

## RESOLUTION No. 1498

**A RESOLUTION TO AMEND RESOLUTION NOS. 907 and 992 ADOPTING THE CITIZEN'S GUIDE TO ADVISORY BOARDS, COMMITTEES AND COMMISSIONS FOR THE CITY OF CREVE COEUR.**

**WHEREAS**, the Citizen's Guide to Advisory Boards, Committees and Commissions accurately reflects the roles of elected and appointed officials and staff and should be amended to reflect the any recent changes, and

**WHEREAS**, staff has updated and reformatted the document to assure the information is current, and;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CREVE COEUR, MISSOURI, AS FOLLOWS:**

**SECTION 1:** The City Council hereby amends the Citizen's Guide to Advisory Boards, Committees and Commission, which is attached hereto and incorporated as a part of this resolution as Exhibit A.

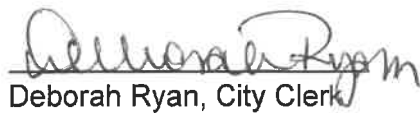
**SECTION 2:** This resolution shall take effect immediately upon its adoption.

Adopted this 27<sup>th</sup> day of July, 2020.



Barry Glantz, Mayor

Attest:



Deborah Ryan, City Clerk



# **A Citizen's Guide to Advisory Boards, Committees & Commissions**



**City of Creve Coeur  
300 N. New Ballas Road  
Creve Coeur, Missouri 63141**

Adopted Resolution No. 907 on April 8, 2010  
Amended Resolution No. 992 on January 23, 2012  
Amended Resolution No. 1498 on July 27, 2020

**The information outlined in this document is for descriptive purposes only and is not intended to supersede or substitute for any legal provisions in the City Charter or Code of the City of Creve Coeur. In all cases, the reader should note that provisions of the City Charter and legislative actions of the City Council shall prevail and be binding.**

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## **APPOINTED CITIZEN BOARDS, COMMITTEES AND COMMISSIONS – AN OVERVIEW**

The City of Creve Coeur is served by a number of citizens as members of boards, committees and commissions. Each board, committee or commission exists to provide the Mayor, City Council, and staff members with needed insight into areas of citizen interest or concern. Boards, committees and commissions are intended to make recommendations to the elected officials. All legislative authority is vested in the City Council. The City Council is prohibited by law from delegating its legislative duties to a board, committee or commission.

<b>ADVISORY BODY</b>	<b># OF MEMBERS</b>
Arts Committee	7 - 9 members
Audit Committee	5 members
Board of Adjustment	5 members & up to 3 alternates
Building Code Board of Appeals	5 members
Economic Development Committee	7 - 9 members
Employee Pension Fund Board of Trustees	7 members
Energy and Environment Committee	7 - 9 members
Finance Committee	7 - 9 members
Horticulture, Ecology and Beautification Committee	7 - 9 members
Parks and Historic Preservation Committee	7 - 9 members
Personnel Appeals Board	5 members & 2 alternates
Planning and Zoning Commission	7 members
Police and Safety Committee	7 - 9 members
Stormwater Committee	7 - 9 members

## **THE ROLE OF A BOARD, COMMITTEE OR COMMISSION MEMBER**

A member of a City board, committee, or commission serves an important role in community life. The input of the members helps shape the policies under which the City operates.

In general, boards and commissions have some degree of final authority assigned to them by law or ordinance, whereas committees and task forces function strictly as advisory bodies. However, each entity shall have the authority assigned to it.

Pursuant to the City Charter, all board, committee and commission members are nominated for appointment by a three-person nominating committee. This committee is made up of the Mayor, Council President, and the chairperson of the respective board, committee or commission. In the event the term of the chairperson has expired, the vice chairperson, or if none, a designated member elected by a majority vote of the board, committee or commission serves on the nominating committee in the chairperson's place. The nominating committee recommends its selections to the City Council. The City Council votes to confirm all appointments.

By accepting a position on a board, committee or commission, members agree to:

1. Review the meeting material as distributed by the staff liaison so that they are prepared to participate in the meeting.
2. Attend as many meetings as possible and no less than 50 percent of all scheduled meetings each year.
3. Attend biennial ethics training as scheduled by the City.

Each board, committee or commission shall meet at least annually. Each board, committee or commission shall also elect a chairperson and a vice chairperson on an annual basis (except for Planning and Zoning Commission, whose chairperson is appointed by the Mayor with the consent of the City Council). The chairperson shall have a limit of three (3) consecutive years for any one member.

A Council member shall be appointed by the Mayor, subject to the consent of a majority of the entire City Council, to serve as liaison for each board, committee or commission of the City with the exception of the Board of Adjustment, the Planning and Zoning Commission, and the Personnel Appeals Board. The appointed Council member shall be the liaison between the City Council and such board, committee or commission. The City Administrator shall appoint staff liaisons for all other boards, committees and commissions. The staff liaison of the Police and Safety Committee shall be the Chief of Police or his/her designee. The Director of Community Development shall serve as liaison to the Board of Adjustment and the Planning and Zoning Commission.

### ***TERMS***

The limit of tenure on all boards, committees and commissions (excluding the Board of Adjustment) is three (3) consecutive, three (3) year terms for a total of nine (9) years to a single board, committee or commission. (Regardless of tenure, each board, committee or commission member shall serve until their successor is appointed.) Terms expire on June 30 of the appropriate year (except the members of the Employee Pension Board of Trustees, whose terms expire September 1 and Audit Committee expire December 31).

## **SUPPORT OF BOARD, COMMITTEE OR COMMISSION ACTIVITIES**

### ***Role of the Chairperson***

Each board, committee and commission, except the Planning and Zoning Commission (whose chairperson is appointed by Mayor with consent of the City Council), shall annually elect a chairperson and a vice chairperson who shall each serve for a term of one year. No person shall serve as a chairperson for more than three consecutive years.

The role of the chairperson is to:

1. Call meetings to order and to chairperson meetings.
2. Coordinate with the Mayor and City Council on the City's needs, policies and interests and to communicate them to the members of the board, committee or commission.
3. Coordinate with the staff liaison, and through these individual other members of the City staff, on matters requiring the attention of the staff.
4. Serve as the third member of the Nominating Committee with the Mayor and Council President to select and recommend to Council the appointment of new members or reappointment of existing members to serve on the board, committee or commission when terms expire or vacancies occur.

### ***Role of the Council Liaison***

The Mayor appoints one member of the City Council to each board, committee and commission as a non-voting council liaison, subject to the consent of the majority of the City Council, with the exception of Planning and Zoning and Board of Adjustment. Council liaisons do not count toward a quorum. The role of the council liaison is to communicate the City Council's needs, policies and interests to the members of the board, committee or commission and to communicate back to the City Council the recommendations made and discussions held by the board, committee or commission. This ensures thorough communication between the elected officials and the members of the boards, committees and commissions.

### ***Role of the Staff Liaison***

Each board, committee and commission are assigned a staff liaison by the City Administrator. Staff liaisons are members of the administrative staff and have knowledge and expertise in the functional area in which the board, committee or commission is involved. The staff liaison is a non-voting member of the board, committee or commission and does not count toward a quorum.

The staff liaison serves to:

1. Provide research and information to help members formulate their recommendations to the Mayor and City Council.
2. Coordinate and schedule meeting times, dates and locations.
3. Coordinate with the chairperson on the various activities of the board, committee or commission.
4. Provide continuity by maintaining complete files of the board, committee or commission and provide access to these records upon request by any member, City official, employee or members of the public.
5. Annually review with the board, committee or commission Sunshine Law requirements pertaining to open meetings, minutes, agenda posting, etc., and ensure proper procedure is followed.

6. Develop the agenda in collaboration with the chairperson, ensure agenda is posted in accordance with the Sunshine Law requirements and post the meeting schedule on the City's webpage calendar.
7. Post agendas and meeting minutes to the city's automated agenda management system on a timely basis.
8. Advise the City Administrator of the activities of the board, committee or commission, and ensure thorough communication between the administrative staff, the members of the boards, committees and commissions and the Mayor and City Council.
9. Schedule, in conjunction with the chairperson, no less than one (1) meeting per year.

***Role of the Mayor***

The Mayor serves as an ex-officio non-voting member of all boards, committees and commissions [Municipal Code Sec. 125.010 (c)]. In order to effectively carry out the duties of the office, the Mayor may attend the meetings of any board, committee or commission and participate in a discussion with the members.

***Role of the City Attorney***

The City Attorney is the legal counsel to the Mayor, City Council, City Administrator, employees and the boards, committees and commissions of the City. The City Attorney reports to the City Administrator. Members of any board, committee or commission who desire the advice of the City Attorney on a matter before the board, committee or commission should coordinate such a request through the staff liaison.



## FOR THE RECORD . . .

### ***Missouri State Sunshine Law***

All boards, committees and commissions of the City of Creve Coeur are subject to the provisions of the Missouri Open Meetings and Records Law (known as the Sunshine Law).

### ***Posting of Meeting Notices and Agendas***

Notices of meetings are required to be posted at least 24 hours in advance of the meeting, *exclusive of weekends and holidays*. (In an emergency situation, subject to State Statutes, less than 24 hours of notice is acceptable—subject to the approval of the City Clerk.) The main bulletin board in the front lobby of the Creve Coeur Government Center is the official posting location. The City Clerk is responsible for the contents of this bulletin board and works with the staff liaisons to ensure posting requirements are met. The meeting calendar is also printed in the newsletter and posted on the City's website.

In addition to the meeting notice, the Sunshine law and City policy requires that an agenda be developed and posted for the meeting containing the items of business to be discussed. The staff liaison works with the chairperson to develop this agenda. The agenda may be brief and simply contain a listing of the items to be discussed.

### ***Minutes***

Minutes of all board, committee and commission meetings will be taken and, at a minimum, will contain the following information:

1. The meeting date, the time the meeting convened and the meeting place.
2. The calling to order by the chairperson.
3. The roll call, including a recording of the names of the members present and absent.
4. A listing of staff members in attendance.
5. A brief summary of the discussion and any motions made and voted upon by the members.
6. The vote taken by a board, committee or commission on a motion; if a roll call vote is taken, the ayes and nays shall be attributed to each member voting, or if not voting, the abstention.
7. Next meeting dates, times and locations, if determined.
8. The time of adjournment.
9. The name of the individual taking the minutes.

Minutes should be approved by the board, committee or commission at the next regularly scheduled meeting. The department with the operational responsibility for the board, committee or commission's primary function typically maintains the board, committee or commission's file, including the minutes and other work papers, subject to supervision by the City Clerk.

### ***Biennial Training***

In an effort to improve communication about committee roles and responsibilities of members, staff and the City Attorney will provide biennial training to committee members regarding: Robert's Rules of Order; public meeting requirements; effective meeting etiquette; and understanding the role and responsibilities of the chairperson, vice chairperson, staff liaison and council liaison.

### ***Attendance – Determination of a Quorum***

In order to conduct business, the board, committee or commission must have a quorum. A quorum is a simple majority (half of the regular members plus one). The chairperson is considered a member in the determination of a quorum. A quorum is generally calculated out of the total number of seats on a board, committee, commission or task force, not out of the number of seats currently filled. For example, if the committee has eight (8) members and two (2) vacancies, the quorum is counted out of eight (8) members, not six (6). However, for those bodies with flexible membership, described as “up to” a certain number, a quorum is determined based on the current number of appointed members. The Mayor, Council and staff liaisons do not count toward a quorum except for the Employee Pension Board, whereby the council liaison is a voting member. In the event a quorum is not obtained, discussion can occur but no official business or votes may be conducted. Should late arrivals result in a quorum being reached, official business may be conducted.

Board, committee and commission members are expected to attend no less than 50% of scheduled meetings each year. Unless otherwise provided by law or ordinance, a board, committee or commission member may be removed by the same process as they were appointed.

In 2020, Council passed Ordinance No. 5688 regarding permitting the use of videoconferencing and telephonic technology by city boards, committees and commission in cases of emergency, in order to conduct city business for the benefit of the public.

### ***Public Accessibility and Accommodation of Special Needs***

The Missouri Sunshine Law requires that all meetings are to be held in a location that allows for public attendance. Individuals with special needs are encouraged by City policy to communicate their needs to the Office of the City Administrator in advance of any meeting so that the proper accommodations can be made, if any are required, for the individual to participate in the meeting.

In the event an individual with a special disability attends a meeting without advance notice of the need to provide an accommodation, the chairperson shall, absent an impending deadline for action, make reasonable effort to postpone and reschedule the item of business for which the individual is attending the meeting until arrangements can be made to satisfy the need(s) of the person.

## **A MATTER OF ETHICS**

### ***Conflicts of Interest***

A code of ethics was adopted by Ordinance No. 1235, on July 27, 1987 (restated as Ordinance No. 3035 on January 24, 2005). The code sets forth the ethical standards of conduct expected by the elected and appointed officials and the employees of the City. Further, the City Charter contains a conflict of interest provision set forth in Section 14.1, Personal Financial Interest.

Each member of a board, committee or commission of the City is required by ordinance to attend ethics training. The City of Creve Coeur will periodically schedule ethics training for their employees and all board, committee and commission members. Each appointed official is also required to read a copy of the City's code of ethics and to sign a statement indicating that he or she has received and read the material. These statements are maintained by the City Clerk.

### ***Missouri State Ethics Commission***

In 1992, the Missouri State Legislature passed ethics legislation creating a Missouri State Ethics Commission. Creve Coeur elected officials, appointed officials and employees are subject to the provisions of the state law. The state statutes have been incorporated into the City's Ethics Code by reference. Certain City officials are required to submit to the Missouri Ethics Commission, each year prior to May 1, a Statement of Personal Financial Interest covering the preceding 12 months. Currently, this includes the Mayor, City Council, City Administrator, Finance Director, candidates for elected office, and Planning and Zoning Commission and Board of Adjustment members.

### ***Advisory Opinions***

The City Attorney is authorized to issue advisory opinions to elected and appointed officials upon request in an attempt to ascertain whether the ethics code is applicable in a given situation.

# **THE BOARDS, COMMITTEES AND COMMISSIONS – DUTIES AND RESPONSIBILITIES**

## **ARTS COMMITTEE**

On August 24, 2009 the City of Creve Coeur established the Public Art Task Force. In 2011, the Public Art Task Force completed its assignment and was dissolved by Ordinance No. 5216 and created the Arts Commission. In 2014, Ordinance 5391 was approved and change the name from Arts Commission to Arts Committee and allowed the membership of the committee to range from seven (7) to nine (9) members. The responsibilities of the committee include:

1. Adopt a final master plan for the City regarding public art, which it shall review and revise as needed thereafter, and implement subject to the oversight of the City Council and City Administrator;
2. Promote cultural arts within the City, making art a priority within the community;
3. Serve as curator of the City's public art collection;
4. Assist the City Council and the Planning and Zoning Commission in using public art to enhance existing development within public parks and other public lands and in public structures;
5. Serve as a resource for artistic components of land use developments;
6. Provide advice on the process of developing fair, balanced and professional approaches to commissioning public art;
7. Recommend selection process guidelines to ensure equal access for artists of all backgrounds;
8. Develop announcements for placement in appropriate publications to inform artists of opportunities;
9. Choose a Selection Panel for each project, comprised of 5-7 art and design professionals as well as a representative of the owner of the project. Two members of the committee shall be members of each panel. The committee shall oversee the work of each panel;
10. Assist the City with contract negotiations, budgeting, payment schedules and insurance requirements regarding public art projects;
11. Recommend maintenance guidelines in accordance with professional conservators to maintain collected work;
12. Encourage connections with other local, regional and national organizations working for the benefit of art and preservation of artistic values;
13. Pursue gifts and grants for support of arts programs and activities and for the procurement of public art;
14. Work with any trust fund or charitable entity established to support public art in the City;

The Public Information Officer and Management Analyst serves as the staff liaison.

The Arts Committee meets on the fourth Wednesday of the month at 6:00 p.m.

## **AUDIT COMMITTEE**

The Audit Committee was created by Ordinance No. 5412 in 2015. The purpose of the Audit Committee is to serve as an advisory body to the City Council on matters concerning the City's annual audit. The Audit Committee has five (5) members, two (2) from the Finance Committee and three (3) Council Members appointed by the Mayor and approved by Council.

The Audit Committee shall:

1. Coordinate the process of soliciting, selecting and hiring of the auditing firm, including presentation of the recommended firm to City Council for approval;
2. Work cooperatively with the auditing firm during the audit;
3. Review and present recommendation on audit results to the City Council;
4. Otherwise work to improve the annual audit process.

The Finance Director serves as the staff liaison.

The Audit Committee meets on an as needed basis.

## **BOARD OF ADJUSTMENT**

Board of Adjustment established as a standing committee with Ordinance 225 in 1958. The Board of Adjustment has five (5) members who serve for a five-year term with three (3) alternates are also selected to serve in the absence of a member and do not have a term limit as an alternative. The powers and duties of the board include:

1. Hear and decide all matters referred to it and upon which it is required to decide under the Zoning Code;
2. Interpret the provisions of the Zoning Code in such a way as to carry out its intent and purpose;
3. Hear appeals in a manner prescribed in Section 405.1110 of the Zoning Code, where it is alleged there is an error in any order, requirement, decision or determination made in the enforcement or interpretation of the Zoning Code;
4. Authorize variances upon appeal, in accordance with the provisions of Section 405.970 the Zoning Code;
5. Permit the construction and/or use of a building or the use of premises for public utilities;
6. Permit a variance in the yard requirements of any district where there are severe practical difficulties or extreme hardship in the carrying out of these provisions due to an irregular shape or the size of the lot or the sites of preexisting buildings, topographical or other site conditions; provided, that such variance shall not have a serious adverse impact on any adjoining property or the general welfare or establish an unsatisfactory precedent for other locations and situations;
7. Permit the extension of a district where the boundary line of a district divides a lot held in a single ownership on the date of the adoption of the Zoning Code.

The Community Development Director serves as the staff liaison.

The Board of Adjustment meets on the third Thursday of the month on an as needed basis.

Board of Adjustment duties and term limits have been Amended by Ord Nos. 279, 807, 1216, 1330, 1482, 1706 and 1780.

## **BUILDING CODE BOARD OF APPEALS**

The Building Code Board of Appeals was established by Ordinance 1780 in 1996 and has five (5) members. Members of the Building Code Board of Appeals, to the extent possible, based on applications submitted to the City, should be representative of the following professions or disciplines:

- Registered architects
- Builder or superintendent of building construction with at least 10 years of experience
- Structural engineer
- Code enforcement professional
- Mechanical contractor or engineer
- Electrical contractor or engineer
- Civil engineer
- Plumbing contractor
- Fire protection contractor or engineer
- Other disciplines associated with the building trades or design professions

Any person shall have a right to appeal a decision of the Chief Building Official to the Building Code Board of Appeals. The Building Code Board of Appeals shall meet upon notice from the chairperson, within five (5) calendar days of the filing of a written appeal with the building official, or at stated periodic meetings. An appeal shall be based on a claim that the true intent of the applicable code or the rules legally adopted thereunder has been incorrectly interpreted, the provisions of the code do not apply, or an equivalent form of construction is to be used. The board shall only reverse or modify the decision of the code official by a majority vote of the quorum present and voting. Otherwise, the decision shall be deemed to be upheld. The board shall issue its decision by resolution.

The Chief Building Official serves as the staff liaison.

The Building Code Board of Appeals meets on an as needed basis.

Amended by Ordinance Nos. 4076 and 4082.

## **ECONOMIC DEVELOPMENT COMMITTEE**

The Economic Development Committee was originally created with a two-year trial period by Resolution 434 in 1994. The Economic Development Committee became a standing commission with the approval of Ord. No. 1798 in May 1996. There are seven (7) to nine (9) members on the Committee made up of residents, local business owners, managers or employees of Creve Coeur businesses or not-for-profit organizations. The Economic Development Committee serves as an advisory body to the City Council and City staff regarding the recruiting of new businesses and nurturing existing local businesses, including to:

1. Provide a forum for building local consensus on the economic issues facing the City and the means for addressing them;
2. Promote Creve Coeur as a center for business activity in St. Louis County;
3. Understand the needs and problem areas for employees, public institutions and not-for-profit organizations and development of strategies to address them;
4. Develop plans and programs that will identify future business/institutional plans to encourage retention and expansion in the City, including financing opportunities.

The Assistant City Administrator serves as the staff liaison.

The Economic Development Committee meets bimonthly on the third Tuesday at 8:00 a.m.



## **EMPLOYEE PENSION FUND BOARD OF TRUSTEES**

The Employee Pension Fund Board of Trustees was established in 1982 by Resolution No. 263. The Employee Pension Fund is comprised of seven (7) members: three (3) citizens, one (1) representative from the Finance Committee, one (1) Council member, and two (2) employees who each serve a three (3) year term for a maximum of three (3) terms.

The Board of Trustees have the power and the duty to take all actions and to make all decisions necessary or proper to carry out the Plan. The Board of Trustees, therefore, serve both as Plan Administrators and Trustees of the Fund.

Such powers and duties with respect to plan administration include:

1. Require any person to furnish such information as it may request for the purpose of the proper administration of the Plan as a condition of receiving any benefits under the Plan;
2. Make and enforce such rules and regulations and prescribe the use of such forms as it shall deem necessary for the efficient administration of the Plan;
3. In its discretion, interpret all Plan provisions and to determine all questions arising under the Plan, including the power to determine the amount of benefits payable under the Plan and to remedy any ambiguities, inconsistencies or omissions. The determinations and findings of the Board of Trustees shall be conclusive, final and binding on all parties;
4. Provide a full and fair review to any participants whose claim for benefits has been denied in whole or in part;
5. Designate other persons to carry out any duty or exercise any power which would otherwise be a fiduciary responsibility of the Board of Directors under the terms of the Plan;
6. Direct payments to or on behalf of participant in accordance with the terms of the Plan;
7. Subject to the provisions of any group annuity contract, to determine the manner in which the funds of the Plan shall be disbursed pursuant to the Plan;
8. Make an annual report of the activities of the Plan to the City Council.

Such powers and duties with respect to fiduciary responsibilities include:

1. Accept all contributions to the fund and safely keep all fund assets; to take control and manage the Trust Fund and to invest and reinvest the assets of the fund as stipulated in the Plan document; to employ counsel, accountants and other agents as it shall deem advisable;
2. Designate a bank or trust company as a depository of funds or property of the trust;
3. Any changes or alternations to the Plan document itself require an action of the City Council. The authority and power of the Board of Trustees is prescribed by the plan document.

The Finance Director serves as the staff liaison as well as an ex-officio member for the Plan.

Amended by Resolution Nos. 297, 326 and 369, and then adopted by Ordinance No. 1311 and amended with Ordinance Nos. 1369, 1474, 2131, 2147, 2157, 2295, 3067, 4008, 4038, 4072, 5067, 5072, 5111 and 5112.

The Employee Pension Fund Board of Trustees meets at least quarterly or more frequently as needed.

## **ENERGY AND ENVIRONMENT COMMITTEE**

The Climate Action Task Force was originally formed by Resolution No. 810 in 2008 to create a Greenhouse Gas Emissions Reduction Action Plan. In 2014, the Climate Action Task Force completed its assignment and was dissolved by Ordinance No. 5391, creating the Energy and Environment Committee with seven (7) to nine (9) members. The responsibilities of the Energy and Environment Committee include:

1. Advise the City Council on issues related to sustainability, including initiatives to reduce waste, greenhouse gas emissions and consumption of energy from non-renewable sources;
2. Advise the City Council on issues related to trash and recycling;
3. Review and update the Climate Action Plan;
4. Advise the City Council in maintaining current sustainability information in public spaces on the City's website and in City publications;
5. Support and promote City functions related to sustainability.

The Public Information Officer and Management Analyst serves as the staff liaison.

Energy and Environment Committee meets the third Monday of the month at 5:45 p.m.

Additional information: Resolution No. 906 – adopted the Climate Action Plan to Save Energy and Reduce Greenhouse Gas Emissions – Phase 1, Resolution No. 913 – grant administration for Energy Efficiency Lighting Improvements, Resolution No. 964 – providing Residential Energy Efficiency Loan Program in city limits, Resolution No. 979 – participation in energy efficiency leveraged loan program, Resolution No. 1137 – conducting an Energy and Carbon Pollution Inventory and Develop and Energy Consumption and Carbon Pollution Reduction Plan, Resolution No. 1235 – Adopt Phase 2 Climate Action Plan to Save Energy and Reduce Greenhouse Gas Emissions

## **FINANCE COMMITTEE**

The Finance Committee was established with Ord No 264 in 1960 and has seven (7) members. Duties, as set forth in Section 9.5 of the City Charter, include review of the annual budget and the Capital Improvement Program. The Committee makes recommendations to the City Council prior to adopting each.

Additional duties include:

1. Review of the quarterly financial reports;
2. Advising the City Council on other financial matters impacting the City as requested by the City Council or staff.

One member of the committee also serves on the City Employee Pension Board of Trustees.

The Finance Director serves as the staff liaison.

The Finance Committee holds eight to ten meetings throughout the year around budget, Capital Improvement Program and on an as needed basis.

Amended with Ordinance Nos. 807, 1129 and 5391.

## **HORTICULTURE, ECOLOGY AND BEAUTIFICATION COMMITTEE**

The Horticulture, Ecology and Beautification Committee (HEB) is the successor to the Recycling and Environment Committee (REB) created by Resolution 396 in 1990. Ordinance No. 5241 in 2012 amended the committee name from REB to HEB and amended its mission and duties. The Horticulture, Ecology and Beautification Committee may have seven (7) to nine (9) members. The mission of the committee is to encourage the City and residents to plant, beautify and maintain all public and private spaces in an environmentally sustainable manner.

The responsibilities of the Committee include:

1. Advise City Council, boards, committees, commissions and staff on issues related to horticulture and beautification, such as green space design and plantings in public areas;
2. Monitor and advise the City regarding its compliance with the Tree Preservation Ordinance;
3. Encourage and support the City's compliance as a Tree City U.S.A. by serving as the City's "Tree Board."

The Human Resources Generalist serves as the staff liaison.

The Horticulture, Ecology and Beautification Committee meets the second Wednesday of each month at 4:30 p.m.

Amended by Ordinance Nos. 1899, 3065, 5241

## **PARKS AND HISTORIC PRESERVATION COMMITTEE**

The Parks and Historic Preservation Committee was established with Ordinance No. 5391 and has seven (7) to nine (9) members. In 2014, the Historic Preservation and Park and Recreation Committees were combined as it was discovered they had overlapping responsibilities. The Parks and Historic Preservation Committee serves as an advisory body to the City Council and the City staff regarding city parks and historical building issues. The responsibilities of the committee include:

1. Advise the City Council on recreation programs, facilities, fees and long-range recreation planning;
2. Serve as a mechanism for resident input into the planning and operation of the City's leisure time activities;
3. Assist in the planning and promotion of opportunities for our City's park and recreation spaces and their users to enhance the quality of life for Creve Coeur residents and heighten resident awareness of Creve Coeur history;
4. Advise the City Council on matters of historic preservation, including matters impacting city-owned historic buildings and policies and programs pertaining to historic record archiving.

The Recreation Director serves as the staff liaison.

The Parks and Historic Preservation Committee meets the second Wednesday of each month at 5:00 p.m.

## **PERSONNEL APPEALS BOARD**

The Personnel Appeals Board was established by Ord. No. 807 in 1977. The Personnel Appeals Board has five (5) members and two (2) alternates. To the extent possible, based on applications submitted to the City, members of the board shall have the understanding and experience in the areas of employment law and employee relations. Further, members of the board are specifically restricted from being a member of a local, state or national committee of a political party or an elected officer of a partisan club or organization. Further, the members, during their term of office on the board shall not hold, or be a candidate for, any political office.

The powers and duties of the board are established in Section 130.020 of the Municipal Code are as follows:

1. Hear disciplinary appeals set forth on this article and the personnel procedures manual (Section 13);
2. Perform other advisory activities as may be requested by the Mayor and City Council;
3. The Municipal Code requires that the committee meet at least annually, and at the call of the chairperson or four (4) members of the City Council;
4. The committee serves in an advisory capacity to the Mayor and City Council and also to the City Administrator on issues of personnel management;

The Assistant City Administrator serves as the staff liaison.

The Personnel Appeals Board meets as necessary and no less than once annually.

Amended by Ord. Nos. 1117, 1773 and 5045.

## **PLANNING AND ZONING COMMISSION**

The Planning and Zoning Commission was established when the zoning code was adopted by Ord. 25 in 1951. The Planning and Zoning Commission has seven (7) members. The commission makes recommendations to the City Council and responsibilities include:

1. Prepare and submit to the City Council for its approval a master plan for the physical development of the City or portions thereof, and recommended modifications of the same from time to time as deemed in the City's best interest;
2. Prepare and submit to the City Council for its approval a zoning ordinance and zoning map with such regulations as to the location, height, width, bulk and appearance of buildings and other structures, the use of land and buildings, and the layout, improvement and landscaping of the site of any proposed development or redevelopment of property within the City of Creve Coeur, as it shall determine to be necessary or desirable for the promotion of the health, safety and general welfare of the inhabitants of the City;
3. Consider all requests for rezoning, zoning text amendments, site development plan approvals and conditional use permits in the manner prescribed by the zoning code;
4. Petition the City Council on its own initiative to amend, supplement, change or repeal the zoning code or any part thereof, or to amend the zoning ordinance or zoning map as the commission determines to be in the City's best interest;
5. Submit an annual written report to the City Council containing the commission's recommendations concerning the zoning code, a summary of its activities during the past year, and its recommendations on specific community goals and objectives for the future and programs for achieving these;
6. Recommend to the City Council the preparation of such municipal, state or national legislation as may, in the interest of the City, be necessary in carrying out the recommendations or suggestions of the commission;
7. Prepare and submit to the City Council such other reports relating to its investigations, transactions and recommendations as it deems proper or as required by the Mayor or the City Council;
8. Promulgate site development standards, architectural standards, and guidelines for new construction, reconstruction, or alternation for the purpose of assuring the mutual compatibility of buildings and their surroundings and the appearance, function and permanence of the location, form, shape, massing, and exterior materials of building and site improvements.

A quorum to conduct business consists of four of the seven members of the commission. The votes of the majority of those attending shall be required to transact business; however, four affirmative votes shall be required for approval of a request for (1) rezoning, (2) zoning text amendments, (3) final site development plan approval and (4) conditional use permits.

The Community Development Director serves as both the staff liaison and council liaison.

The Planning and Zoning Commission meets the first and third Monday of each month.

Amended with Ord. Nos. 264, 807, 1485, 1915 and 1975.

## **POLICE AND SAFETY COMMITTEE**

The Police and Safety Committee was created with Ord. No. 5103. In 2009, the Police and Traffic Committees were combined so to better serve the future needs to the community. The Police and Safety Committee has seven (7) to nine (9) members and shall serve as an advisory body to the City Council and City staff for police and public safety policy issues, including to:

1. Review and comment on draft ordinances as requested by the City Council or staff from time to time, or as initiated by the Committee;
2. Advise on business and residential crime prevention and education matters;
3. Advise on traffic regulations, concerns and policies;
4. Review and monitor the City's Traffic Calming/Traffic Mitigation Plan and respond to traffic calming requests made pursuant to the plan;
5. Advise on issues related to the protection and promotion of community health.

The Chief of Police serves as the staff liaison.

The Police and Safety Committee meets every quarter on the second Tuesday of the month.



## **STORMWATER COMMITTEE**

The Stormwater Committee was created with Ordinance No. 807 in 1977 and has seven (7) to nine (9) members. The Stormwater Committee reviews each problem location, which is referred to them by a property owner or by the City staff and makes a determination, based on the staff's recommendation and data provided to it, as to an appropriate design solution to the problem. A rating is assigned to the project to indicate the severity of the situation. Stormwater projects are funded by City revenue sources (including capital improvement and general funds) and Metropolitan Sewer District (MSD). The Stormwater Committee shall serve as an advisory body to the City Council on stormwater control issues including:

1. Review and update of the City's stormwater master plan;
2. Review of specific problem locations as referred to them by the City Council and staff.

Review requests for funding for improvements to privately owned retention facilities as permitted under city policy, and makes recommendations to the City Council.

The Public Works Director serves as the staff liaison.

Stormwater Committee meets bimonthly on the second Wednesday at 5:30 p.m.

Amended by Ordinance No. 5391.