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Finance and Administration Policies

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**CITY OF CHESTERFIELD
POLICY STATEMENT**

FINANCE AND ADMINISTRATION	NO.	001
SUBJECT Use of City Letterhead or Name or Logo by Citizen Board/Commission/Task Force	INDEX	FA
DATE	DATE	
ISSUED 5/21/90	REVISED	4/15/02

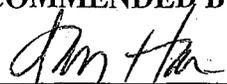
POLICY

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:

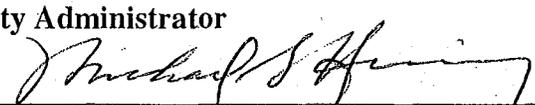
- (1) Correspondence from the Planning Commission Chairperson which communicates recommendations from the Planning Commission to the Mayor and City Council.
- (2) Correspondence from the Police Personnel Board directed to either the Mayor and City Council or appropriate City Staff.

RECOMMENDED BY:


Department Head/Council Committee (if applicable)

4/19/02
Date

APPROVED BY:

City Administrator

City Council (if applicable)

Date
4/21/02
Date

CITY OF CHESTERFIELD
POLICY STATEMENT

*FINANCE AND ADMINISTRATION	NO.	002
SUBJECT Officers/Terms for Citizen Boards/Commissions/Committees	INDEX	FA
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.

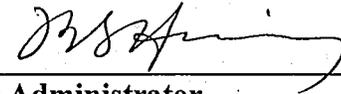
RECOMMENDED BY:



Department Head/Council Committee (if applicable)

3/5/99
Date

APPROVED BY:



City Administrator

3/8/1999
Date

City Council (if applicable)

Date

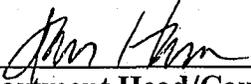
**CITY OF CHESTERFIELD
POLICY STATEMENT**

*FINANCE AND ADMINISTRATION	NO.	003
SUBJECT Promotional Advertisement Space	INDEX	FA
DATE ISSUED 8/20/90	DATE REVISED	

POLICY

The City of Chesterfield will only consider the purchase of advertisement space in publications prepared or sponsored by organizations located within the City limits of Chesterfield. The Finance and Administration Committee is authorized to decide this issue, on behalf of the City Council. Approval of such ads shall require at least three (3) votes from members of this Committee and be subject to the availability of budgeted funds.

RECOMMENDED BY:



Department Head/Council Committee (if applicable)

3/5/99
Date

APPROVED BY:



City Administrator

3/8/1999
Date

City Council (if applicable)

Date

**CITY OF CHESTERFIELD
POLICY STATEMENT**

***FINANCE AND ADMINISTRATION**

NO. 004

SUBJECT Sale of Historical Calendars

INDEX FA

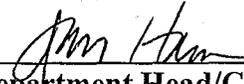
**DATE 9/4/90
ISSUED**

**DATE
REVISED**

POLICY

Historical calendars can be sold by the City, on behalf of the Historical Committee. The City Council will review and approve similar requests by other Committees on an individual basis.

RECOMMENDED BY:



Department Head/Council Committee (if applicable)

3/5/99
Date

APPROVED BY:



City Administrator

3/5/99
Date

City Council (if applicable)

Date

**CITY OF CHESTERFIELD
POLICY STATEMENT**

***FINANCE AND ADMINISTRATION**

NO. 005

**SUBJECT Distribution of Citizen Newsletter to
Businesses**

INDEX FA

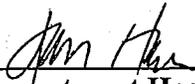
**DATE
ISSUED 10/10/90**

**DATE
REVISED**

POLICY

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

RECOMMENDED BY:

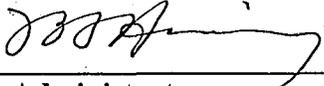


Department Head/Council Committee (if applicable)

3/5/99

Date

APPROVED BY:



City Administrator

3/8/1999

Date

City Council (if applicable)

Date

CITY OF CHESTERFIELD
POLICY STATEMENT

*FINANCE AND ADMINISTRATION

NO. 007

SUBJECT Records Retention

INDEX FA

DATE

DATE

ISSUED 11/18/91

REVISED

POLICY

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

RECOMMENDED BY:



Department Head/Council Committee (if applicable)

3/5/99

Date

APPROVED BY:



City Administrator

3/8/1995

Date

City Council (if applicable)

Date

**CITY OF CHESTERFIELD
POLICY STATEMENT**

***FINANCE AND ADMINISTRATION**

NO. 008

**SUBJECT Citizen Committees – Ward
Representation**

INDEX FA

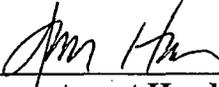
**DATE
ISSUED 3/16/92**

**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:

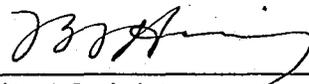


Department Head/Council Committee (if applicable)

3/5/99

Date

APPROVED BY:



City Administrator

3/8/1999

Date

City Council (if applicable)

Date

**CITY OF CHESTERFIELD
POLICY STATEMENT**

*FINANCE AND ADMINISTRATION	NO.	009
SUBJECT Citizen Committees – Designated Projects	INDEX	FA
DATE	DATE	
ISSUED 6/15/92	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:

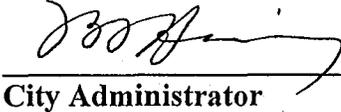


Department Head/Council Committee (if applicable)

3/5/95

Date

APPROVED BY:



City Administrator

3/8/1995

Date

City Council (if applicable)

Date

**CITY OF CHESTERFIELD
POLICY STATEMENT**

*FINANCE AND ADMINISTRATION	NO.	010
SUBJECT Mailing Ordinances to Trustees	INDEX	FA
DATE 8/30/92	DATE	
ISSUED	REVISED	

POLICY

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

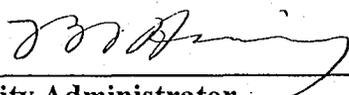
RECOMMENDED BY:



Department Head/Council Committee (if applicable)

3/5/99
Date

APPROVED BY:



City Administrator

3/5/99
Date

City Council (if applicable)

Date

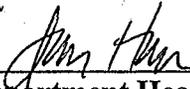
**CITY OF CHESTERFIELD
POLICY STATEMENT**

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

POLICY

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

RECOMMENDED BY:

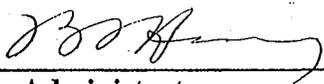


Department Head/Council Committee (if applicable)

3/5/99

Date

APPROVED BY:



City Administrator

3/5/99

Date

City Council (if applicable)

Date

**CITY OF CHESTERFIELD
POLICY STATEMENT**

***FINANCE AND ADMINISTRATION**

NO. 012

SUBJECT Legal Requirements for Notices

INDEX FA

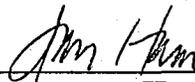
**DATE 10/5/92
ISSUED**

**DATE
REVISED**

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 Chesterfield Journal.

RECOMMENDED BY:

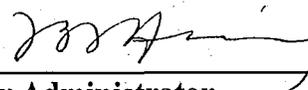


Department Head/Council Committee (if applicable)

3/5/99

Date

APPROVED BY:



City Administrator

3/5/99

Date

City Council (if applicable)

Date

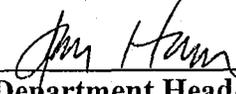
**CITY OF CHESTERFIELD
POLICY STATEMENT**

*FINANCE AND ADMINISTRATION	NO.	013
SUBJECT Mayor's Use of City Vehicles	INDEX	FA
DATE 10/5/92	DATE	
ISSUED	REVISED	

POLICY

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

RECOMMENDED BY:

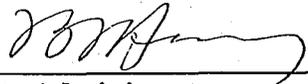


Department Head/Council Committee (if applicable)

3/5/99

Date

APPROVED BY:



City Administrator

3/5/99

Date

City Council (if applicable)

Date

**CITY OF CHESTERFIELD
POLICY STATEMENT**

*FINANCE AND ADMINISTRATION	NO.	014
SUBJECT Investment Policy	INDEX	FA
DATE 12/21/92	DATE	10/7/02
ISSUED	REVISED	

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 Funds
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:
 - o Limiting investments to the safest types of securities

- Pre-qualifying the financial institutions, broker/dealers, intermediaries and advisers 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 minimize 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.
2. 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.
3. 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 probably 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 Director of Finance and Administration, 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 Director of Finance and Administration. The Director of Finance and Administration 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:

- o Audited financial statements
- o Proof of National Association of Securities Dealers (NASD) certification
- o Proof of State registration
- o Completed broker/dealer questionnaire
- o 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 Director of Finance and Administration.

2. Internal Controls – The Director of Finance and Administration 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 Director of Finance and Administration 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 of 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 on non-negotiable certificates of deposit.

3. Repurchase Agreements – The Director of Finance and Administration 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 tri-party) 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 Director of Finance and Administration 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 each 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 Director of Finance and Administration 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 sells 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. (Price Appreciation) + (Dividends paid) + (Capital gains) = 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.

RECOMMENDED BY:

Jan Han
Department Head/Council Committee (if applicable)

10/8/02
Date

APPROVED BY:

City Administrator
Michael J. Henning
City Council (if applicable)

Date
10/8/02
Date

**CITY OF CHESTERFIELD
POLICY STATEMENT**

*FINANCE AND ADMINISTRATION	NO.	015
SUBJECT Chesterfield Citizen Newsletter	INDEX	FA
DATE 10/18/93	DATE	
ISSUED	REVISED	

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:

Jim Han
Department Head/Council Committee (if applicable)

3/5/99
Date

APPROVED BY:

[Signature]
City Administrator

3/15/99
Date

City Council (if applicable)

Date

**CITY OF CHESTERFIELD
POLICY STATEMENT**

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

POLICY

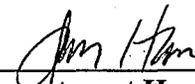
I. PURPOSE

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

II. PROCEDURE

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

RECOMMENDED BY:



Department Head/Council Committee (if applicable)

3/5/99

Date

APPROVED BY:



City Administrator

3/5/99

Date

City Council (if applicable)

Date

**CITY OF CHESTERFIELD
POLICY STATEMENT**

***FINANCE AND ADMINISTRATION**

NO. 017

SUBJECT Letters to Representatives

INDEX FA

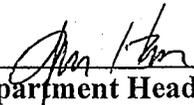
**DATE 5/15/95
ISSUED**

**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/Council Committee (if applicable)

3/5/99

Date

APPROVED BY:



City Administrator

3/5/99

Date

City Council (if applicable)

Date

**CITY OF CHESTERFIELD
POLICY STATEMENT**

FINANCE AND ADMINISTRATION

NO. 18

SUBJECT Flowers/Contributions

INDEX FA

**DATE 6/19/95
ISSUED**

**DATE 11/26/12
REVISED**

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 001-036-5255.

RECOMMENDED BY:

Lilley Tucker 11/26/12
Department Head, Director or Council Committee (if applicable) Date

APPROVED BY:

Michael S. Manning 11/26/12
City Administrator Date

City Council (if applicable) Date

CITY OF CHESTERFIELD
POLICY STATEMENT

*FINANCE AND ADMINISTRATION

NO. 019

SUBJECT Funeral Leave

INDEX FA

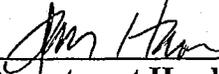
DATE 4/16/97
ISSUED

DATE
REVISED

POLICY

The City Administrator is authorized to grant funeral leave as circumstances warrant or to extend the list covered individuals as he deems appropriate. He is required to report to the Finance and Administration Committee any exceptions granted on an annual basis.

RECOMMENDED BY:

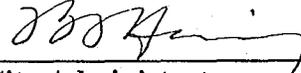


Department Head/Council Committee (if applicable)

3/5/99

Date

APPROVED BY:



City Administrator

3/5/99

Date

City Council (if applicable)

Date

**CITY OF CHESTERFIELD
POLICY STATEMENT**

FINANCE AND ADMINISTRATION

NO. 020

SUBJECT Contributions Program

INDEX FA

DATE

ISSUED 6/16/97

DATE

REVISED 12/3/01

POLICY

An 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.

1. The event shall be open to the residents of the City of Chesterfield and shall promote the welfare of the community.
2. The event 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.
5. A hold harmless agreement must be submitted 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. Each 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 only to organizations, not individuals.
10. The contribution 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 on to the Finance and Administration Committee -- failure to do so will preclude any future contributions. 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 said requests for contributions. The Committee shall review the application only.

14. The application form provided by the City of Chesterfield must be completed in its entirety and no attachments will be submitted with said application to the Committee.

The event for which a contribution is being sought must occur within twelve (12) months from the date of the application.

RECOMMENDED BY:

Jim Han
Department Head/Council Committee (if applicable)

12/6/01
Date

APPROVED BY:

City Administrator
Michael J. Sperry
City Council (if applicable)

Date
12/7/01
Date

**CITY OF CHESTERFIELD
POLICY STATEMENT**

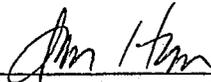
*FINANCE AND ADMINISTRATION	NO.	021
SUBJECT Funding for Boards/Commissions	INDEX	FA
DATE 6/16/97	DATE	
ISSUED	REVISED	

POLICY

Guidelines for funding for Boards and Commissions.

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

RECOMMENDED BY:



Department Head/Council Committee (if applicable)

3/5/99

Date

APPROVED BY:



City Administrator

3/5/99

Date

City Council (if applicable)

Date

**CITY OF CHESTERFIELD
POLICY STATEMENT**

***FINANCE AND ADMINISTRATION**

NO. 022

SUBJECT Line of Succession

INDEX FA

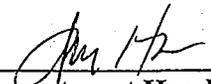
**DATE 6/16/97
ISSUED**

**DATE
REVISED**

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 Zoning, Public Works, Public Health and Safety, Finance and Administration.

RECOMMENDED BY:

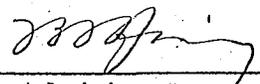


Department Head/Council Committee (if applicable)

3/15/99

Date

APPROVED BY:



City Administrator

3/15/99

Date

City Council (if applicable)

Date

**CITY OF CHESTERFIELD
POLICY STATEMENT**

*FINANCE AND ADMINISTRATION	NO.	023
SUBJECT Starting Time for Council Meetings	INDEX	FA
DATE 6/16/97	DATE	
ISSUED	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:

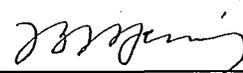


Department Head/Council Committee (if applicable)

3/5/99

Date

APPROVED BY:



City Administrator

3/5/99

Date

City Council (if applicable)

Date

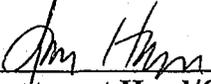
CITY OF CHESTERFIELD
POLICY STATEMENT

*FINANCE AND ADMINISTRATION NO. 024
SUBJECT Temporary Liquor Licenses INDEX FA
DATE 11/17/97 DATE
ISSUED REVISED

POLICY

Staff is authorized to administratively approve temporary liquor licenses for special events.

RECOMMENDED BY:

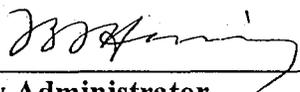


Department Head/Council Committee (if applicable)

3/5/99

Date

APPROVED BY:



City Administrator

3/5/99

Date

City Council (if applicable)

Date

CITY OF CHESTERFIELD
POLICY STATEMENT

FINANCE AND ADMINISTRATION	NO.	025
SUBJECT: Citizen of the Year Award	INDEX:	FA
DATE ISSUED: 2/18/98	DATE	
	REVISED:	6-17-2015

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 should preferably be a resident of the City of Chesterfield. If not, the accomplishment should take place in the City.

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 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 on-line nomination form will be available on the City's web site at 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 previous Citizen of the Year Award recipient, four Citizen Committee chairpersons, one representative from each ward selected by the Councilmember of that ward and a representative from an area civic or community group such as the Chamber of Commerce, Rotary Club, or Kiwanis. A meeting of this Committee will be scheduled to review the nominations submitted in mid-February to select the Citizen of the Year. Once a candidate has been chosen, the nomination will be forwarded to the Mayor and City Council for final approval via e-mail. 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 and a press release will accompany it in a media release and placed on the City's web site. An article will also be published in the June Citizen Newsletter.

RECOMMENDED BY:

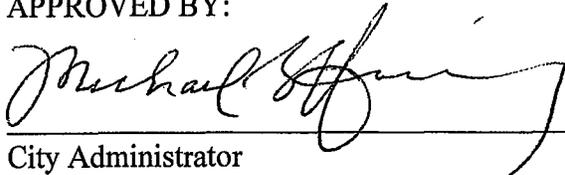
Finance & Administration Committee

June 17, 2015 Meeting

Department Head/Council Committee (if applicable)

Date

APPROVED BY:



City Administrator

6/23/15

Date

**CITY OF CHESTERFIELD
POLICY STATEMENT**

***FINANCE AND ADMINISTRATION**

NO. 026

SUBJECT Posting of Illegal Signs

INDEX FA

**DATE 2/18/98
ISSUED**

**DATE
REVISED**

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:



Department Head/Council Committee (if applicable)

3/5/99

Date

APPROVED BY:



City Administrator

3/5/99

Date

City Council (if applicable)

Date

CITY OF CHESTERFIELD
POLICY STATEMENT

*FINANCE AND ADMINISTRATION

NO. 027

SUBJECT Council Liaisons to Citizen
Committees

INDEX FA

DATE 5/18/98
ISSUED

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:

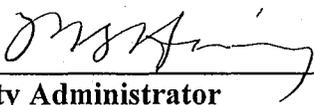


Department Head/Council Committee (if applicable)

3/5/99

Date

APPROVED BY:



City Administrator

3/5/95

Date

City Council (if applicable)

Date

CITY OF CHESTERFIELD
POLICY STATEMENT

FINANCE AND ADMINISTRATION

NO. 028

SUBJECT CCDC Request Regarding Future
Funding Contribution Tied To Business
License Fees

INDEX FA

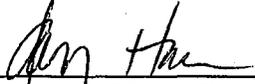
DATE
ISSUED 8/16/1999

DATE
REVISED

POLICY

The CCDC annual appropriation comes from General Fund revenues and funding for the CCDC is included in the five-year budget.

RECOMMENDED BY:



Department Head/Council Committee (if applicable)

9/7/99

Date

APPROVED BY:

City Administrator


City Council (if applicable)

Date
8/14/99

Date

**CITY OF CHESTERFIELD
POLICY STATEMENT**

FINANCE AND ADMINISTRATION

NO. 029

SUBJECT City Administrator's Evaluation Form

INDEX FA

**DATE
ISSUED 8/16/1999**

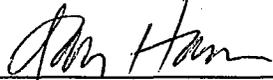
**DATE
REVISED**

POLICY

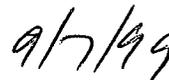
The attached form is used for the City Administrator's evaluation. The process for the City Administrator is as follows:

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 Finance and Administration Committee, and the President Pro Tem meet with the City Administrator to review the evaluation results.

RECOMMENDED BY:



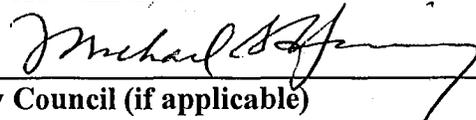
Department Head/Council Committee (if applicable)



Date

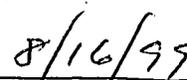
APPROVED BY:

City Administrator



City Council (if applicable)

Date



Date

CITY OF CHESTERFIELD
POLICY STATEMENT

FINANCE AND ADMINISTRATION

NO. 030

SUBJECT Requests For Additional Staff

INDEX FA

DATE
ISSUED 8/16/1999

DATE
REVISED

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:



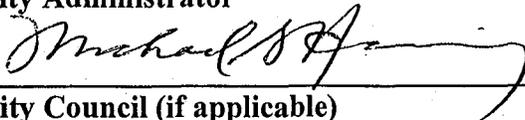
Department Head/Council Committee (if applicable)

9/10/99

Date

APPROVED BY:

City Administrator



City Council (if applicable)

Date

9/10/99

Date

CITY OF CHESTERFIELD
POLICY STATEMENT

FINANCE AND ADMINISTRATION

NO. 031

SUBJECT City Council Committees

INDEX FA

DATE
ISSUED 8/16/1999

DATE
REVISED

POLICY

Each Ward will be represented by a Chairperson on one of the four Council Committees.

RECOMMENDED BY:

Jim Han
Department Head/Council Committee (if applicable)

9/7/99
Date

APPROVED BY:

City Administrator
J. Michael S. Henry
City Council (if applicable)

Date
8/16/99
Date

CITY OF CHESTERFIELD
POLICY STATEMENT

FINANCE AND ADMINISTRATION	NO.	032
SUBJECT Handling Of Questions From Audience During City Council Meetings	INDEX	FA
DATE	DATE	
ISSUED 8/16/1999	REVISED	

POLICY

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

RECOMMENDED BY:



Department Head/Council Committee (if applicable)

9/7/99

Date

APPROVED BY:

City Administrator


City Council (if applicable)

Date
8/16/99

Date

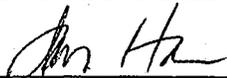
CITY OF CHESTERFIELD
POLICY STATEMENT

FINANCE AND ADMINISTRATION	NO.	033
SUBJECT Public Displays of Arts/Artifacts on City Property	INDEX	FA
DATE ISSUED 10/18/1999	DATE REVISED	

POLICY

Public displays of arts/artifacts are embraced/encouraged on City property and within City-owned buildings.

RECOMMENDED BY:

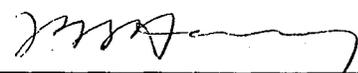


Department Head/Council Committee (if applicable)

10/20/99

Date

APPROVED BY:

City Administrator


City Council (if applicable)

Date

10/18/99

Date

CITY OF CHESTERFIELD
POLICY STATEMENT

FINANCE AND ADMINISTRATION

NO. 034

SUBJECT Marriage between Employees/Hiring
Related Employees

INDEX FA

DATE
ISSUED February 7, 2000

DATE
REVISED

POLICY

The marriage of two employees or hiring of related employees will no longer require one of the employees to leave employment with the City. However, should employees within the same department/division decide to marry and/or should a supervisor and a subordinate, in the same department, decide to marry, one of the employees will be required to either secure a reassignment to another department, assuming another job would be available, or he/she must leave employment with the City.

Even though the marriage of employees or hiring of related employees is no longer prohibited, employees could be subject to disciplinary action, if their marriage/divorce/relationship becomes disruptive to the work environment.

RECOMMENDED BY:



Department Head/Council Committee (if applicable)

5/11/00

Date

APPROVED BY:



City Administrator

5/11/00

Date

City Council (if applicable)

Date

**CITY OF CHESTERFIELD
POLICY STATEMENT**

FINANCE AND ADMINISTRATION

NO. 35

SUBJECT Historical Commission Membership

INDEX FA

DATE ISSUED 11/6/2000

DATE REVISED

POLICY

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

* Amendment to City Council, Policy No. 26.

RECOMMENDED BY:



Department Head/Council Committee (if applicable)

11/9/2000

Date

APPROVED BY:

City Administrator



City Council (if applicable)

Date

11/6/00

Date

**CITY OF CHESTERFIELD
POLICY STATEMENT**

FINANCE AND ADMINISTRATION

NO. 36

SUBJECT Internet Links from City's Public Website

INDEX FA

**DATE
ISSUED** 5/7/01

**DATE
REVISED** 12/06/01

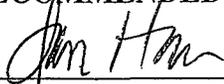
POLICY

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:



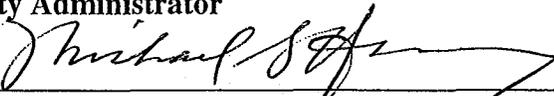
Department Head/Council Committee (if applicable)

12/7/01

Date

APPROVED BY:

City Administrator



City Council (if applicable)

Date

12/7/01

Date

**CITY OF CHESTERFIELD
POLICY STATEMENT**

FINANCE AND ADMINISTRATION

NO. 37

SUBJECT President Pro Tem Selection

INDEX FA

**DATE
ISSUED** 3/18/02

**DATE
REVISED**

POLICY

The selection of the President Pro Tem will be by written ballot and the ballots will be counted and read up front in the public session.

RECOMMENDED BY:



Department Head/Council Committee (if applicable)

3/19/02

Date

APPROVED BY:

City Administrator


City Council (if applicable)

Date
3/18/02

Date

CITY OF CHESTERFIELD
POLICY STATEMENT

FINANCE AND ADMINISTRATION

NO. 38

SUBJECT Executive Sessions

INDEX FA

DATE
ISSUED 3/18/02

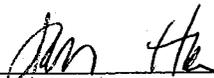
DATE
REVISED

POLICY

The following are changes in Executive Session procedures:

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

RECOMMENDED BY:

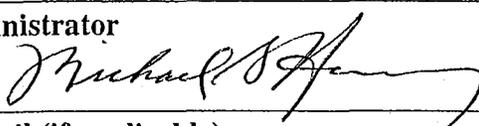


Department Head/Council Committee (if applicable)

3/19/02

Date

APPROVED BY:

City Administrator


City Council (if applicable)

Date
3/18/02

Date

CITY OF CHESTERFIELD
POLICY STATEMENT

FINANCE AND ADMINISTRATION

NO. 39

SUBJECT Fund Reserves

INDEX FA

DATE 4/15/02

DATE 11/3/07

ISSUED

REVISED

POLICY

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

RECOMMENDED BY:

FTA COMMITTEE

Department Head/Council Committee (if applicable)

11/3/07

Date

APPROVED BY:

City Administrator

Michael J. Sperry

City Council (if applicable)

Date

11/3/07

Date

**CITY OF CHESTERFIELD
POLICY STATEMENT**

FINANCE AND ADMINISTRATION

NO. 40

SUBJECT PAY PLAN ADMINISTRATION

INDEX FA

**DATE 7/18/02
ISSUED**

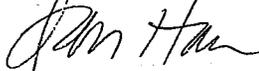
**DATE
REVISED**

POLICY

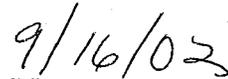
The pay scale will be adjusted annually on January 1, based upon the CPI for June of the previous year. The cost of these adjustments will be automatically factored into the budget. The cost involved will consist of adjusting the pay for any employees who fall below the new starting point in their particular grade. Each employee's pay will be increased to the new minimum. The adjustment will not be applied to any other employees in the pay grade.

The Finance and Administration Committee will review the June CPI each year and make a recommendation with regard to the amount to budget for the performance based salary adjustments (or "merit pool") for the upcoming budget.

RECOMMENDED BY:

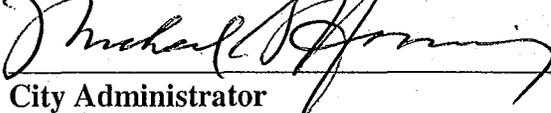


Department Head/Council Committee (if applicable)



Date

APPROVED BY:



City Administrator



Date

City Council (if applicable)

**CITY OF CHESTERFIELD
POLICY STATEMENT**

FINANCE AND ADMINISTRATION	NO.	41
SUBJECT RECRUITMENT & EQUAL EMPLOYMENT OPPORTUNITY PLAN	INDEX	FA
DATE ISSUED	10/7/02	DATE REVISED

STATEMENT OF POLICY

It is the policy of the City of Chesterfield ("the City") to provide equal opportunity in employment to all qualified employees and applicants. To this end, the City will recruit, hire and promote for all positions in the City without regard to race, color, religion, national origin, disability, age or sex.

The City is also aware of the special employment problems of qualified individuals with disabilities and all veterans and its personnel policies shall support the needs of these persons.

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

These policies will also ensure that all employment related matters, such as compensation, benefits, transfers, dismissals, City sponsored training, education, social and recreational programs will be administered and provided without regard to race, color, religion, national origin, disability, age or sex.

STATEMENT OF RESPONSIBILITY

The Director of Finance & Administration (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 that 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 disseminate 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 continue to 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, sex, disability, age or national origin.

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

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.

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.

PROMOTIONS

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

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, religion, color, sex, age, national origin or disability. 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 Director of Finance & Administration, 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 Director of Finance & Administration 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 Director of Finance & Administration.
- 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:

[Signature]
Department Head/Council Committee (if applicable)

10/15/02
Date

APPROVED BY:

City Administrator
[Signature]
City Council (if applicable)

Date
10/7/02
Date

CITY OF CHESTERFIELD
POLICY STATEMENT

FINANCE AND ADMINISTRATION

NO. 42

SUBJECT NEIGHBORHOOD IMPROVEMENT
DISTRICT POLICY (NID)

INDEX FA

DATE 8/1/2005
ISSUED

DATE 1/3/2008
REVISED

POLICY

Policy is attached.

RECOMMENDED BY:

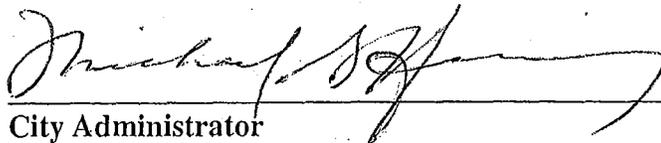


Department Head/Council Committee (if applicable)

1/7/08

Date

APPROVED BY:



City Administrator

1/9/08

Date

City Council (if applicable)

Date

**CITY OF CHESTERFIELD, MISSOURI
NEIGHBORHOOD IMPROVEMENT DISTRICT
POLICY**

INTRODUCTION

One of the more serious issues facing the City of Chesterfield today is how to finance local infrastructure improvements primarily in subdivisions that existed prior to incorporation and improvements owned by the subdivision. 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 are overly burdensome for some residents. The issue becomes even more challenging when the infrastructure improvements benefit a specific geographic area or subdivision.

In most states, units of local governments (both cities and counties) can issue general obligation bonds backed by the "full faith and credit" of the governmental unit. These bonds are issued and the debt retired through assessments, special fees or taxes, levied against the real property that benefits from the improvements. Prior to 1991, Missouri had no provisions in place for this type of funding. Therefore, when faced with a specific improvement project, Missouri cities and counties had few options. One option was to consider the issuance of a general obligation bond issue, subject to a vote of the entire city or county. Another was use the authority granted under the subdivision indenture to impose special assessments, the revenues from which would be used to finance the improvements. The primary drawback to the assessment process was that the cumbersome, inflexible nature of the subdivision indentures made assessments difficult to enact and enforce. Subdivisions could also establish a special benefit district or a special tax district, but those had added costs, as well. The result was often that the subdivision and the municipality would simply ignore the situation. None of these options offered a practical alternative to resolve the problem.

The City Council is aware of the need to develop a structure that would enable improvements to be made to 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 their 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 alike.

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

Armstrong Teasdale LLP
NID Policy

Dated April 29, 2005

Revised to reference F&A Committee 1-3-08

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 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 reimprovement 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 main and lateral storm water drains and sanitary sewer systems, and appurtenances thereto;
- (d) to improve street lights and street lighting systems;
- (e) to improve waterworks systems;
- (f) to improve parks, playgrounds and recreational facilities;
- (g) to improve any street or other facility by landscaping, planting of trees, shrubs, and other plants;
- (h) to improve dikes, levees and other flood control works, gates, lift stations, bridges and streets appurtenant thereto;
- (i) to improve vehicle and pedestrian bridges, overpasses and tunnels;
- (j) to improve retaining walls and area walls on public ways or land abutting thereon;
- (k) to improve property for off-street parking facilities including construction and equipment of buildings thereon;
- (l) to acquire or improve any other public facilities or improvements deemed necessary by the governing body of the city or county; and
- (m) to improve public safety.

COSTS THAT CAN BE PAID WITH NID FINANCING

The NID Act identifies the costs that can be paid for 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, however 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 assessment on all real property within the NID. The special assessment is included in the annual property tax bill for residents so only one payment is required per year. Failure to pay the special NID assessment is handled in the same manner as failure to pay property taxes. Failure to pay property taxes may result in the sale of the real property by the City at a tax sale. 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. A trustee must 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. The bonds and various disclosure documents must be printed in large quantities by a qualified printer. 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 are added to the obligation and are part of the overall issuance. Therefore, bond issues can become expensive to develop.

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 Project, one must weigh the costs of complying with the "red tape" normally associated with government financing 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 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 issues over smaller issues and there are distinct cost savings for larger issues when compared to smaller issues. Therefore, the City recommends that subdivisions consider the following when deciding whether to pursue a NID project:

Projects with total costs below \$300,000 will face some 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 \$300,000 and \$500,000. 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 \$500,000 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 following considerations, it is willing to consider any 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 to operate in a readily-defined area. Generally, this requires that a metes and bounds survey of the NID area be completed and that a specific legal description be developed for the district. To assist in this process, the City will help identify and retain an

acceptable land surveyor who will complete the survey in a reasonable period of time and at a reasonable cost.

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, so the City is willing to prepare the cost estimates for the NID project and verify that they comply with the requirements of the NID Act.

Because these projects involve public improvements, all projects must include the payment of prevailing wage rates and must comply with the normal bidding and procurement policies of the City. The City is experienced in these matters and will incur the costs associated with the preparing and soliciting bids.

The City views itself as a partner in these proceedings, and is therefore willing to facilitate the formation and administration of NIDs. As a result, in addition to the items listed above, the City will also incur 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 begins by providing its residents with a form of the pre-application petition necessary to begin the formation process (see **Appendix A**).

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 feasible NID projects.

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 would like to 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" which will be used to enable the City to perform an initial evaluation of all NID proposals. The Pre-Application 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 local contact

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 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, the character of the subdivision, in particular, an assessment of whether the area growing, declining, or unchanged; the number of single family homes, businesses, or other dwelling units in the subdivision and the utility companies which serve the area, particularly water company and the sanitary sewer company. Finally, the narrative should describe any 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 through either commercial firms or the St. Louis County Assessor's Office.
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 the City.
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 the City.
6. A Preliminary Construction Estimate prepared and sealed by an engineer registered by the State of Missouri for the proposed construction project. The City has experience in obtaining bids for such estimates and is willing to assist as necessary. Because NID projects are public works projects, they are subject to the prevailing wage statutes of the state, and the City is able to advise as to whether the bids comply with the law.
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. The City 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 one the improvement has been made that it is adequately maintained. To the extent that it is necessary, the City is able to assist in making these determinations.

Six copies of this Pre-Application should be submitted to the City Council as follows:

City Council of the City of Chesterfield
690 Chesterfield Parkway West
Chesterfield, Missouri 63017-0760
ATTN: Finance & Administration Committee

After receipt, the City Administrator 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. During this process, the Committee will also verify the accuracy of the property tax payment records on all properties within the proposed NID.

Throughout the evaluation process, the 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 Finance & Administration Committee will complete a written evaluation of the proposed project. This evaluation will include a recommendation on whether to include the project in the Neighborhood Improvement District Program for the City. The evaluation will be submitted to the applicant and after comments have been received, will be presented to the City Council for their action.

Formal Application

Once the Pre-Application review process is complete and the proposal is forwarded to the City Council for approval, 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 development and certification of costs associated with the project. This is to include construction costs (developed through a formal bidding process); the costs of issuance of the bonds to finance the project; the

administrative costs for the project; and any other allowable costs deemed necessary and appropriate for the successful operation of the NID; and

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.

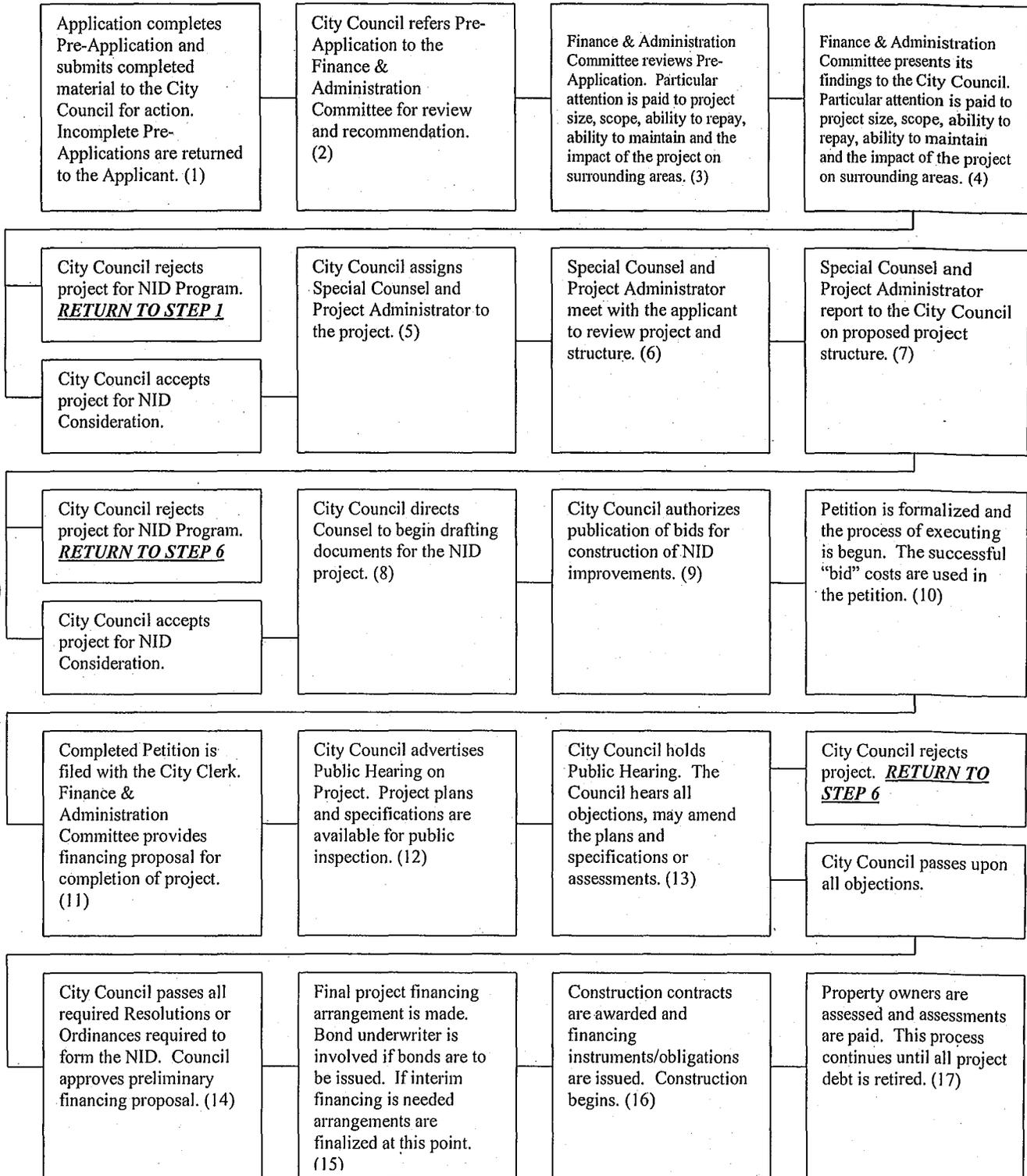
As with the Pre-Application, to the extent that the subdivision requires assistance with any of the elements of the formal application process, City staff is available to help.

FOR ADDITIONAL INFORMATION

For additional information, contact:

Assistant City Administrator for
Community Services & Economic Development
690 Chesterfield Parkway West
Chesterfield, Missouri 63017-0760
636-537-6721

FORMATION OF A NEIGHBORHOOD IMPROVEMENT DISTRICT



**APPENDIX A
FORM OF PRE-APPLICATION**

(Attached hereto.)

**PRE-APPLICATION FOR
NEIGHBORHOOD IMPROVEMENT DISTRICT**

1. Name of Proposed District: _____
 - (a) Principals for the proposed project include:
Contact person: _____
Subdivision attorney: _____
Subdivision engineer: _____
Subdivision trustees: _____
2. Narrative Description of the Proposed Project:
 - (a) [Description of project.]
 - (b) [Project location.]
 - (c) [Description of project, need for NID, and private financing.]
 - (d) [Identification of utility companies serving area.]
3. [Legal description, plat map or aerial map] for the proposed District are attached as **Exhibit A.**
4. [List of residents.]
5. [List of property owners.]
6. The estimated cost of the proposed Improvements is \$ _____. The final cost of such Improvements assessed against the property within the District shall not exceed such estimated cost by more than 25%. The Preliminary Construction Estimate is attached hereto as **Exhibit B.**
7. A petition signed by at least 70% of the [qualified voters residing within the proposed district/owners of real property located within the proposed district] is attached as **Exhibit C.**
8. [Describe current assessment method.]
9. [Describe who will maintain improvements for proposed NID project.]

EXHIBIT A
Legal Description

(Attached hereto.)

EXHIBIT B
Preliminary Construction Estimate

(Attached hereto.)

EXHIBIT C
Petition of Property Owners/Qualified Voters

Parcel Number

Owner/Qualified Voter

**CITY OF CHESTERFIELD
POLICY STATEMENT**

FINANCE AND ADMINISTRATION		NO.	43
SUBJECT	COMMUNITY IMPROVEMENT DISTRICT POLICY (CID)	INDEX	FA
DATE ISSUED	11/19/07	DATE REVISED	

POLICY

INTRODUCTION

The City of Chesterfield has always been committed to providing its residents with a viable infrastructure. These infrastructure improvements are critical to the City's economic development and residential life. While many of the improvements the City undertakes benefit the community as a whole, there are some circumstances where the benefit runs to a specific group of individuals or businesses.

Under the Community Improvement District Act, Sections 67.1401 to 67.1571 of the Revised Statutes of Missouri, also known as the CID Act, a community improvement district, or CID, is authorized to construct certain public improvements and finance those improvements with revenues they generate. The City does not issue the obligations, nor does it lend its credit to the project to guarantee that the obligations are repaid. Instead, the CID, as the entity constructing the project, bears the risk of success. If the project overperforms, obligations issued by the CID are retired more quickly; if it underperforms, the holders of the obligations face financial consequences from that poor performance.

The City Council is aware of the need to provide its citizens with the opportunity to construct certain public improvements within specific geographic areas. At the same time, the City is concerned about imposing burdens on some, while disproportionately benefiting others. The City Council believes that the formation of community improvement districts can provide an excellent opportunity for citizens to examine the particular needs of their neighborhoods and to structure a plan to address those needs. The City Council believes that it is important that local residents and businesses have the ability to avail themselves of those lawful opportunities which enable them to improve their environs. Further, the City Council is willing and able to partner with its citizens to make the necessary improvements in a way that is suitable to the entire community.

THE COMMUNITY IMPROVEMENT DISTRICT ACT

The CID Act was designed to provide a practical, flexible, and responsive tool to finance public improvements. Simply defined, a CID is a separate political subdivision or nonprofit corporation

within an established territory and within which certain public improvements are constructed and financed through the imposition of sales taxes, property taxes and special assessments.

FORMATION OF A COMMUNITY IMPROVEMENT DISTRICT

In Missouri, community improvement districts are established by the City Council upon receipt of a petition of the property owners collectively owning more than fifty percent (a) by assessed value of the real property within the boundaries of the proposed district, and (b) per capita of all owners of real property within the boundaries of the proposed district. The petition must also include information about the property, the project and the proposed financing, which are summarized below for reference. Once the petition has been reviewed and verified by the City Clerk, the City Council holds a public hearing to receive comment on the proposed district. After the public hearing, the City Council may, in its sole discretion, adopt an ordinance to establish the proposed district.

The CID Act outlines the structure of and formation process for CIDs. The process is relatively straightforward, although it is important that a party experienced in governmental affairs be involved.

CID PROJECTS AND RELATED FINANCING

The CID Act provides a mechanism for funding public improvements for both commercial and residential projects. Further, in the case of older, established commercial areas, if the proposed district is located within an area that may be declared blighted under one of the several statutory definitions of "blight," the CID may also fund demolition, reconstruction and rehabilitation costs related to the overall commercial development.

Eligible CID Projects

Under the CID Act, CID revenues can be used to provide assistance to or to construct, reconstruct, install, repair, maintain, and equip any of the following public improvements within its boundaries:

- a) Pedestrian or shopping malls and plazas;
- b) Parks, lawns, trees, and any other landscape;
- c) Convention centers, arenas, aquariums, aviaries, and meeting facilities;
- d) Sidewalks, streets, alleys, bridges, ramps, tunnels, overpasses and underpasses, traffic signs and signals, utilities, drainage, water, storm and sewer systems, and other site improvements;
- e) Parking lots, garages, or other facilities;
- f) Lakes, dams, and waterways;

- g) Streetscape, lighting, benches or other seating furniture, trash receptacles, marquees, awnings, canopies, walls, and barriers;
- h) Telephone and information booths, bus stop and other shelters, rest rooms, and kiosks;
- i) Paintings, murals, display cases, sculptures, and fountains;
- j) Music, news, and child-care facilities; and
- k) Any other useful, necessary, or desired improvement, including open spaces, walkways, paths and recreational centers.

As indicated above, many CID projects may be owned and managed by the CID independent of City operations essentially serving unique neighborhood needs. Other CID projects may be more "traditional" public improvements such as streets, stormwater control and parks/open spaces.

Reimbursable CID Project Costs

The CID Act identifies the costs that can be paid for through a Community Improvement District. Eligible costs include all costs necessary or incidental to plan, acquire, finance, develop, design and construct the CID projects described above, including without limitation:

- a) costs of all estimates, studies, surveys, plans, drawings, reports, tests, specifications and other preliminary investigations of architects, appraisers, surveyors and engineers;
- b) all professional service costs, including without limitation architectural, engineering, legal, financial, planning, design or special services incurred;
- c) costs of acquisition of right-of-way, easements, leases and other interests in real property;
- d) costs of demolition of buildings and the clearing and grading of land, site preparation, and erosion and storm water control; and
- e) costs of construction, reconstruction, installation, repair, maintenance or equipping of any eligible CID projects.

To ensure that the costs incurred in constructing the CID project are eligible for reimbursement, the City advises that monies be spent only after the district is established, unless proper legal counsel is otherwise of the opinion that such costs are reimbursable in conformance with applicable state law.

Financing Mechanisms

Community improvement districts can be financed in several ways, however the most common means is through the imposition of a retail sales tax or the levy of a real estate tax or special assessment.

Once a CID is established, and the funding mechanisms imposed, the CID may issue notes which may then be refunded by issuing bonds. Debt service on the obligations are paid with revenues from the sales tax, property tax and/or special assessment.

Special Considerations

Because these projects involve public improvements, all CID projects must include the payment of prevailing wage rates, required bonds and insurance, and must comply with the normal bidding and procurement policies of the CID, the City and the Department of Planning and Public Works. Whether the City or the CID is the contracting party, the Department of Planning and Public Works will be involved in the planning and approval of the public improvements. The City is experienced in these matters and will assist in the preparation and solicitation of bids, at the expense of the CID.

Although a CID is often formed for a specific purpose and is governed by the property owners and businesses located within its boundaries, it is important to note that a CID is also authorized under state law to impose sales taxes and levy real property taxes and special assessments. As such, any unpaid CID taxes or assessments are treated in the same manner as other taxes and assessments imposed by any other taxing jurisdiction within the community. In particular, the Collector is empowered to impose liens and take other enforcement actions on behalf of the CID to ensure that outstanding property taxes and special assessments are paid. Further, on behalf of the CID, the Department of Revenue may collect interest on any unpaid and past due sales tax revenues.

FORMATION PROCESS

The City views itself as a partner in these proceedings, and is therefore willing to facilitate the formation and administration of CIDs. As a result, in addition to the items listed herein, the City will also incur the initial legal expenses necessary to work with the property owners to prepare a proper petition and to insure that the CID process has been properly initiated. The City begins by providing applicants with a form of the application necessary to begin the formation process (see Appendix A).

Initiation Process

Given the fact that there are several "up-front" costs required to comply with the CID Act to form a community improvement district, and that these up-front costs may be substantial, the City Council would like to 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 an application which will be used to enable the City to perform an initial evaluation of all CID proposals. The Application is designed to help applicants 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. It is

worthwhile to note, however, that because each community improvement district must be judged on its own strengths and merits, it is not possible to establish a "normal" time frame for establishment.

Application Process

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

- f) The name of the proposed district or nonprofit corporation;
- g) The legal description of the proposed district, including a map illustrating the district boundaries;
- h) A description of the purposes of the proposed district, the services it will provide, the improvements it will make and an estimate of costs of these services and improvements to be incurred over the initial five-years of existence;
- i) A statement as to whether the district will be a political subdivision or a not for profit corporation;
- j) A list of all of the owners and parcels within the proposed district;
- k) The total assessed value of all real property within the proposed district, by parcel number;
- l) A statement as to whether the petitioners are seeking a determination that the proposed district, or any legally described portion thereof, is a blighted area;
- m) The proposed length of time for the existence of the district;
- n) The maximum rates of real property taxes that may be submitted to the qualified voters for approval;
- o) The maximum rates of special assessments and respective methods of assessment that may be proposed by petition;
- p) The limitations, if any, on the borrowing capacity of the district;
- q) The limitations, if any, on the revenue generation of the district; and
- r) Other limitations, if any, on the powers of the district.

Six copies of the Application should be submitted to the City Council as follows:
City Council of the City of Chesterfield
690 Chesterfield Parkway West
Chesterfield, Missouri 63017-0760
ATTN: Finance and Administration Committee

After receipt, the City Administrator 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. Particular attention will be paid (i) the size and scope of the proposed project; (ii) the ability of the project to generate revenues sufficient to pay for the public improvements; (iii) the long-term viability of the proposed project; and (iv) the impact of the project on surrounding areas. The Finance and Administration Committee will also verify the accuracy of the parcel identification numbers and assessed values on all properties within the proposed CID.

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

After the review of the Application is completed, the Finance and Administration Committee will complete a written evaluation of the proposed project. This evaluation will include a recommendation on whether to approve the Community Improvement District project. The evaluation will be submitted to the applicant and after comments have been received, will be presented to the City Council for their action.

Formal Petition Process

Once the Application review process is complete and the proposal is forwarded to the City Council for approval, it will be included in the CID program and the formal development of a CID Petition will be started. Costs incurred during the formal petition process are also reimbursable under the CID Act.

To ensure solid support by the residents and property owners within the proposed district, the City Council, based on discussions with the Finance and Administration Committee, has as its policy that the petition has been signed by at least [60]% of the property owners within the boundaries of the proposed district as measured both by assessed value and number of total parcels, rather than the minimum 50% representation provided in the CID Act. The formal Petition will also include any updates to the Application, as well as:

- s) A notice that the signatures of the signers may not be withdrawn later than seven days after the petition is filed with the municipal clerk;
- t) If the district is to be a political subdivision, a statement as to whether the district will be governed by a board elected by the district or whether the board will be appointed by the municipality, and, if the board is to be elected by the district, the names and terms of the initial board may be stated;
- u) If the district is to be a political subdivision, the number of directors to serve on the board;
- v) Other limitations, if any, on the powers of the district;
- w) A request that the district be established; and

- x) Any other items the petitioners deem appropriate.

As with the Application, to the extent that the property owners require assistance with any of the elements of the Petition, City staff is available to help.

NEXT STEPS

After the Petition is finalized, it will be filed with the City Clerk, who will review and verify that it conforms with the requirements of the CID Act in consultation with the City Administrator and legal counsel. Then, the City Council will set and convene a public hearing to receive comment on the proposed district. All members of the public will be given an opportunity to be heard. After the public hearing, the City Council may, in its sole discretion, adopt an ordinance to establish the proposed district.

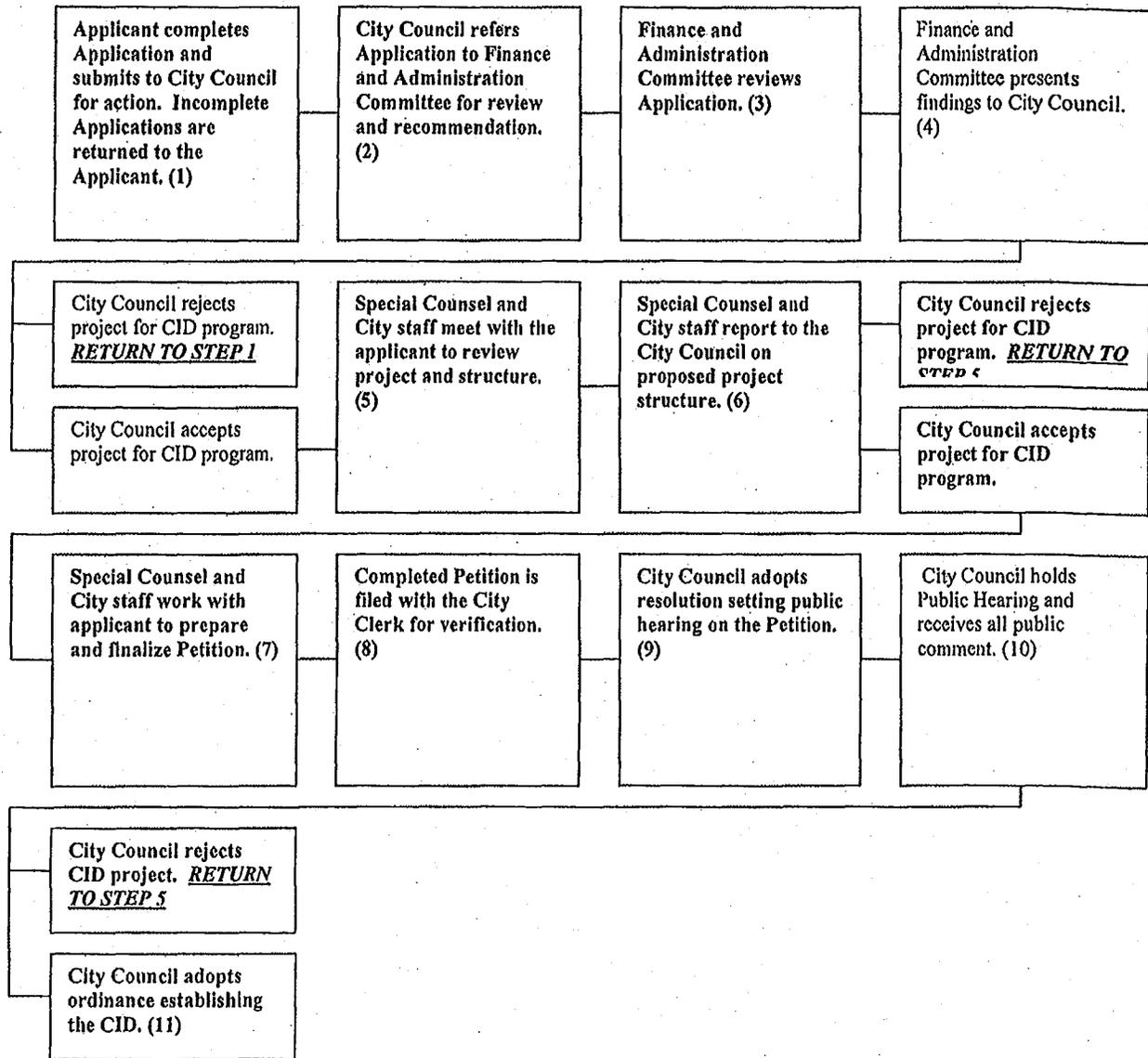
It is during the formal approval of the Petition that the City Council will determine the level of the City financial participation in the CID project. In most cases, the City intends to recover its costs of the CID process from the CID once formed as a CID reimbursable cost. However, in special circumstances where the CID project involves traditional, public improvements (such as public streets) and has general community benefits beyond the boundaries of the CID, the City may participate financially including, but not limited to, legal services related to establishment of the CID, design and project management through the City's Public Works Department, and, under extraordinary circumstances, provide a funding for a portion of the cost.

Once established, the district exists like any other political subdivision (or nonprofit corporation, as the case may be) of the state, and is obligated to operate in accordance with applicable state law. With that in mind, the City recommends each established district seek legal counsel experienced in administering special taxing districts, to preserve the rights and powers granted by the City Council. City staff will assist in identifying suitable counsel, as necessary. On an ongoing basis, the City will remain involved in the physical implementation of the CID project, including but not limited to the design, engineering and construction process. Further, to the extent necessary, the City will provide administrative support to the CID and will serve as a resource for property owners and businesses operating within the district. Costs incurred by the City in the provision of these services should be paid as project costs that are eligible for reimbursement from project revenues.

FOR ADDITIONAL INFORMATION

For additional information, contact:
City Administrator
690 Chesterfield Parkway West
Chesterfield, Missouri 63017-0760

FORMATION OF A COMMUNITY IMPROVEMENT DISTRICT



**APPENDIX A
FORM OF APPLICATION
(ATTACHED HERETO.)**

**APPLICATION FOR
COMMUNITY IMPROVEMENT DISTRICT**

1. The name of the proposed district or nonprofit corporation:

2. Describe the purposes of the proposed district, the services it will provide, the improvements it will make and an estimate of costs of these services and improvements to be incurred over the initial five years of existence (attached additional sheets as necessary):

3. Formation: Political Subdivision Nonprofit Corporation

4. List of owners and parcels included within the proposed district (attached additional sheets as necessary):

5. The total assessed value of all real property within the proposed district, by parcel number (attached additional sheets as necessary):

6. If the petitioners are seeking a determination that the proposed district, or any legally described portion thereof, is a blighted area, please describe below:

7. Describe the proposed length of time for the existence of the district:

8. Describe the maximum rates of real property taxes, if any, that may be submitted to the qualified voters for approval, including how such real property taxes will be levied and collected:

9. Describe the maximum rates of special assessments and respective methods of assessment, if any, that may be proposed by petition, including how such special assessments will be levied and collected:

10. Describe the maximum rates of retail sales taxes, if any, that may be submitted to the qualified voters for approval, including how such retail sales taxes will be imposed and collected:

11. Describe the limitations, if any, on the borrowing capacity of the district:

12. Describe the limitations, if any, on the revenue generation of the district:

13. Describe other limitations, if any, on the powers of the district:

In addition to the items listed above, please include a legal description of the proposed district, including a map illustrating the district boundaries, as Exhibit A.

EXHIBIT A
LEGAL DESCRIPTION AND BOUNDARY MAP
(ATTACHED HERETO.)

RECOMMENDED BY:

Michael J. Henry

Department Head/Council Committee (if applicable)

(FTA COMMITTEE)

11/14/07

Date

APPROVED BY:

City Administrator

Michael J. Henry

City Council (if applicable)

Date

11/19/07

Date

CITY OF CHESTERFIELD
POLICY STATEMENT

FINANCE AND ADMINISTRATION

NO. 44

SUBJECT Notary Public Fees

INDEX FA

DATE
ISSUED 6/17/2008

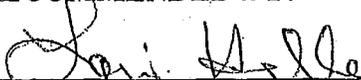
DATE
REVISED

POLICY

The City of Chesterfield adopts Section 486.350, RSMo, of the Missouri Notary Handbook, which allows a notary to charge two dollars (\$2.00) for each notary signature on a document and may charge two dollars (\$2.00) 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.

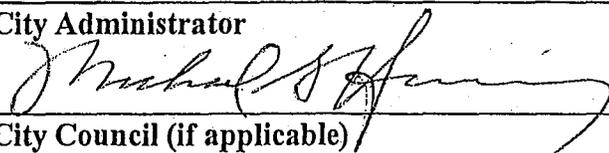
RECOMMENDED BY:



Department Head/Council Committee (if applicable)

6/19/08
Date

APPROVED BY:

City Administrator


City Council (if applicable)

Date
6/16/08
Date



CITY OF CHESTERFIELD POLICY STATEMENT

FINANCE AND ADMINISTRATION

NO. 45

SUBJECT: Leave incentive program

INDEX F&A

DATE

DATE

ISSUED: MAY 2000

REVISED: AUGUST 2009

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 which would encourage safe employee behavior and to reward those behaviors at some significant level. Their intent has been 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 as well as their personal behavior.

SAFE DRIVER – This award applies to only those employees where driving activity is a significant portion of their daily job function. Specifically, the following job categories are eligible:

- Police Officer
- Police Sergeant
- Police Lieutenant
- Police Captain
- Community Service Aide
- Parks Maintenance Worker
- Parks Maintenance Supervisor
- Maintenance Worker
- Equipment Maintenance Mechanic
- Maintenance Supervisor
- Equipment Maintenance Supervisor
- Superintendent of Maintenance Operations
- Sr. Engineering Construction Inspector
- Code Enforcement Inspector
- Compliance Supervisor
- Project Manager

Qualification Criteria - In order to receive the Safe Driver Award, the employee must have been employed in a qualifying job function for the full preceding 12 month period, not have been the operator of a vehicle involved in any motor vehicle accident, regardless of cause, fault, or mitigating factors.

Incentive Reward – Those employees who are awarded the Safe Driver Award will receive eight additional hours of vacation time. Time will be credited to the employees accumulated vacation hours.

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

Clerk Typist	2 calendar years
Administrative Secretary	2 calendar years
Executive Secretary	2 calendar years
Administrative Assistant	2 calendar years
Director of Finance and Administration	2 calendar years
Assistant Director of Finance and Administration	2 calendar years
Accounting Clerk	2 calendar years
Senior Accounting Clerk	2 calendar years
Assistant Court Administrator	2 calendar years
Municipal Court Administrator	2 calendar years
Court Assistant	2 calendar years
Pay Benefits Administrator	2 calendar years
Finance\Business License Coordinator	2 calendar years
Asst. City Administrator for Com. Serv. & Econ. Dev.	2 calendar years
City Clerk	2 calendar years
Deputy City Clerk	2 calendar years
Customer Service Representative	2 calendar years
Information Technologies Manager	2 calendar years
Asst. Information Technologies Manager	2 calendar years
Information Technologies Technician	2 calendar years
Community Services & Econ. Development Specialist	2 calendar years
Police Chief	2 calendar years
Police Captain	1 calendar year
Police Lieutenant	1 calendar year
Police Sergeant	1 calendar year
Police Officer	1 calendar year
Detective Secretary	2 calendar years
Records Clerk	2 calendar years
Director of Parks and Recreation	2 calendar years
Superintendent of Recreation Operations	2 calendar years
Asst. Director of Parks and Recreation	2 calendar years
Parks Maintenance Supervisor	1 calendar year
Parks Maintenance Worker	1 calendar year
City Arborist/Urban Forester	2 calendar years
Recreation manager	2 calendar years
Recreation Supervisor	2 calendar years
Recreation Specialist	2 calendar years

Director of Planning & Development Services	2 calendar years
Planning Technician	2 calendar years
Code Enforcement Inspector	1 calendar year
Project Planner	2 calendar years
Senior Planner	2 calendar years
Office Manager	2 calendar years
Public Works Director - City Engineer	2 calendar years
Civil Engineer	2 calendar years
Project Manager	1 calendar year
Sr. Engineering Construction Inspector	1 calendar year
Sr. Engineering Technician	2 calendar years
GIS Specialist	2 calendar years
Building Maintenance Supervisor	1 calendar year
Asst. Building Maintenance Supervisor	1 calendar year
Building Attendant	1 calendar year
Superintendent of Maintenance Operations	1 calendar year
Director of Planning & Public Works	2 calendar years
Maintenance Worker	1 calendar year
Equipment Maintenance Mechanic	1 calendar year
Maintenance Supervisor	1 calendar year
Equipment Maintenance Supervisor	1 calendar year
City Administrator	2 calendar years

Qualification Criteria – The award will be available to any employee who has not, within the appropriate time frame for the job category specified, 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 work place.

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.

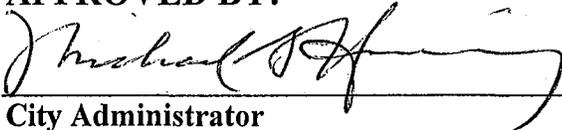
Incentive Reward – Those employees who are awarded the Safe Worker Award will receive eight additional hours of vacation time. Time will be credited to the employees accumulated vacation hours.

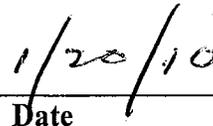
RECOMMEDED BY:

Department Head/Council Committee (if applicable)

Date

APPROVED BY:


City Administrator


Date

**CITY OF CHESTERFIELD
POLICY STATEMENT**

FINANCE AND ADMINISTRATION	NO.	46
SUBJECT Meal Reimbursement Policy	INDEX	FA
DATE 12-28-11	DATE	1-16-14
ISSUED	REVISED	

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:

Department Head/Council Committee (if applicable)

Date

APPROVED BY:

J. Michael J. [Signature]

City Administrator

1/23/14

Date

City Council (if applicable)

Date

POLICY STATEMENT

FINANCE AND ADMINISTRATION	NO.	47
SUBJECT: Communications Policy	INDEX:	FA
DATE ISSUED: 4-10-15	DATE REVISED:	

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 Community Services & Economic Development Director 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 Community Services & Economic Development Director (CSED) 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 CSED 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.

As directed by the City Administrator, the CSED 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 CSED 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 CSED 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 e-mail 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 CSED 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 CSED. 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 CSED 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.

RECOMMENDED BY:

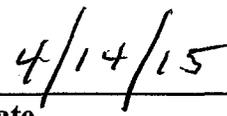
Department Head/Council Committee (if applicable)

Date

APPROVED BY:



City Administrator



Date

City Council (if applicable)

Date