_\_  
Date

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

6/3/2019  
\_\_\_\_\_  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>FINANCE AND ADMINISTRATION</b>	<b>NO.</b>	<b>16</b>
<b>SUBJECT</b> <b>Communications Policy</b>	<b>INDEX</b>	<b>FA</b>
<b>DATE</b>	<b>DATE</b>	
<b>ISSUED</b> <b>4/10/15</b>	<b>REVISED</b>	<b>6/3/19</b>

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**POLICY:**

This policy is to outline organizational communication procedures within the City of Chesterfield to include communication with the City's elected officials, the public, the media and internally.

The ultimate decision on all organizational communications rest with the City Administrator. The City Administrator has responsibility for managing the day-to-day communications and public relations efforts of the City and may delegate certain responsibilities to the Communications Specialist. All matters relating to Police business should be directed to the Police Media Relations Officer or the Chief of Police.

Media Relations

It is the responsibility of the City Administrator to see that a current media relations contact group is maintained for regional media and for West County media outlets. The person in this position shall act as the liaison to the media, handling incoming requests for inquiries and interviews. The City Administrator provides or directs the media to appropriate information sources for stories and assists in preparing messaging as requested. Persons on the City's Management Team who have been contacted directly by the media for an article should ensure the City Administrator is aware of this contact and the information that was provided.

The City Administrator will serve as the spokesperson for the City on most city-wide issues unless another Management Team member has more knowledge on the subject matter and can address the inquiry or provide the interview.

Elected Officials, if/when contacted by the media, can choose to respond directly as they deem necessary/appropriate. Elected Officials are urged to share the nature/substance of each contact with the City Administrator to ensure internal coordination and common responses. Should Elected Officials have any

questions or want/need additional information before responding, they are urged to contact the City Administrator or the appropriate member of the Management Team who has the most knowledge/expertise regarding the topic area.

The City Administrator or his/her designee will have final responsibility for media releases being sent to the relevant media outlets and posting them on the City's web site, e-mail the release to the web- mail group requesting to receive this information and send to or post on other mediums of communications as necessary.

The City Administrator will assist with crisis situation communications as necessary which fall outside the area of Police responsibility.

#### Communications with Elected Officials and. City Committees/Commissions

Members of the Management Team may communicate directly with Elected Officials regarding City business and, for anything other than general inquiries, should make the City Administrator aware of this communication.

Members of the Management Team and/or the staff liaisons to the City Council Committees and City Volunteer Committees may communicate directly with these respective groups regarding City business and as it relates to their respective Committee/Commissions/Task Forces.

It is important to keep City Councilmembers informed of any major projects or initiatives underway within City operations. A weekly e-mail newsletter is sent each Monday to all Councilmembers and City Staff with updates on meetings and events for the coming week.

#### Communicating with the Public

At the directive of the City Administrator, all inquiries by the public and/or residents should be addressed within 24 hours or the next business day. If an inquiry will take a longer amount of time to gather the information or requires a Sunshine Law request, this should be acknowledged to the requestor as soon as possible, providing the amount of anticipated time to respond to the inquiry.

As required by Missouri State Statute, all meetings held by City Council, Council Committees, and statutory Committees are public and shall be posted with at least 24 hours advance notice of the agenda. Meeting dates and times are available on the City's web site and also in weekly email communications.

The Customer Service staff is the City's front-line of communications for resident and customer inquiries, whether in person or via phone. They should be as knowledgeable as possible on a variety of subjects and events regarding City

operations. Should the inquiry require a more in-depth response, CSRs are to send the inquiry to the appropriate staff person within the department to handle the inquiry. The City's Planner of the Day (POD) staff shall answer inquiries related to planning and development.

All inquiries from the media coming in through the City's main number of 636-537-4000 should be sent to the City Administrator or Communications Specialist for further handling.

The City shall publish *The Chesterfield Citizen* newsletter in print and electronic form four times annually and mail to all residents and businesses within the City of Chesterfield. Residents may sign up to receive a variety of e-mail communications through the City's web mail service or follow the City, the Parks Division, the Chesterfield Amphitheater or the Police Department on a variety of social media platforms, including but not limited to Facebook and Twitter.

The City's web site is meant to provide as much information as possible to the residents and businesses of Chesterfield. Each division shall have a staff member responsible for updating their respective content, with editing rights for the entire site resting with the IT Manager and the City Administrator. Staff should check the site frequently to ensure the content is current.

In the event that a road closure or other construction will impact a neighborhood long-term, the residents will be notified by mail through the Public Service Department. Prior to construction season in the spring, residents impacted by planned construction work are sent a packet of information explaining the construction project, a plan showing where the work will take place, and a hold harmless agreement if they have an in ground irrigation system. Additionally, approximately a week before construction begins, a letter is placed on a step stake at each house affected, notifying them of a meeting on the street to explain the work schedule and what to expect during construction. Residents can also refer to the City's web site, which has weekly updates and the progress of the work.

Missouri River Flood-Watch and other emergency communications regarding potential flood or high-water events shall be administered through the Director of Public Services with assistance from the City Administrator as requested. Residents and business persons may sign up to receive this information via e-mail through the City's web site, or as otherwise requested.

#### Service Requests/Work Orders

The City shall maintain a Work Order Database in which all requests for services are entered, including the date, time, name, address, phone number and/or e-mail, the nature of the problem and the status of the response. Customer Service

Staff and Public Services Staff shall have access to this database for which to enter and respond to the request. Each Department should regularly monitor all Request for Actions (RFAs) to ensure a timely and appropriate response.

Internal Communications

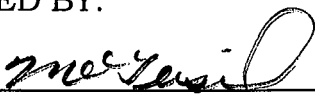
City staff will be provided information on meetings and events weekly via an e-newsletter; a monthly employee newsletter, *City Scope*; provided hard-copies of the quarterly *Citizen* newsletter and receive updates via e-mail on topics of timely interest including, but not limited to emergency situations, adverse weather, and road closures. Supervisors are responsible for disseminating e-mail communications to those employees who do not have regular e-mail access to the City's e-mail system. City Hall staff may also be alerted by the paging feature on the desk phones in an emergency event involving the City Hall facility.

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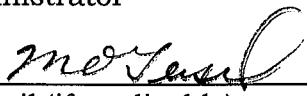
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Department Head/Director/Council Committee (if applicable)

\_\_\_\_\_  
Date

APPROVED BY:

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

6/3/2019  
Date

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

6/3/2019  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>FINANCE AND ADMINISTRATION</b>	<b>NO.</b>	<b>17</b>	
<b>SUBJECT</b>	<b>City Administrator's Evaluation Form</b>	<b>INDEX</b>	<b>FA</b>
<b>DATE ISSUED</b>	<b>8/16/99</b>	<b>DATE REVISED</b>	

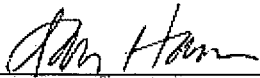
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**POLICY:**

The attached form is used for the City Administrator's evaluation. The process for the City Administrator is as follows:

1. The City Administrator issues the evaluation forms to the City Council by November 1 each year.
2. The Chairperson of the Finance and Administration Committee collects the forms.
3. The Mayor, Chairman of the Finance and Administration Committee, and the President Pro Tem meet with the City Administrator to review the evaluation results.

**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**

<b>FINANCE AND ADMINISTRATION</b>	<b>NO.</b>	<b>18</b>	
<b>SUBJECT</b>	<b>Requests for Additional Staff</b>	<b>INDEX</b>	<b>FA</b>
<b>DATE ISSUED</b>	<b>8/16/99</b>	<b>DATE REVISED</b>	

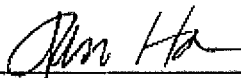
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**POLICY:**

Requests for additional staffing must go through a two-step process, as described below:

1. Requests are reviewed/approved by the appropriate Committee of City Council to determine need.
2. The request is then forwarded to the Finance and Administration Committee, for discussion of implications, both to the current budget and the Five-Year Budget.
3. The request is then forwarded to City Council, along with the recommendations of both Committees, for a final decision on funding.

**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**

<b>FINANCE AND ADMINISTRATION</b>		<b>NO.</b>	<b>19</b>
<b>SUBJECT</b>	<b>Recruitment &amp; Equal Employment Opportunity Plan</b>	<b>INDEX</b>	<b>FA</b>
<b>DATE ISSUED</b>	<b>10/7/02</b>	<b>DATE REVISED</b>	<b>6/3/19</b>

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**STATEMENT OF POLICY:**

The City of Chesterfield ("the City") provides equal employment opportunity to all employees and applicants and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristics protected by federal, state, or local laws. The City complies with applicable federal, state, and local nondiscrimination requirements at every location in which the City operates and/or has facilities. The Equal Employment Opportunity Policy applies to all terms and conditions of employment including but not limited to the following: recruiting; hiring; placement; promotion; termination; layoff; recall; transfer; leaves of absence; compensation; and City sponsored training, education, social, and recreational programs.

Pursuant to these policies, the City will base its employment decisions solely upon an individual's qualifications for the position being filled. Likewise, the City will make promotion decisions only on an individual's previous performance and qualifications as related to the requirements of the position being considered.

The City's personnel policies shall support the needs of persons with qualified disabilities and protected veteran status; the City will reasonably accommodate qualified individuals so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to the City.

The Equal Employment Opportunity Policy ensures that all terms and conditions related to employment matters (such as recruiting, hiring, placement, training, promotion, termination, etc.) will be administered solely based on an individual's qualifications and provided without regard to any characteristics protected by law including but not limited to race, color, religion, age, sex, national origin,



disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, etc.

#### STATEMENT OF RESPONSIBILITY

The Finance Director (the "Director") shall be responsible for overseeing the implementation of the Equal Employment Opportunity Policy (the "Policy"). The Director may issue instructions to clarify or facilitate implementation and enforcement of this Policy. If there is a violation of the Policy by an employee, the Director shall notify the appropriate Department Head who shall take disciplinary action as appropriate. The Director is accountable to the City Administrator for all aspects of this Policy. In addition to overseeing the Policy, the Director shall have the following responsibilities:

- A. Coordinate overall compliance with the City's Equal Employment Opportunity Policy
- B. Evaluate the job requirements and hiring criteria for all positions in the City to ensure no discriminatory practices exist.
- C. Review the requirements for promotions for all positions and the qualification of employees in each position to ensure that members of the protected classes are given equal opportunity for advancement and promotion.
- D. Prepare and file the required Equal Employment Opportunity (EEO) reports.
- E. Serve as liaison between the City and other equal opportunity enforcement agencies, such as minority and women's organizations.
- F. Ensure that EEO posters are properly displayed, that facilities are desegregated and in fact accessible to all employees, and ensure that minority, female and persons with disabilities and veterans are encouraged to participate in all City education, training, recreational and social activities.
- G. Receive, investigate, and attempt conciliation of complaints of discrimination filed by employees or applicants as outlined in the COMPLAINT PROCEDURE section of this Policy.

#### COMMUNICATION OF POLICY

In order to adequately determine the City's Policy of equal opportunity in employment, the City will:

- 1) Have the policy publicized in available media.
- 2) Conduct meetings with all Department Heads to explain the intent of the Policy and individual responsibility for effective implementation: where advisable schedule meetings with other employees to discuss the Policy and explain individual employee responsibilities,
- 3) Ensure that the Policy is thoroughly discussed in both employee orientation and training programs,
- 4) Provide Department Heads and supervisors and all employees engaged in recruiting, hiring, discharging or in any other means or manner controlling or affecting terms or conditions of employment with a copy of the City's Policy. The City will post EEO posters in conspicuous places in the City.

## RECRUITMENT

The City will select employees on the basis of their qualifications, abilities and potential without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

Qualifications as evidenced by education, training, experience, skill, and potential shall continue to be the determining criteria.

The City will review its employment practices to assure it is providing for the employment and advancement of qualified individuals with disabilities. Based upon the findings of such reviews, the City will undertake appropriate outreach and positive recruitment activities.

The City agrees to identify itself as an Equal Employment Employer in all employment advertising. Job examinations shall be used only to measure knowledge, skills and abilities necessary to perform specifically defined job-related functions.

## HIRING PROCESS

All job openings shall be posted at City Hall and on all designated City bulletin boards for a minimum of five (5) days.

Any individual contacting the City in person for employment will be authorized to file an application *if vacancies exist at that time*. Employment applications submitted by such persons will be reviewed by the City and will be either acted upon or held in the file for consideration for other appropriate positions as may become available or for further evidence of qualifications.

No employee shall be discouraged or prevented from applying for any vacancy for which he/she is qualified. Education, past work experience and experience gained in employment with the City shall be considered when evaluating an employee's qualifications for promotion. Department Heads and supervisors shall encourage all employees (who have increased their skills and job potential) to apply and compete for promotions.

## QUALIFICATIONS FOR EMPLOYMENT

The City will continue to review its current job qualifications, including all mental and physical qualifications, to ensure that they are validly related to the requirements of the job. In addition, all employees involved in interviewing applicants shall be trained to evaluate the applicant's ability and potential to perform the job for which the applicant has applied. Also, employees shall know the job requirements as defined in the City's job descriptions so that selection will be based primarily on relevant, objective standards.

## TRAINING AND EVALUATION

The City will identify through internal announcement any new or proposed training programs and will encourage all employees to participate in training programs in which the City is engaged.

All such training and educational programs will be conducted in a manner to assure that qualified candidates are given an equal opportunity to participate.

Employees will be advanced and promoted at all levels solely on the basis of the individual's performance, achievements, ability and potential.

The City will appraise all employees, including minority group, female, disabled and veteran employees, who appear to have potential for advancement into supervisory and management positions.

## COMPENSATION AND EMPLOYEE BENEFITS

All employee benefits and compensation programs are administered without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristics protected by federal, state, or local laws. Any compensation paid to qualified disabled workers, disabled veterans or veterans of the Vietnam era shall not be reduced because of any disability income, pension or other benefit the employee or applicant receives from another source.

## COMPLAINT PROCEDURE

Any employee who wants to submit a complaint alleging discrimination relative to salary, benefits, hiring, promotion, termination, discipline or any other term or condition of employment should use the complaint procedure as set forth in this Section:

- A. Any complaint alleging discrimination relative to any term or condition of employment should be submitted to the Finance Director, 690 Chesterfield Parkway West, Chesterfield, MO 63017.
- B. Any such complaint should be filed in writing and include the name, address and telephone number of the person filing it, and including specific facts upon which the claimed discrimination is based.
- C. Any complaints should be filed within ten (10) calendar days after the occurrence of the facts giving rise to any alleged discrimination.
- D. A prompt investigation shall follow the filing of any complaint. The investigation shall be informal, provided however; any interested person shall be provided the opportunity to submit evidence relevant to the complaint.
- E. The Finance Director shall issue a written determination following the investigation, as to the merits of the complaint and the proposed resolution, if any. The written determination shall be issued within thirty (30) calendar days after filing of the complaint unless both parties agree to an extension.
- F. If the complainant is dissatisfied with the written determination or recommended resolution of the complaint, a request for reconsideration may be filed with the City Administrator within ten (10) calendar days following receipt of the determination issued by the Finance Director.
- G. Upon filing of any request for reconsideration, the City Administrator shall issue a written determination as to the merits of the complaint and the proposed resolution, if any, within twenty (20) calendar days of the filing of the request for reconsideration. The City Administrator's determination shall be final.

No employee shall be subject to disciplinary action, reduction of employment status or benefits, discrimination in employment, promotion, wages or transfer as a result of filing a complaint under this Policy.

FACILITIES AND ACTIVITIES

All City facilities are maintained and will continue to be maintained on a non-segregated basis without regard to race, color, religion, age, national origin or disability and shall be accessible as soon as practicable to all City workers with disabilities on a nondiscriminatory basis, as are City sponsored employee recreational or social activities, The City will continue its interest in community and industry programs designed to promote equal opportunity for all employees.

RECOMMENDED BY:

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

\_\_\_\_\_  
Date

APPROVED BY:

*M. J. Seisel*  
City Administrator

*6/3/2019*  
Date

*M. J. Seisel*  
City Council (if applicable)

*6/3/2019*  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>FINANCE AND ADMINISTRATION</b>	<b>NO.</b>	<b>20</b>
<b>SUBJECT</b> <b>Pay Plan Administration</b>	<b>INDEX</b>	<b>FA</b>
<b>DATE</b> <b>7/18/02</b>	<b>DATE</b>	
<b>ISSUED</b>	<b>REVISED</b>	<b>8/31/21</b>

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**POLICY:**

**As reflected in Resolution #443 and as provided in the City's Salary Administration Manual.**

**Annual Adjustment of Compensation Classification Ranges for Non-FOP employees**

An annual uniform adjustment will be made to the compensation classification ranges based upon the All Urban Consumers (CPI-U) <https://data.bls.gov/cgi-bin/surveymost?cu>, Midwest region, All items CUUR0200SA0, not seasonally adjusted, one-year recorded percent index change over the previous year, as reported for June in the prior calendar year. To ensure that the minimum and maximum value of the pay levels reflect the current market value of city jobs and the movement of salaries in comparable labor markets, the compensation plan ranges shall be adjusted annually, in January, immediately after distribution of the annual merit increases, if applicable. Individual salary increases will not occur as a result of this range adjustment process, unless the salary of an employee is beneath the minimum salary for his/her position after any merit increase has been awarded. In any year where the CPI is zero or less, there will be no adjustment to salary ranges the following year. However, in any given year, the annual compensation plan adjustment is limited to a value that shall not exceed 75% of the merit pool approved by City Council. This limitation is essential to preserve separation between existing employees and new hires.

**Determination of Annual Budget for Performance Based (Merit) Increases**


The Finance and Administration Committee of Council will annually make a recommendation to the full City Council with regard to what amount to budget for performance based compensation adjustments in the upcoming budget. Staff will provide information to the Finance and Administration Committee including but not limited to; CPI, Cost of Labor indexes, and City Revenues such that the Committee can provide the recommendation for the value of the merit pool budget.

Should the City Council elect to fund an annual merit increase, the amount allocated to the annual budget will be based on the following, and any other factors the Council chooses to consider.

- A) A percentage stipulated and approved by City Council based upon CPI, economic factors, and revenues available to the City.
- B) Actual salaries of all current and eligible employees who were on the payroll as of September 1 of current year. This will exclude the salaries of employees who are at the maximum of the range for their job position, but may include a dollar sum adjustment to account for employees who may be near the maximum salary for their respective range and otherwise eligible for less than the approved percentage that has been allocated to the annual budget.
- C) It is anticipated that any merit increase dollars not used for employees who may have left the payroll prior to September 1 of the following year will be sufficient to allow and award partial year increases for those employees who may join the payroll after September 1 of the current year.
- D) There will be no allocation made for vacant positions as of September 1st of the current year or positions that are forecast to be vacant or eliminated.

A dollar figure will be calculated based upon the above criteria, and this amount will be forwarded to the City Council as a recommended value to be included in the proposed budget.

RECOMMENDED BY:

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

8/9/2022  
\_\_\_\_\_  
Date

APPROVED BY:

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

8/9/2022  
\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>FINANCE AND ADMINISTRATION</b>	<b>NO.</b>	<b>21</b>
<b>SUBJECT LEAVE INCENTIVE PROGRAM</b>	<b>INDEX</b>	<b>FA</b>
<b>DATE ISSUED MAY 2000</b>	<b>DATE REVISED</b>	<b>12/20/21</b>

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In recognition of the importance of employee safety, both to the employee and the City, the Safety Committee established the Safety Incentive Program in the calendar year 2000. The Safety Committee has worked continuously to create incentives that would encourage safe employee behavior and reward those behaviors at some significant level. They have intended to create an incentive award, to be given to an exclusive group of employees who have achieved significant milestones for safe work and safe driving. The rewards require that employees be equally aware of their environment and personal behavior.

**SAFE DRIVER** – This award applies to designated full-time, permanent employees where driving is a significant portion of their daily job functions. Specifically, the following job categories are eligible:

- Police Officer
- Police Sergeant
- Police Lieutenant
- Police Captain
- Parks Maintenance Worker
- Sr. Parks Maintenance Worker
- Parks Maintenance Supervisor
- Street Maintenance Worker
- Sr. Street Maintenance Worker
- Street Maintenance Crew Leader
- Street Maintenance Supervisor
- Fleet Maintenance Mechanic
- Fleet Maintenance Team Leader
- Fleet Maintenance Supervisor
- Superintendent of Maintenance Operations
- Assistant Director-Parks, Rec. & Arts
- Sr. Engineering Construction Inspector
- Code Enforcement Inspector
- Project Manager
- City Arborist/Urban Forester



Building Maintenance Supervisor  
Assistant Building Maintenance Supervisor  
Building Maintenance Technician

**Qualification Criteria** - To receive the Safe Driver Award, the employee: 1. must be employed in a qualifying job function for the entire preceding 12-month period; 2. Must not have been the vehicle operator involved in any motor vehicle accident, regardless of cause, fault, or mitigating factors.

**Incentive Reward** – Employees awarded the Safe Driver Award will receive eight additional hours of vacation time. Such time will be credited to the employee’s accumulated vacation hours.

**SAFE WORKER** – This award applies to all full-time, permanent City employees. However, the period necessary to qualify for the Safe Worker Award varies by employee job classification due to actuarial risk factors and exposure.

This program shall not discourage any employee from submitting a Workers’ Comp claim if necessary. Any findings of such may result in disciplinary action for anyone involved. The City of Chesterfield requires employees to submit Workers Comp claims if an injury/illness occurs on the job.

The following table identifies the specific period necessary to qualify for each job classification:

Assistant to City Administrator/Deputy City Clerk	2 calendar years
Executive Assistant	2 calendar years
Finance Director	2 calendar years
Assistant Finance Director	2 calendar years
Accounting Clerk	2 calendar years
Senior Accountant	2 calendar years
Assistant Court Administrator	2 calendar years
Court Administrator	2 calendar years
Court Clerk	2 calendar years
Human Resource Manager	2 calendar years
Human Resource Generalist	2 calendar years
Business Assistant Coordinator	2 calendar years
Communications Specialist	2 calendar years
Assistant City Administrator	2 calendar years
City Clerk	2 calendar years
Customer Service Representative	2 calendar years
Information Technology Director	2 calendar years
Technical Operations Administrator	2 calendar years
Computer Programmer	2 calendar years

Application/Web Developer	2 calendar years
Information Technology Technician	2 calendar years
Police Chief	2 calendar years
Investigative Support Specialist	2 calendar years
Command Staff Coordinator	2 calendar years
Compliance & Accreditation Manager	2 calendar years
Records Clerk	2 calendar years
Parks, Recreation & Art Director	2 calendar years
Assistant Director of Parks, Recreation, Arts	2 calendar years
Superintendent of Recreation Operations	2 calendar years
Superintendent of Arts & Entertainment	2 calendar years
Superintendent of Sports & Wellness	2 calendar years
City Arborist/Urban Forester	2 calendar years
Forestry Technician	2 calendar years
Recreation Manager	2 calendar years
Recreation Supervisor	2 calendar years
Recreation Specialist	2 calendar years
Sr. Recreation Specialist	2 calendar years
Recreation Aide	2 calendar years
Director of Public Services	2 calendar years
Director of Planning	2 calendar years
Assistant City Planner	2 calendar years
Planner	2 calendar years
Planning Technician	2 calendar years
Office Manager-Planning	2 calendar years
Public Works Director - City Engineer	2 calendar years
Assistant City Engineer	2 calendar years
Sr. Civil Engineer	2 calendar years
Civil Engineer	2 calendar years
Superintendent of Maintenance Operations	2 calendar years
Lead GIS Analyst – CAD Technician	2 calendar years
GIS Analyst- CAD Technician	2 calendar years
GIS Administrator	2 calendar years
City Administrator	2 calendar years
Police Captain	1 calendar year
Police Lieutenant	1 calendar year
Police Sergeant	1 calendar year
Police Officer	1 calendar year
Parks Maintenance Worker	1 calendar year
Sr. Parks Maintenance Worker	1 calendar year
Parks Maintenance Supervisor	1 calendar year
Facility Attendant	1 calendar year
Code Enforcement Inspector	1 calendar year
Project Manager	1 calendar year
Sr. Engineering Construction Inspector	1 calendar year

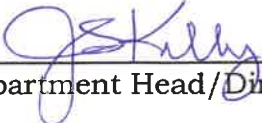
Building Maintenance Supervisor	1 calendar year
Asst. Building Maintenance Supervisor	1 calendar year
Building Attendant	1 calendar year
Building Maintenance Technician	1 calendar year
Street Maintenance Worker	1 calendar year
Sr. Street Maintenance Worker	1 calendar year
Street Maintenance Crew Leader	1 calendar year
Street Maintenance Supervisor	1 calendar year
Fleet Maintenance Mechanic	1 calendar year
Fleet Maintenance Team Leader	1 calendar year
Fleet Maintenance Supervisor	1 calendar year

**Qualification Criteria** – - To receive the Safe Worker Award, the employee must have been employed in a qualifying job function for the entire preceding 12-month period, neither suffered nor contributed to an on-duty injury of another person, and where medical treatment was sought or resulted in any time away from the workplace.

It should be emphasized and re-stated that all injuries, however minor, must be reported to the employee’s supervisor. Supervisors are responsible for evaluating the environment and circumstances of each injury occurrence to determine if corrective actions or procedures are to be initiated.

**Incentive Reward** –Employees who are awarded the Safe Worker Award will receive eight additional hours of vacation time. Such time will be credited to the employee’s accumulated vacation hours.

RECOMMENDED BY:

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

8/9/2022  
 \_\_\_\_\_  
 Date

APPROVED BY:

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

8/9/2022  
 \_\_\_\_\_  
 Date

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

\_\_\_\_\_  
 Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>FINANCE AND ADMINISTRATION</b>	<b>NO.</b>	<b>22</b>	
<b>SUBJECT</b>	<b>Meal Reimbursement Policy</b>	<b>INDEX</b>	<b>FA</b>
<b>DATE</b>		<b>DATE</b>	
<b>ISSUED</b>	<b>12/28/11</b>	<b>REVISED</b>	<b>1/16/14</b>

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**POLICY:**

For meetings and conferences held outside the metropolitan area or at such a distance that overnight lodging is required and approved by the City Administrator, employees and City Officials will be reimbursed for meals, unless charged directly to the City (see below). Reimbursement shall be made for the employee's expenses up to the regular federal per diem rate and only when properly receipted.

The City Administrator and all members of the Management Team shall receive reimbursement for receipted and/or non-receipted meal expenses, up to the regular federal per diem rate per day. Any such expenses charged to the City shall be subtracted from the per diem amount for which the employee is otherwise eligible. Members of the Management Team shall be eligible for either a per diem or the ability to charge meal expenses up to the federal per diem rate, but not both. Should the daily per diem be exceeded, the employee could still be reimbursed, provided he/she does NOT exceed the total per diem allowed for the conference (Total # days X daily per diem). The regular federal per diem rate can be found in IRS publication 1542. Some locations have a higher federal per diem rate and those higher rates can be used with prior approval from the City Administrator. The Finance Department will research the federal per diem rate upon request.

If the city is paying for any of the employee's meals as part of the registration fee or overall package for the trip, a deduction shall be made in the daily travel per diem request. For each meal included in the trip package, the travel per diem rate for the day of the meal shall be reduced by 25%.

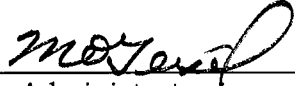
Employees shall be reimbursed for only those meals/mealtimes occurring within the time the employee is in travel status. For example, employees shall be paid only up to one-half of the daily per diem amount for the day they leave on the trip if they leave after 1:00 p.m. or the day they return from a trip if they return prior to 5:00 p.m.


RECOMMENDED BY:

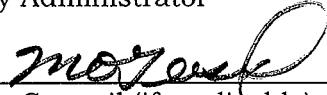
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Department Head/Director/Council Committee (if applicable)

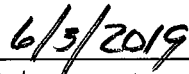
\_\_\_\_\_  
Date

APPROVED BY:

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

  
\_\_\_\_\_  
Date

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

  
\_\_\_\_\_  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>FINANCE AND ADMINISTRATION</b>	<b>NO.</b>	<b>23</b>
<b>SUBJECT</b> <b>Flowers/Contributions</b>	<b>INDEX</b>	<b>FA</b>
<b>DATE</b>	<b>DATE</b>	<b>11/26/12</b>
<b>ISSUED</b> <b>6/19/95</b>	<b>REVISED</b>	<b>6/3/19</b>

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**POLICY:**

The City of Chesterfield will purchase flowers in the amount of \$50 PLUS delivery or send \$50 memorial contribution on behalf of the City and all its officials, employees, and reserve officers when an immediate family member of the official, employee, reserve officer or spouse of same passes away. Immediate family is defined as parents, spouse, children, siblings, or grandparents, including any great, step or in-law relationships and any relative permanently residing in the same home as the official, employee, or reserve officers. Flowers will also be sent to hospitalized officials, employees, or reserve officers or their immediate family at the discretion of the management in such instances.

All flowers or contributions will be coordinated by the Employee Services Administrator and charged to the Central Services account 001-036-5225.

**RECOMMENDED BY:**


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

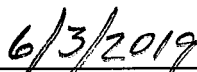
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Date

**APPROVED BY:**

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

  
\_\_\_\_\_  
Date

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

  
\_\_\_\_\_  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>FINANCE AND ADMINISTRATION</b>	<b>NO.</b>	<b>24</b>
<b>SUBJECT</b> <b>Temporary Liquor Licenses</b>	<b>INDEX</b>	<b>FA</b>
<b>DATE</b> <b>ISSUED</b> <b>11/17/97</b>	<b>DATE</b> <b>REVISED</b>	

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**POLICY:**

Staff has the ability to approve temporary liquor licenses.

**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**

<b>FINANCE AND ADMINISTRATION</b>	<b>NO.</b>	<b>25</b>
<b>SUBJECT</b> <b>Posting of Illegal Signs</b>	<b>INDEX</b>	<b>FA</b>
<b>DATE</b>	<b>DATE</b>	
<b>ISSUED</b> <b>2/18/98</b>	<b>REVISED</b>	


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**POLICY:**

Staff is to notify utility companies with regard to the posting of illegal signs. If the signs are not removed in a couple of days, Staff will remove and destroy the signs. If Staff is not available to remove the signs, community service workers can be used where possible. Letters will be written to first-time offenders. On the second offense, pictures are to be taken and forwarded to the Prosecuting Attorney.

**RECOMMENDED BY:**

 _____	<u>3/5/99</u> _____
Department Head/Director/Council Committee (if applicable)	Date

**APPROVED BY:**

_____	_____
City Administrator	Date

_____	_____
City Council (if applicable)	Date



**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>FINANCE AND ADMINISTRATION</b>	<b>NO.</b>	<b>26</b>	
<b>SUBJECT</b>	<b>Internet Links from City's Public Website</b>	<b>INDEX</b>	<b>FA</b>
<b>DATE ISSUED</b>	<b>5/7/01</b>	<b>DATE REVISED</b>	<b>12/6/01</b>

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**POLICY:**

The City of Chesterfield provides a website to publish, electronically, information to internet users about the benefits and opportunities afforded within the community to citizens and visitors. Examples of such items include messages from City officials, Council meeting agendas and minutes, job opportunities with and items out to bid for the City of Chesterfield, the City's Mission Statement, a calendar of events, the City's Municipal Code, and similar information.

Links from the City's internet home page will be limited to schools, utilities, transportation, newspapers, libraries, weather, governments, the Chesterfield Chamber and other similar information that does not state an individual or group's personal opinion or personal information other than by City Municipal elected officials. Restaurants, hotels, and other such businesses should have links from other web sites, such as the Chamber, and should not be included on the City's web page. A disclaimer shall be included, indicating that the City does not endorse these organizations but they are linked for informational purposes only.

Staff shall review and approve any addition to the existing list, based on the above guidelines.

**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**

**FINANCE AND ADMINISTRATION**

**No. 27**

**SUBJECT: PUBLIC PURPOSE**

**INDEX: FA**

**DATE ISSUED: 5/20/2021**

**DATE**

**REVISED: N/A**

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**PURPOSE STATEMENT:**

*Missouri Constitution Article VI, Sections 23 and 25 set constitutional limitations on the use and grant of public funds and resources by the City of Chesterfield (the "City"). City expenditures of public funds and resources to private individuals, associations or corporations ("Expenditures") must be "for the support of the government or for some of the recognized objects of the government, or directly to promote the welfare of the community." See State ex rel. Mitchell v. City of Sikeston, 555 S.W.2d 281, 285 (Mo. banc 1977). The purpose of this policy statement is to implement a definition and procedure for Expenditures in order to ensure compliance with constitutional mandates and to provide transparency in the granting, use and accountability of these public funds and resources. This policy is not intended to prescribe what Expenditures should be made or to define what individual recipients should benefit from Expenditures, rather to ensure that all relevant Expenditures are made pursuant to a uniform policy and procedure.*

**POLICY:**

Each and every time the City grants public resources, whether in cash, goods, or services (collectively "City Resources"), to an individual or outside organization for a purpose other than the continued operations of the City, its programs, departments and services, the grant of City Resources shall only be made pursuant to a public purpose as defined herein.

"Public Purpose" is hereby defined as follows:

A Public Purpose is a purpose where at least one of the following criteria is met: (1) a purpose that supports the City or the recognized objects of the City; (2) a purpose that directly promotes the welfare of the community; (3) a purpose from which some benefit or convenience to the public will flow; and/or, (4) a purpose that improves employment and stimulates the economy. Any program or activity receiving public support must be a program or activity that the City could, or would otherwise fund directly.

See State ex rel. Mitchell v. City of Sikeston, 555 S.W.2d 281, 285 (Mo. banc 1977); see also State ex rel. Jardon v. Indus. Dev. Auth. of Jasper Cty., 570 S.W.2d 666, 674 (Mo. 1978); see also State ex rel. Wagner v. St. Louis Cty. Port Auth., 604 S.W.2d 592, 605 (Mo. 1980); see also Menorah Med. Ctr. v. Health & Educ. Facilities Auth., 584 S.W.2d 73, 79 (Mo. banc 1979).

For purposes of this policy a "City Entity" shall include any department, division, program, service or Committee which provides City Resources to an outside organization for a purpose other than the continued operations of the City, its departments, division, programs, services and committees. Whenever an Expenditure of public resources is contemplated, the requestor or the City Entity initiating outreach for use of City Resources must provide a Public Purpose Finding Statement in substantially the form found attached hereto as Exhibit A. This requirement supplements any existing applications or procedures for award of City Resources and does not relieve the applicant of the need to comply with any other policies, procedures, or applications required. However, any activity which is authorized by a separate agreement, including but not limited to facility rentals, use agreements, contracts for services, activity partnership agreements, sponsorships, advertising, cooperative ventures, and mutual aid\assistance are not subject to or governed by this policy.

Prior to any Expenditure of City Resources, appropriate City Staff shall review the Public Purpose Finding Statement and make a recommendation consistent with this Policy. City Staff will forward the Public Purpose Finding Statement, the recommendation, and other relevant application materials to the appropriate standing committee of City Council ("Committee") for their review and determination. When applicable, Committees will consider the request for City Resources and make a determination of Public Purpose pursuant to this Policy. Non-financial City Resources may be expended after a Committee has made an affirmative finding of Public Purpose. Any cash expenditure will require approval by a majority of the elected members of City Council. An affirmative finding of Public Purpose authorizes an applicant to receive City Resources. However, any Expenditure of City Resources is subject to the availability of those resources and any annual appropriation of the City.

Notwithstanding the provisions of this policy, City Employees, with the approval of their Department Head(s), are authorized and encouraged to cooperate, assist, coordinate, and otherwise provide non-cash resources to residents, businesses, organizations, and others up to a cumulative value of City Resources of not more than \$1,000 when the City Employee has made a good faith determination that the Public Purpose criteria set forth in the definition of public purpose criteria above will be achieved.

As of the date of this Policy Statement, the activities listed on Exhibit C attached hereto and incorporated herein by reference are found to serve a Public Purpose and therefore acceptable use of City Resources under this Policy (the "Approved Uses"). Requestors of Public Resources for Approved Uses are not required to submit a Public Purpose Finding Statement prior to receiving City Resources as long as the requests are substantially similar to the history of a demonstrated Public Purpose, as determined by the applicable City Entity in the City Entity's sole and absolute discretion. The recipient of Expenditures for Approved Uses shall comply with any other application requirements imposed by the City or any City Entity, including, but not limited to, any insurance, auditing and/or indemnity requirements, as may be applicable to the specific Expenditure. Although the Approved Uses presumptively


comply with this Policy, the applicable City Entity, in its sole and absolute discretion, may still require the recipient of the Expenditure to submit a Public Purpose Finding Statement. The Approved Uses described on Exhibit C are intended to be descriptive of acceptable activities and should not be interpreted as an exhaustive list. City staff is entrusted, encouraged, and empowered to make decisions based upon similar or comparable events consistent with this Approved Uses and this policy. Any group or organization who desires to have a community activity designated as an Approved Use shall contact the City Administrator. Notwithstanding individual staff decisions made in conformance with this paragraph, the City Council may, in its sole and absolute discretion, elect to add, delete, or modify the Approved Uses. Any Approved Use that references a specific event or a specific agency is provided for informational and descriptive purposes only and not intended to entitle any agency or host to City Resources or to prohibit any other agency or host from being considered an Approved Use for a similar activity. The provisions of this policy apply to activities which have been determined to have a public purpose, without regard to what agency or host may be providing the activity.

**RECOMMENDED BY:**

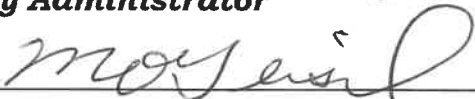
Recommended by F&A Committee  
Department Head/Council Committee (if applicable)

5/10/2021  
Date

**APPROVED BY:**

  
**City Administrator**

5/19/2021  
Date

  
**City Council (if applicable)**

5/19/2021  
Date

**Exhibit A**

**Public Purpose Statement**

*Please complete the following Public Purpose Statement. This statement must be included with your application for City Resources before your application will be eligible for review by City staff. For every provision of City Resources, whether it be funds, goods, or services, there must be a finding of public purpose. The City of Chesterfield defines public purpose as found in Policy Statement #\_\_\_\_\_. By making this statement you are agreeing to be bound by the terms and conditions of the agreement found in Policy Statement #\_\_\_\_\_. You must be authorized by your organization to make this request, make these statements, and to bind your organization to the terms and conditions found in Policy Statement #\_\_\_\_\_.*

*Organization Name:* \_\_\_\_\_

*Application Date:* \_\_\_\_\_

*Address:* \_\_\_\_\_

*Organization Tax Identification Number:* \_\_\_\_\_

*Organization Representative Name:* \_\_\_\_\_

*Organization Representative Title:* \_\_\_\_\_

*Email Address:* \_\_\_\_\_ *Telephone Number:* \_\_\_\_\_

*Department/Committee/Program applying to:* \_\_\_\_\_

*City Resources Sought (if monetary, please break down how it will be spent):*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Public Purpose: \_\_\_\_\_

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Have you applied for City Resources before, whether in funds, goods, or services?

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Do you anticipate this being a one-time request or annual request?

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If you anticipate this being a recurring request or have previously made such a request, do you anticipate needing less, similar or more City resources going forward, please explain below:

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**I hereby certify that the above statements are true and correct to the best of my knowledge. I understand that a false statement may disqualify me from receiving City Resources or from being eligible in other programs offered by the City. I understand all information must be completed to be considered. Incomplete or illegible statements will not be accepted. By signing below I am representing that I have the authority to make these statements, I have the authority to request City Resources, and I have authority to bind my organization, if applicable, to any conditions of receiving City Resources. I agree to fully cooperate with the City in the administration of City Resources including any audit requirements if my organization receives monetary resources.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized representative of \_\_\_\_\_ (Organization Name)

**EXHIBIT B**

**PUBLIC PURPOSE FUNDING AGREEMENT**

This Funding Agreement (the "Agreement") is hereby entered into between the City of Chesterfield, Missouri, a municipal subdivision of the third class organized under the laws of the State of Missouri (the "City"), and \_\_\_\_\_, a \_\_\_\_\_ ("Recipient"), this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**WHEREAS**, Recipient has requested public resources, whether in cash, goods, or services (collectively "City Resources"), from the City; and,

**WHEREAS**, Recipient has represented and attested in a Public Purpose Finding Statement that such an award of City Resources to Recipient would have a public purpose as defined in City Policy Statement # \_\_\_\_\_; and,

**WHEREAS**, the City has reviewed Recipient's Public Purpose Finding Statement and determined that such an award of City Resources would have a public purpose as defined in City Policy Statement # \_\_\_\_\_; and

**WHEREAS**, the Recipient was selected for an award of City Resources by the City and has agreed to be bound by the terms of this Agreement as a condition of receiving City Resources.

**IN WITNESS HEREOF**, The City and Recipient agree as follows:

**TERM**

**1.1** The Term of this Agreement shall be for a period of \_\_\_\_\_ months, commencing on \_\_\_\_\_, 20\_\_ and concluding on \_\_\_\_\_, 20\_\_.

**SERVICES AND SCOPE**

- 2.1** City shall provide to Recipient the City Resources described in Exhibit A.
- 2.2** Recipient agrees to use the City Resources for the public purposes described in Exhibit B, the Public Purpose Finding Statement.
- 2.3** If the City Resources includes a monetary award, Recipient shall at a minimum provide an audited financial statement showing that the funds were used for the public purpose described in Exhibit B.
- 2.4** Recipient agrees to comply with all other special conditions required as set forth in Exhibit C and all requirements required by the department, program, or committee's application.

## GENERAL PROVISIONS

- 3.1 Compliance with Laws.** *The Recipient shall comply with all applicable City ordinances and other laws and regulations, Federal, State, and any political subdivision thereof including but not limited to those directly applicable to the performance of the Agreement.*
- 3.2 Indemnification.** *To the fullest extent permitted by law, the Recipient agrees to defend with counsel selected by the City, and indemnify and hold harmless the City, its officers, engineers, representatives, agents and employees from and against any and all liabilities, damages, losses, claims or suits, including costs and attorney's fees, for or on account of any kind of injury to person, bodily or otherwise, or death, or damage to or destruction of property, or any other circumstances, sustained by the City or others, arising from Recipient's breach of the Contract or out of services and operations negligently performed hereunder by the Recipient, including the City's reliance on or use of the services or products provided by the Recipient under the terms of this agreement. The Recipient shall not be liable for any loss or damage attributable solely to the negligence of the City. To the extent required by law to enforce this provision, Recipient agrees that this indemnification requires Recipient to obtain insurance in amounts specified by the City Administrator. Proof of necessary liability insurance, with limits and exclusions as determined in the City's sole and absolute discretion, shall be provided prior to Recipient's receipt of City Resources*
- 3.3 Insurance.** *Recipient shall furnish the City the certificates of insurance for public liability and property damage, including automobile coverage in the amounts specified by the City, if any, but unless otherwise provided shall be no less than the maximum amounts of liability set forth in Chapter 537.610 RSMo. applicable to political subdivisions. The policies of insurance shall be in such form and shall be issued by such company or companies as may be satisfactory to the City. The City and such additional persons and entities as may be deemed to have an exposure to liability as a result of the performance of the Recipient's work, as determined by the City, shall be named as additional insured. All such insurance policies will be primary without the right of contribution from any other insurance coverage maintained by City. Company shall furnish City with a certificate of insurance evidencing that such coverage is in effect. Such certificate will also provide for thirty (30) days prior written notice of cancellation to the City, show the City as an additional insured under the Automobile and General Liability policies, and contain waivers of subrogation in favor of the City (excluding Worker's Compensation policy) except with respect to the willful misconduct of City. For each insurance policy the Company is required to maintain under this Agreement, the Company shall obtain a waiver of subrogation in favor of the City. The waiver shall expressly waive any and all rights of subrogation, reimbursement, exoneration, or contribution of any other claim which the Company or insurance provider may now or hereafter have against the City, the City's elected officials, employees, agents, attorneys, and representatives, arising from the existence or performance of this Agreement, until termination of this Agreement. Nothing herein shall be deemed a waiver of the City's sovereign*



*immunity relative to any claim against the City.*

- 3.4 Compliance with Sunshine Law.** *The Recipient agrees that it will comply with Missouri's Sunshine Laws (610 RSMo et. seq) but otherwise not divulge to third parties without the written consent of the City any information obtained from or through the City in connection with the performance of this Agreement.*
- 3.5 Changes.** *No change in this Contract shall be made except in writing prior to the change in terms being performed.*
- 3.6 Accounting.** *During the period of this Agreement, the Recipient shall maintain books of accounts of its expenses and charges in connection with this Agreement in accordance with generally accepted accounting principles and practices. The City shall at reasonable times have access to these books and accounts to the extent required to verify all invoices submitted hereunder by the Consultant. The Parties agree that the City, in its sole and absolute discretion, may require Recipient to provide audited financial statements, an investigation, audit, or other records related to the use and expenditure of the City Resources by Recipient which the City deems necessary to ensure that City Resources are being used as required by the City's policies, practices and City Code. Recipient shall cooperate with all audits, investigations, or requests for documents as requested or directed by the City, the City Police Department, and the City's attorneys and agents. Recipient shall be given a reasonable time to provide all necessary documents, records, or personnel to comply with the audit, investigation, or request. In the event Recipient fails to respond or provide information requested under this section, Recipient shall return to the City the City Resources within thirty days of demand by the City.*
- 3.7 Representations.** *Recipient agrees that it has not relied on any representations or warranties of the City, oral or written, other than expressly identified in this Agreement. The parties agree the Agreement represents the entire agreement between the parties.*
- 3.8 Jurisdiction.** *This Agreement shall be governed and construed in accordance to the laws of the State of Missouri. The parties hereby consent to the in person am jurisdiction of the 21<sup>st</sup> Judicial Circuit of the State of Missouri. Recipient shall comply with all applicable City ordinances and other laws and regulations, Federal, State, and any political subdivision thereof.*
- 3.9 Termination.** *The City shall have the right to terminate the Contract at any time for any reason by giving the Consultant written notice to such effect. Recipient may terminate this agreement for any reason with 45 days written notice.*
- 3.10 Authority.** *Each of the persons signing below on behalf of any party hereby represents and warrants that he/she is signing with full and complete authority to bind the party on whose behalf he/she is signing, and to each and every term of this agreement.*

*IN WITNESS WHEREOF, the City and Recipient have executed this Agreement this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.*

*By: \_\_\_\_\_*

*By: \_\_\_\_\_  
Michael Geisel, City Administrator*

*Title: \_\_\_\_\_*

**ATTEST:**

\_\_\_\_\_  
*City Clerk*

**(remainder of page left blank intentionally)**

**Exhibit C**

**Demonstrated Public Purpose List**

Nothing herein shall restrict the City from cooperation, assistance, and sharing with other municipalities, counties, states, school districts, fire districts, or utilities.

Other Governmental agencies – provision of mutual aid, mutual assistance, or public outreach.

Community Outreach events – Nothing herein is intended to restrict or limit City participation in Community Policing, Staff presentations and participation in community organizations.

Use of City Facilities as prescribed by other City Policies.

Participation and Membership - Nothing herein is intended to restrict or limit City participation in governmental task forces, Professional Associations, Industry Organizations, or Cooperative Ventures.

Community events - Nothing herein shall restrict the City from cooperation, assistance, and sharing with community partner(s) to facilitate public, community events.

Any line item expenditure, program, or activity in conjunction with an approved budget.

Inter-agency cross-promotion and advertising.

Elementary School Resource Officer program (four full-time officers assigned to public elementary school, and private schools and university).

Honor Guards, subject to availability, and without incurring overtime compensation.

Assignments to area, regional, national or international tasks forces, committees, or governmental agencies.

Fingerprinting services

**(remainder of page left blank intentionally)**

**Descriptive examples of Activities\Programs for which the City may provide traffic control and/or security without compensation or reimbursement:**

- *County Fair, Spirit of St. Louis Air Show*
- *Chabad Parade(s)*
- *Fourth of July neighborhood parades*
- *Participation in neighborhood birthday, graduation, or similar event based parades*
- *National Walk to School event*
- *School district events providing for community outreach, such as equipment and vehicle displays*
- *Hare in the Air at Logan University*
- *Drug Take Back events in cooperation with other law enforcement agencies*
- *Read Across America Day / Week in public schools*
- *Community Helpers Week in public schools*
- *Back to School Safety talks*
- *Security or unoccupied car provided for holy days at the temple(s)*
- *Non-Profit Community Events, which are offered free and available to the general public such as:*
  - *Chamber of Commerce Concerts in the Park*
  - *Chamber of Commerce Fireworks displays*
- *United Hebrew traffic control during High Holy days.*

**(end of text - remainder of page left blank intentionally)**

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>FINANCE AND ADMINISTRATION</b>	<b>NO.</b>	<b>28</b>
<b>SUBJECT</b> <b>Debt Refunding</b>	<b>INDEX</b>	<b>FA</b>
<b>DATE</b> <b>ISSUED</b>	<b>DATE</b> <b>REVISED</b>	
<b>MAY 2022</b>		

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**POLICY:**

Periodic reviews of all outstanding debt will be undertaken to determine refunding opportunities. Refunding will be considered (within the constraints of state and federal law) if, and when one or more of the following conditions exist:

- The present value of all refunding costs, including interest, call premium, bond counsel, financial advisor fees, underwriter's discount and any other issuance costs; are less than the present value of the current interest.
- The City wishes to restructure debt service to provide for further financing or to maximize its cash position.
- The City wishes to eliminate old bond covenants that may have become restrictive or incongruous to the City's policies.
- The refunding is essential to the operations and management of City facilities.

Any refunding with negative savings will not be considered unless there is a compelling public policy objective.

**Desired Economic Savings**

*Advance refunding* for economic savings will be undertaken when a net present value savings of at least five percent (5%) of the refunded debt can be achieved. *Current refunding* that produces a net present value savings of less than five (5%) percent will be considered on a case-by-case basis.

**RECOMMENDED BY:**

 _____	<u>6/8/2022</u> _____
Department Head/Director/Council Committee (if applicable)	Date

**APPROVED BY:**

 _____	<u>6/8/2022</u> _____
City Administrator	Date

 _____	<u>6/8/2022</u> _____
City Council (if applicable)	Date

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**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**FINANCE AND ADMINISTRATION**

**NO. 29**

**SUBJECT: Video Streaming of Council Meetings**

**INDEX: FA**

**DATE  
ISSUED 07/18/2022**

**DATE  
REVISED**

**PURPOSE:**

Video streaming regularly scheduled meeting of City Council, is intended to increase public participation in governance, increase transparency, and accommodate those individuals who may otherwise be unable to physically attend meetings at City Hall.

City Council desires to provide a passive means of providing streaming video of regularly scheduled City Council meetings, without incurring significant additional costs associated with video production, operation of audio-visual equipment, or additional staff or contracts. It is further acknowledged that the streaming process requires minimal manipulation for operation during the meeting. As such, City Council has selected the use of the zoom platform with each elected participant using a City purchased device for this purpose. It is understood and accepted that this configuration provides a reasonable quality product at nominal cost.

The official record of each City Council will continue to be the written, approved minutes of each meeting. Video streams are not intended to supplant, supplement, or otherwise act as an official record of the City and are not retained by the City. The meetings are to be streamed for convenience and access, not intended to be copied, stored, or retained by the City.

**POLICY:**

**Access and Retention**

The City will provide a link on the City's website to the currently streamed video. This link will stay active until the following meeting of City Council and will be removed after approval of the official meeting minutes, after which time the link will be replaced with the link to the video stream of the current, most recent City Council meeting. The website will provide a link to a single meeting, being the most recent meeting of City Council.

**CITY COUNCIL PARTICIPATION**

It is the policy of the Chesterfield City Council that Councilmembers are required to be physically present at any meeting of City Council in order to cast a vote on any ordinance, approval, resolution, or other legislative procedure. City Councilmembers may participate remotely via the zoom platform, but are not allowed to cast a vote. While video streaming may facilitate remote participation by officials who may be unable to be physically present, streaming is not intended to encourage or otherwise permit remote voting.

In the unusual emergency occurrence or exigent circumstance when the City has determined that a regular City Council meeting occurs 100% virtually, without any physical group meeting presence, the prohibition regarding voting as described above are suspended and inapplicable.

**EXTERNAL PARTICIPATION**

Video streaming is not intended to replace physical City Council meetings, but only to provide video and audio streams to the public. Video streaming will not provide for, nor will the City facilitate interactive remote participation by streaming viewers.

RECOMMENDED BY:

J Kelly  
Department Head/Director/Council Committee (if applicable)

7/18/2022  
Date

APPROVED BY:

Morgan  
City Administrator

2022-7-18  
Date

Morgan  
City Council (if applicable)

2022-7-18  
Date

CITY OF CHESTERFIELD  
POLICY STATEMENT

FINANCE AND ADMINISTRATION		NO.	30
SUBJECT	Voluntary Early Retiree Healthcare Benefit	INDEX	FA
DATE ISSUED	JANUARY 2024	DATE REVISED	

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I. PURPOSE

The Voluntary Early Retiree Healthcare Benefit (“Healthcare Benefit”) provides eligible employees the opportunity to retire from the City of Chesterfield and to continue purchasing group health and dental insurance plans at the same rates or cost-share as active benefits-eligible employees. This healthcare benefit extends to the retiree and covered spouse and dependents who meet the eligibility requirements outlined in the “Eligibility” section.

II. DESCRIPTION

Eligible employees who retire before reaching age 65 and are not yet eligible for Medicare can continue enrollment in the City of Chesterfield health and dental insurance plans. The early retiree will share the exact costs for medical premiums as active employees. The program is considered a “bridge” of health and dental insurance to Medicare eligibility due to age or other qualifying conditions and subject to the terms and conditions described in this document.

III. ELIGIBILITY

Employees of the City of Chesterfield who meet the following conditions are eligible to apply for the voluntary early retiree healthcare benefit:

- Age 55 or older, and not Medicare-eligible due to age or other qualifying conditions.
- Have at least 15-years of continuous full-time service at the time of retirement.
  - Military activation will be credited for continuous service and treated as not having incurred a break in service.
- Must be enrolled in the City's health or dental plan(s) during the immediate two years before the retirement date.
- Must be in good standing and not subject to termination or any form of disciplinary action or is retiring instead of an investigation, discipline, or dismissal.



- Must not otherwise be eligible for or have an offer of health coverage from any current employer following retirement from the City of Chesterfield.
- Must not otherwise be eligible for health coverage through a spouse or other family member.

#### IV. AVAILABLE PLANS AND COVERAGE

Medical and dental coverages are available under this healthcare benefit for retirees who meet the eligibility requirements. The healthcare benefit does not extend to other insurance plans offered through the City of Chesterfield. Coverage is only available upon retirement. If the early-retiree chooses not to elect coverage at that time, they will not be eligible later. Eligible retirees may elect to continue the same level of coverage (family, single, other) or less, which they opted for during the immediate two years before the planned early retirement date, but they cannot elect a higher level of coverage. After retirement, the early retiree can reduce coverage from family coverage to single coverage, but not vice-versa.

#### V. PREMIUM CHANGES

Insurance premiums change annually. Early retirees are required to pay the same portion of the premium that active employees pay.

#### VI. DISCONTINUANCE OF COVERAGE FOR NON-PAYMENT

An early retiree who fails to make a premium payment for more than 30-days will be removed from coverage and is ineligible for reinstatement.

#### VII. CONTINUED COVERAGE

Retired participants can continue the healthcare benefit until they become Medicare-eligible due to age or other qualifying conditions. If the Federal government increases the eligibility age for Medicare, current participants can continue participation until they become Medicare-eligible.

#### VIII. TERMINATION OF PLAN

When retirees become Medicare-eligible due to age or other qualifying conditions, coverage under the healthcare benefit ceases. Additionally, the healthcare benefit ends in the event of the retiree's death. In all such instances, the spouse and dependent children, if enrolled, are also removed from the plan(s). The City of Chesterfield will send a letter offering COBRA continuation coverage, if applicable.

#### IX. CANCELING COVERAGE

Retirees may cancel their Chesterfield retiree healthcare coverage at any time. Canceling the coverage also cancels coverage for the spouse and dependent children if enrolled. Once coverage is canceled, individuals are not eligible to re-enroll in the program.

X. RIGHT TO AMEND OR TERMINATE PROGRAM

Each year, the City of Chesterfield may terminate this program and, therefore, not allow any new or prospective retirees to enter the program. Moreover, the City of Chesterfield reserves the right to modify, revoke, suspend, terminate, or change the voluntary early retiree healthcare benefit, in whole or in part, at any time. Still, in either case, no amendment, suspension, or termination shall affect any current participant who retired under its provisions.

XI. DISCLAIMER

The respective plan document governs City-sponsored benefits. Should a conflict exist between these procedures and guidelines and the plan document, the plan document will prevail.

XII. PROGRAM PARTICIPATION

Employees interested in the Voluntary Early Retiree Healthcare Benefit with the City of Chesterfield are required to submit a Voluntary Early Retiree Healthcare Benefit Request Form to the Finance Director at least four weeks prior to their planned retirement date.

XIII. PROGRAM AMENDMENTS AND PRIOR BENEFITS

In the first sixty days following any amendment to this program, an otherwise eligible employee of the City of Chesterfield may choose to retire and the program procedures and guidelines applicable to that employee shall be those policies and procedures which were in effect immediately prior to the amendment to this program. This section shall not apply in the event the City chooses to suspend or terminate this program.

XIV. COMPLIANCE WITH FEDERAL LAW


These Procedures and Guidelines shall be interpreted and implemented in compliance with the Patient Protection and Affordable Care Act.

RECOMMENDED BY:

  
\_\_\_\_\_  
Department Head/Director/Council Committee (if applicable)      1/2/2024  
Date

APPROVED BY:

  
\_\_\_\_\_  
City Administrator      1/2/2024  
Date

  
\_\_\_\_\_  
City Council (if applicable)      1/2/2024  
Date