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**CITY OF CHESTERFIELD
POLICY STATEMENT**

CITY COUNCIL		NO.	1
SUBJECT	Membership – Non-Statutory Committees	INDEX	CC
DATE ISSUED	4/18/89	DATE REVISED	1/5/98 1/4/17 2/5/18 8/6/2018

POLICY

Members on any of the various City non-statutory committees are appointed by the Mayor with the consent of both Councilmembers in whose ward the individual nominee resides. Effective 8/1/2018, all new appointments to non-statutory committees, shall be for a term of three years from the date of the appointment, unless the individual appointment is specifically intended to fulfill an existing unexpired term. In the event a current member is not reappointed upon the expiration of their term, the member will be removed from the committee membership.

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

Membership of all non-statutory committees may be supplemented by not more than four additional "Members Emeritus" to allow for continued participation of members who are no longer able to attend 50% of scheduled meetings or to allow for participation of individuals with special skills, knowledge, background, or experience. The minimum attendance requirements shall not apply to Members Emeritus, however Member Emeritus appointments shall be for a term of three years and shall be eligible for re-appointment as other members. Emeritus members shall not be eligible to serve as an officer of the respective Citizen Committee.

In the event a majority of the members of a Non-Statutory Committee vote to recommend the nomination of a Member Emeritus to their respective committee, said nomination will be forwarded to the respective Standing Committee of City Council for consideration. The Standing Committee of Council shall review, consider, and forward a recommendation to the full City Council who shall consider such Member Emeritus Appointment in the same manner as other member appointments.

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

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

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

Minutes

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

Funding

There will be no formal program for funding for non-statutory committees, but each committee could submit requests for funding, to be evaluated on their own merit, to the appropriate Committee of Council.

RECOMMENDED BY:

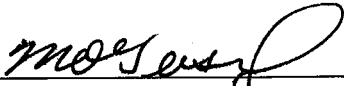
Department Head/Director/Council Committee (if applicable)

Date

APPROVED BY:

City Administrator

Date



City Council (if applicable)

Date

**CITY OF CHESTERFIELD
POLICY STATEMENT**

CITY COUNCIL

No. 2

**SUBJECT: STATUTORY COMMITTEE
NOMINEES - INTERVIEWS**

INDEX: CC

DATE ISSUED: 4/20/92

**DATE 6/17/96
REVISED: 2/5/18
10/16/23**

POLICY:

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

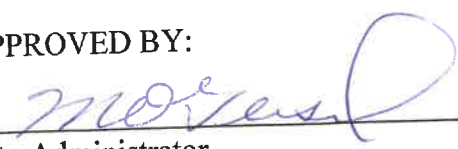
When there is a vacancy on the Planning Commission and a candidate is selected to be interviewed to fill said vacancy, the interview will be placed on an upcoming Planning and Public Works Committee agenda and the Planning Commission Chair will be notified. A copy of the candidate's resume will be distributed to the Planning Commission Chair and members of City Council only.

RECOMMENDED BY:

Department Head/Director/Council Committee (if applicable)

Date

APPROVED BY:



City Administrator

2023-11-24

Date

City Council (if applicable)

Date

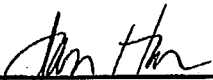
POLICY STATEMENT

CITY COUNCIL		NO.	3
SUBJECT	Officers Terms for Citizen Boards/Commissions/ Committees	INDEX	CC
DATE ISSUED	6/18/90	DATE REVISED	

POLICY:

All Boards/Commissions/Committees are to annually elect a Chairperson, Vice-Chairperson, and a Secretary. Individuals holding these positions can be re-elected to the same position for subsequent years, as well.

RECOMMENDED BY:



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

APPROVED BY:

 *no changes*

City Administrator 12/12/12
Date

City Council (if applicable) Date

CITY OF CHESTERFIELD

POLICY STATEMENT

CITY COUNCIL		NO.	4
SUBJECT	Use of City Letterhead or Name or Logo by Citizen Board/Commission/Task Force	INDEX	CC
DATE ISSUED	5/21/90	DATE REVISED	4/15/02

POLICY:

Any correspondence that a citizen Board/Commission/Task Force sends out on letterhead stationery or use of the City's name or logo must be first reviewed and approved by the Council liaison assigned to said citizen Board/Commission/Task Force and the City Administrator. Assuming the Council liaison approves use of letterhead stationery, as requested, he/she will then determine if he/she or the Mayor will sign said correspondence. No one other than the Mayor, member of City Council and/or appropriate City Staff will be authorized to sign correspondence sent on City letterhead stationery. The City of Chesterfield will cover the expense of mailing such correspondence.

Exceptions:

- (1) Correspondence from the Planning Commission Chairperson which communicates recommendations from the Planning Commission to the Mayor and City Council.
- (2) Correspondence from the Police Personnel Board directed to either the Mayor and City Council or appropriate City Staff.

RECOMMENDED BY:

[Handwritten Signature]

Department Head/Director/Council Committee (if applicable)

4/19/02

Date

APPROVED BY:

City Administrator

Date

City Council (if applicable)

Date


**CITY OF CHESTERFIELD
POLICY STATEMENT**

CITY COUNCIL		NO.	5
SUBJECT	Citizens Committees - Ward Representation	INDEX	CC
DATE ISSUED	3/16/92	DATE REVISED	

POLICY:

The City's goal is to have no less than 25% or no more than 33-1/3% participants from any given ward serving on any statutory or non-statutory Committee.


RECOMMENDED BY:



Department Head/Director/Council Committee (if applicable)

Date

APPROVED BY:



City Administrator

3/8/1995

Date

City Council (if applicable)

Date

CITY OF CHESTERFIELD

POLICY STATEMENT

CITY COUNCIL		NO.	6
SUBJECT	Citizens Committees – Designated Projects	INDEX	CC
DATE ISSUED	6/15/92	DATE REVISED	

POLICY:

All designated projects, defined by task and scope, must be approved and assigned by the appropriate Council Standing Committee for all non-statutory Committees. This does not prohibit a non-statutory Committee from making suggestions for projects and submitting them to the Council Committee to which it is assigned.

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

CITY COUNCIL

NO.

7

SUBJECT **Non-Residents Serving
on Citizens Committees**

INDEX

CC

DATE

DATE

ISSUED

5/19/91

REVISED

POLICY:

Non-residents, who possess invaluable expertise, can be appointed to serve on citizens Committees as ex-officio members.

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**

CITY COUNCIL		NO.	8
SUBJECT	Council Liaisons to Citizen Committees	INDEX	CC
DATE ISSUED	5/18/98	DATE REVISED	

POLICY:

Whenever Committee members are unable to serve as liaisons for citizens committees associated with a particular Council Committee, then another Councilmember may fill in as liaison.

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**

CITY COUNCIL		NO.	9
SUBJECT	Expressing Individual Opinions	INDEX	CC
DATE ISSUED	5/19/95	DATE REVISED	

POLICY:

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

RECOMMENDED BY:

Department Head/Director/Council Committee (if applicable)

Date

APPROVED BY:

Meyer

City Administrator

no changes

12/12/18

Date

City Council (if applicable)

Date

**CITY OF CHESTERFIELD
POLICY STATEMENT**

CITY COUNCIL

No. 10

SUBJECT: SPEAKERS - CITY COUNCIL MEETINGS

INDEX: CC

DATE ISSUED: 9/17/89

**DATE
REVISED: 10/7/19**

POLICY:

Individuals are welcomed and encouraged to participate and address City Council during the Communications and Petitions portion of the meeting. This portion of the meeting is intended to be an opportunity for the public to express their opinions, and Councilmembers may respond.

Individual speakers will be given four (4) minutes to address City Council. Speakers representing a group will be given five (5) minutes. Speakers are asked to submit a speaker card to the City Clerk before the meeting is called to order, but not later than the close of public comment.

RECOMMENDED BY:

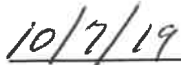
Department Head/Director/Council Committee
(if applicable)

Date

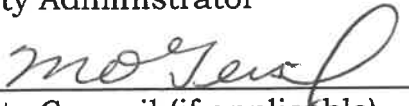
APPROVED BY:



City Administrator



Date



City Council (if applicable)



Date

**CITY OF CHESTERFIELD
POLICY STATEMENT**

CITY COUNCIL		NO.	11
SUBJECT	Starting Time for Council Meetings	INDEX	CC
DATE ISSUED	6/16/97	DATE REVISED	

POLICY:

Meetings of the City Council will start at 7:00 p.m., with work sessions, if needed, scheduled to begin at such time depending on the length of the agenda.

RECOMMENDED BY:

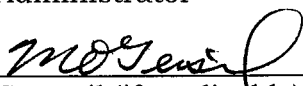
Department Head/Director/Council Committee (if applicable)

Date

APPROVED BY:

City Administrator

Date



City Council (if applicable)

Date

12/12/18

Date

**CITY OF CHESTERFIELD
POLICY STATEMENT**

CITY COUNCIL		NO.	12
SUBJECT	City Council Record of Proceeding	INDEX	CC
DATE ISSUED	3/16/92	DATE REVISED	

POLICY:

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

RECOMMENDED BY:

Department Head/Director/Council Committee (if applicable)

Date

APPROVED BY:

Moyers *no changes*

City Administrator

12/12/18

Date

City Council (if applicable)

Date

**CITY OF CHESTERFIELD
POLICY STATEMENT**

CITY COUNCIL		NO.	13
SUBJECT	First/Second Readings of Legislation	INDEX	CC
DATE ISSUED	4/20/92	DATE	7/18/94
		REVISED	8/6/18

POLICY:

City Council will have its first reading and second reading of proposed legislation (Bills) at two separate Council meetings, with the exception of legislation pertaining to fire hydrants, plats, easements or other urgent matters. Second reading of proposed legislation (Bills) for these items shall not require suspension of City Council rules.

RECOMMENDED BY:

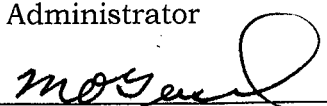
Department Head/Director/Council Committee (if applicable)

Date

APPROVED BY:

City Administrator

Date



City Council (if applicable)

Date

**CITY OF CHESTERFIELD
POLICY STATEMENT**

CITY COUNCIL		NO.	14
SUBJECT	Executive Session	INDEX	CC
DATE ISSUED	9/22/14	DATE REVISED	7/16/18

POLICY:

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

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

Executive Session Procedures:

- Agendas for the Executive Session of Council shall describe the topic to be discussed as clearly as possible.
- Whenever possible and not detrimental to the City, Council will vote on ordinances in open session.

Executive Session Minutes:

- Minutes of the Executive Session proceedings shall be maintained by the Custodian of Records for the City in accordance with Missouri Sunshine Law and City Resolution #303.

RECOMMENDED BY:

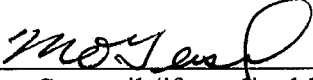
Department Head/Director/Council Committee (if applicable)

Date

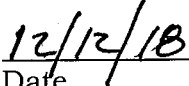
APPROVED BY:

City Administrator

Date



City Council (if applicable)



Date

**CITY OF CHESTERFIELD
POLICY STATEMENT**

CITY COUNCIL		NO.	15
SUBJECT	Legal Expenses	INDEX	CC
DATE ISSUED	6/20/16	DATE REVISED	

POLICY:

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

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

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

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

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

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

RECOMMENDED BY:

Department Head/Director/Council Committee (if applicable)

Date

APPROVED BY:

City Administrator

Date

Mosier

City Council (if applicable)

12/12/10

Date

**CITY OF CHESTERFIELD
POLICY STATEMENT**

CITY COUNCIL		NO.	16
SUBJECT	Expense Reimbursement Policy – Mayor/City Council	INDEX	CC
DATE ISSUED	12/6/89	DATE REVISED	6/17/91

POLICY:

Ordinary and Travel Expenses – Elected Officials

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

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

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

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

RECOMMENDED BY:

MOJem D
Department Head/Director/Council Committee (if applicable)

2/6/2017
Date

APPROVED BY:

City Administrator

Date

City Council (if applicable)

Date

**CITY OF CHESTERFIELD
POLICY STATEMENT**

CITY COUNCIL		NO.	17
SUBJECT	Mayor's Use of City Vehicles	INDEX	CC
DATE ISSUED	10/5/92	DATE REVISED	

POLICY:

The Mayor will be provided access to City vehicles under the stipulation that Staff has first priority.

RECOMMENDED BY:

Department Head/Director/Council Committee (if applicable)

Date

APPROVED BY:

M. J. [Signature]

City Administrator

no changes

12/12/18

Date

City Council (if applicable)

Date

**CITY OF CHESTERFIELD
POLICY STATEMENT**

CITY COUNCIL		NO.	18
SUBJECT	Return of City Property	INDEX	CC
DATE ISSUED	9/16/91	DATE REVISED	2/6/17

POLICY:

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

RECOMMENDED BY:

Department Head/Director/Council Committee (if applicable)

Date

APPROVED BY:

Medley

City Administrator

no changes

12/12/18

Date

City Council (if applicable)

Date

**CITY OF CHESTERFIELD
POLICY STATEMENT**

CITY COUNCIL		NO.	19
SUBJECT	Development Review Process for Ordinance Amendments in Planned Districts	INDEX	CC
DATE ISSUED	8/3/15	DATE REVISED	

POLICY:

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

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

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

RECOMMENDED BY:

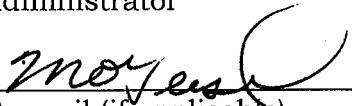
Department Head/Director/Council Committee (if applicable)

Date

APPROVED BY:

City Administrator

Date



City Council (if applicable)

Date

12/12/18

**CITY OF CHESTERFIELD
POLICY STATEMENT**

CITY COUNCIL		NO.	20
SUBJECT	Land Acquisition	INDEX	CC
DATE ISSUED	2/5/18	DATE REVISED	

POLICY STATEMENT

The City of Chesterfield often considers the acquisition of land for a number of purposes, including the creation of parks, public space, trails, or other public purposes. All land acquisition by the City of Chesterfield shall adhere to this Policy except as specified herein.

DONATION

Land owners in the City of Chesterfield may desire to donate real property to the City of Chesterfield. Prior to the City of Chesterfield considering the acceptance of any land donation, the property owner shall communicate their desire to donate real property, in writing to the City Administrator. The City Administrator will investigate the offer to donate and compile preliminary information which will then be forwarded to one of the four standing committees of City Council. Should the donation be primarily for parks purposes, it would be directed to the Parks, Recreation and Arts Committee. If the primary purpose of the donation was for a capital improvement or public works purpose, it would be forwarded to the Planning and Public Works Committee of Council. Likewise, if the primary purpose for the donation were for a public safety purpose, it would be directed to the Public Health and Safety Committee of Council. If the primary purpose of the donation is indeterminate, it would be forwarded to the Finance and Administration Committee for review or assignment to another standing committee of Council. If the full Council favorably recommends acceptance of the donation the land acquisition shall follow the ***Land Acquisition Procedure*** detailed on Page 2.

PURCHASE

Any proposal for the purchase of a fee interest in real property by the City of Chesterfield shall be reviewed by one of the four Standing Committees of City Council and by the City Council as a whole. Prior to any expenditure of funds, the potential land acquisition shall be reviewed by the full City Council for conceptual approval. Pursuant to RSMo 610.021 (2), this review may be considered in Closed Executive Session. Once the full City Council has made a determination that a specific property should be considered for acquisition, the Land Acquisition Procedure detailed herein shall be adhered to.

PUBLIC RIGHT OF WAY

The City of Chesterfield may consider the acquisition of real property for public right of way (temporary or permanent) or easements (temporary or permanent) in conjunction with road, bridge, or trail improvement projects. All right of way and easement acquisition shall be in accordance with City and State Law. However, the acquisition of rights of way or easements in conjunction with road, bridge, trail or other capital projects is not subject to the land acquisition procedure described herein.

LAND ACQUISITION PROCEDURE

Once the City Council has indicated an interest in the acquisition of real property, the following actions shall be taken:

- 1) A written appraisal of the property to be acquired shall be obtained from a certified professional appraiser.
- 2) The City Council shall include in the written record, a description of the intended use of the acquired property and any estimated schedule projection for the future development of the property. If the property is intended to remain undeveloped for the foreseeable future, that information should be recorded.
- 3) To the extent reasonably practicable, the City Council shall request that City Staff provide an estimate of the fiscal impact of the intended development of the site, and associated maintenance costs. The maintenance cost estimates should reflect the various phases of development, for at least the initial five years after acquisition.
- 4) A Phase I Environmental Assessment shall be obtained for the property to determine whether any foreseeable environmental hazards exist which would impact the value or future use of the property.
- 5) A title report should be obtained, which identifies encumbrances, liens, or other items which may impact the free use of the property.

- 6) Unless the property is to be donated, City Staff shall negotiate with the property owner(s) to obtain the property at a reasonable value to the City.
- 7) Any reasonably anticipated additional costs, including survey, closing costs, and title insurance shall be estimated.

Information obtained from the described process shall be summarized in a memorandum created by the City Administrator, or his/her designee, and submitted to the full City Council for consideration. At that time the City Council shall take one of the following actions:

- Determine that the land donation / purchase is not acceptable to the City of Chesterfield, and all efforts to obtain said land will be terminated.
- Determine that the land donation / purchase is in the best interest of the City of Chesterfield, and authorize the City Administrator to take all actions necessary to acquire the land as described in the memorandum.
- Determine that the land donation / acquisition should be further pursued, with additional criteria or stipulations specifically defined by City Council. Such action will result in further negotiation between the City Staff and the property owner, with a subsequent submittal to City Council for consideration.

Once the prescribed actions have been taken in accordance with Council directives, Staff will prepare an ordinance approving the land acquisition for consideration by City Council. While some or all prior actions may have occurred in Closed Session, the ordinance approving the land acquisition shall be voted on in Open Session. Under normal circumstances, an ordinance approving land acquisition will be read twice in one meeting.

This Policy is intended to define the process and criteria to be considered for the acquisition of land by the City of Chesterfield. However, the City Council reserves the right to deviate from this procedure under special circumstances, if such deviation is in the best interest of the City of Chesterfield, as determined by the Chesterfield City Council. Intentional or purposeful deviation or exception from the prescribed process requires approval by a simple majority vote of City Council with the reason(s) or cause(s) for such deviation described in the official record.

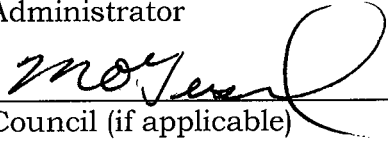
RECOMMENDED BY:

Page 3 of 4

APPROVED BY:

City Administrator

City Council (if applicable)



Date

12/12/18
Date

Page 4 of 4

**CITY OF CHESTERFIELD
POLICY STATEMENT**

CITY COUNCIL		NO.	21
SUBJECT	Staff Communications with Elected Officials	INDEX	CC
DATE ISSUED	6/20/16	DATE REVISED	

POLICY:

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

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

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

The City Administrator is uniquely situated to possess a more global environmental awareness of issues and potential conflicts. As such, it is imperative that the City Administrator be afforded the courtesy of participating in any business related communications occurring between Staff and Elected Officials. While Elected Officials are encouraged to communicate regularly with the Management Team, it is necessary and essential that the City Administrator be copied or informed of such communications in order to ensure a complete and timely response. It is equally clear that the nature of the City Administrator position allows for a broader, more complete understanding of City operations than is afforded to individual members of the Management Team. It is frequently

the case that separate but related inquiries may be requested of individual Management Team members. The City Administrator is in the best position to identify related communications and subsequently be able to reconcile the responses. Accordingly, as a matter of practice and to ensure that Staff responds uniformly and consistently, subordinate staff are expected to copy or inform the City Administrator of any business related communications with Elected City Officials.

RECOMMENDED BY:

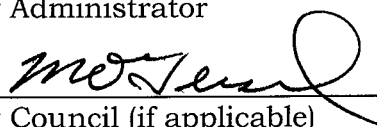
Department Head/Director/Council Committee (if applicable)

Date

APPROVED BY:

City Administrator

Date



City Council (if applicable)

Date

**CITY OF CHESTERFIELD
POLICY STATEMENT**

CITY COUNCIL		NO.	22
SUBJECT	Letters to Representatives	INDEX	CC
DATE ISSUED	5/15/95	DATE REVISED	

POLICY:

If a certain position is endorsed or recommended by either the St. Louis County Municipal League or the Missouri Municipal League, letters may be sent to State representatives in order to provide a more timely response to proposed legislation if both the City Administrator and Mayor agree that the position recommended is in the City's best interest. If there is no agreement, the matter will be referred to the appropriate Council Committee.

RECOMMENDED BY:

Department Head/Director/Council Committee (if applicable)

Date

APPROVED BY:

Meyer

City Administrator

*no changes
MOVED FROM FEA SECTION*

12/12/10

Date

City Council (if applicable)

Date

**CITY OF CHESTERFIELD
POLICY STATEMENT**

CITY COUNCIL		NO.	23
SUBJECT	Line of Succession	INDEX	CC
DATE ISSUED	6/16/97	DATE REVISED	10/29/18

POLICY:

In the event that both the Mayor and President Pro Tem are absent, the line of succession will be arranged in order of seniority of Councilmembers. If more than one Councilmember shares the same seniority level, that next successor will be the chair of the following committees in this order: Planning and Public Works; Parks, Recreation and Arts; Public Health and Safety; Finance and Administration.

RECOMMENDED BY:

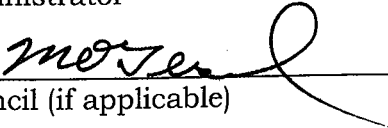
Department Head/Director/Council Committee (if applicable)

Date

APPROVED BY:

City Administrator

Date



City Council (if applicable)

12/12/10

Date

**CITY OF CHESTERFIELD
POLICY STATEMENT**

CITY COUNCIL **NO.** **24**

SUBJECT
Public Participation at Standing Committee Meetings

INDEX: **CC**

DATE **6/7/22**
ISSUED

DATE
REVISED

PURPOSE:

The purpose of public interaction is to ensure public participation, increase understanding, fact finding, analysis, and to perfect legislation and policy. It is not the intent or purpose of this public interaction to encourage debate, interrogation, bloviating, pettifogging, or personal interactions.

POLICY:

It is the policy and expectation of the Chesterfield Mayor and City Council to encourage and solicit public input into the decision-making process.

It is recognized and accepted that members of the public may have additional information previously unknown to the Mayor and/or City Councilmembers.

The Mayor and Councilmembers wish to create a welcoming and inclusive culture and atmosphere within the City of Chesterfield;

Committee chairs should provide opportunities for the public to ask questions and provide relevant information relative to agenda items during meetings of Council Standing Committee meetings.

In order to assure compliance with Missouri's sunshine law (RSMo 610.021) commentary and discussion may only relate to items on the Committee agenda. No discussion or debate is to be allowed on any topic or issue not directly related to a topic which is specifically included on the official committee agenda.

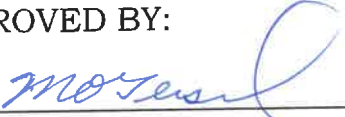
In order to maintain order and productivity, The Chair may, in their sole discretion, limit the duration and content of public comment and interaction as may be necessary to maintain decorum and productivity.

RECOMMENDED BY:

Department Head/Director/Council Committee (if applicable)

Date

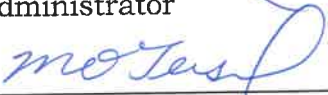
APPROVED BY:



City Administrator

2022-6-7

Date



City Council (if applicable)

2022-6-7

Date

CITY OF CHESTERFIELD

POLICY STATEMENT

CITY COUNCIL		NO.	25
SUBJECT	Parental Leave Policy	INDEX	CC
DATE ISSUED	JULY 17, 2023	DATE REVISED	

PURPOSE:

The purpose of this policy is to give employee parents additional flexibility and time to bond with their new child while adjusting to a changing family situation. While such paid leave is not required by law, family-friendly policies are essential to cultivating an atmosphere where employees can thrive professionally without sacrificing essential family obligations. Leave under this policy is paid leave associated with the birth of an employee's own child or the placement of a child with the employee in connection with surrogates, adoption, or foster care. Such paid leave under this policy will not be charged against the employee's other paid leave benefits, however, Paid Parental Leave and FMLA Leave will run concurrently.

ELIGIBILITY:

In order to qualify for leave under this policy, an employee must satisfy the requirements of both employee and event eligibility.

Eligible employees must meet the following criteria:

1. Must be a full-time employee with at least one-year (1) of continuous service at the time of the eligible event; and
2. The employee becomes the parent of a child who resides in the same household due to an eligible birth, adoption, or foster parent event.

The following eligible events qualify for Parental Leave under this policy:

1. The eligible employee gives birth to a child;
2. The birth of a child who resides in the same household, for whom the eligible employee is the mother or father of the child;

3. The placement of a child of twelve (12) years of age or younger through adoption or foster care. Only a new placement will qualify as an eligible event. Prior foster care placement or adoption will not be an eligible event.
4. Event must be FMLA certified.
5. Special circumstances which may be individually authorized and approved by the City Administrator, such as: An event where an eligible employee assumes legal custody and responsibility for a familial child or children due to death or incapacitation of their parents.

PARENTAL LEAVE TIME:

Parental Leave shall not exceed two-hundred forty hours (240) per qualifying event.

Parental Leave described in this policy shall be available for a 6-month period following the birth or adoption of a child.

Employees are eligible for up to 240 hours of Parental Leave in a rolling 12-month period. In the event one or more children are born, adopted, or fostered the amount of Parental Leave will not be adjusted.

In the event the parents involved in a qualifying event are both employees of the City; the total amount of parental leave authorized for the event, not more than 240 hours, shall be shared between the employee parents. The amount of parental leave apportioned between the employee parents is to be solely determined by the parent employees involved and can be shared in any proportion.

If the Parental Leave is to be shared between two parent employees:

1. The employees must provide a coordinated four-week advance schedule submitted on behalf of both employees utilizing Parental Leave. Schedule may be waived for the first two weeks of Parental Leave in such instances where the onset of the Parental Leave is indeterminate.

Parental Leave may be used intermittently during the 6-month period, but leave must be used in minimum one-week increments (Sunday 12:01 am thru Saturday 12:00 am Midnight) for ease of scheduling and tracking purposes.

1. If used intermittently, employee must provide a minimum four-week advance schedule. Schedule may be waived for the first two weeks of

Parental Leave in such instances where the onset of the Parental Leave is indeterminate.

EMPLOYEE RESPONSIBILITIES:

Employee responsibilities include the following:

1. An eligible employee shall initially notify their supervisor of the need for Parental Leave and include the estimated timing of such leave at least thirty (30) calendar days in advance of the anticipated onset of the Parental Leave. If the need for Parental Leave is not foreseeable, an eligible employee must give notice of the need to their supervisor as soon as practicable. Notice shall be provided in writing, on forms available by the City.
 - a. The employee(s) shall make written their request for parental leave on the appropriate form as made available by the City and as approved by the Department Head. Copies of the approved forms shall be provided to the Finance Director and Manager of Human Resources.
 - b. FMLA certification. The employee is required to provide the necessary FMLA documentation from the physician or agency with an estimated due date.
 - c. Official court documents providing the date of adoption or placement must be provided.
 - d. Once the two-hundred forty hours (240) of Parental Leave has been exhausted, employees may request continued leave covered under other policies as applicable and in accordance with all other City policies.
 - e. Upon termination or resignation of employment, the employee shall not be eligible for payment of any unused Parental Leave.
 - f. Employees on Parental Leave may not be otherwise employed, work secondary employment, be contracted for work or services, or otherwise perform compensated activities outside of their scope of work for the City of Chesterfield. Exceptions may be made only in the event of a court subpoena, natural disaster response, or in limited emergency situations where the employee's absence would significantly impair the City's ability to successfully respond to a natural disaster or other emergency occurrence.

- g. Disciplinary action, up to and including termination, may be taken against an employee who uses Parental Leave for purposes other than those described in this policy.

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

CITY COUNCIL		NO.	26
SUBJECT	Employee Recruitment and RETENTION INCENTIVE PROGRAM	INDEX	CC
DATE ISSUED	JULY 17, 2023	DATE REVISED	

Program Design and Structure

This program aims to enhance employee engagement, attract high-quality candidates through referrals, and boost employee retention within the organization. By leveraging the existing network of employees, we can tap into their connections and motivate them to actively participate in the recruitment process while encouraging current employees to remain committed to the City.

If a candidate for any position within the City is referred by a current City employee, the employee will be eligible for referral compensation at three levels. The employee who referred the candidate would receive up to \$3,500, as follows:

- \$1,000 1/3rd after new employee's first-year anniversary
- \$1,200 1/3rd after new employee's second-year anniversary
- \$1,300 1/3rd after new employee's third-year anniversary

Employees will complete and submit form to refer an applicant (attached as exhibit A). Staff will update the City Employment application to include a question for applicants to indicate they have been referred by a current City employee.


RECOMMENDED BY:

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

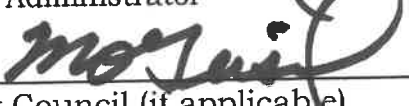
APPROVED BY:




City Administrator



Date



City Council (if applicable)



Date



Employee Referral Program Application

Exhibit
A

Today's Date: _____

Title of Position Posted: _____

Name of Applicant You Are Referring: _____

Number of Years You Have Known the Applicant: Less Than 1 Year

Is the Applicant's Resume Attached? Yes No

Tell Us About the Applicant (Describe the applicant's relevant experience / education / strengths and abilities / weaknesses):

What is Your Relationship to the Applicant? _____

Employee Name: _____

City Department: _____

Employee Position Title: _____

Employee Date of Hire: _____

Employee Direct Supervisor: _____

Employee Signature: _____