



**City of Washington
City Council Orientation
Handbook**

April 2021

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Table of Contents

Welcome	1
Elected Officials	3
Management Team & Mission	4
Organization Chart	5
Washington Vision	6
Council Goals	7
Council Duties	8
Order of Regular Meeting Agenda	8
Sunshine Law	11
Conflicts of Interest	11
Supplies & Communication	12
Compensation	13
Tours & Ride-along	14
Guiding Documents	14
Advisory Boards & Commissions	15
Boards & Commissions	18
Key Calendar Events	28

WELCOME AND CONGRATULATIONS ON YOUR ELECTION TO THE WASHINGTON CITY COUNCIL

Congratulations on your recent election to city office. As a newly elected city official, you have been provided with both an incredible opportunity and a serious responsibility to serve our residents. You will wear many hats such as legislator, visionary and an ambassador for the City. As you embark upon your new responsibilities, I would like to assure you that I and the rest of the City Staff will support, guide and execute the vision of the City Council to ensure we begin fulfilling the goals you have set on behalf of our community.

Again, I would like to offer my congratulations and sincere wishes for your success in your coming term.

Darren Lamb

Darren Lamb
City Administrator

About the Handbook

This handbook is to introduce you to your role as a member of the Washington City Council. It is meant to be informative and helpful, yet simple to read. Sections of this book include roles and responsibilities of both the Council and staff as well as parliamentary procedures, ethics and administrative concerns.

Who we are

Washington, Missouri is located approximately 50 miles west of downtown St. Louis. It sits at the junction of state highways 100 and 47 with one of the few bridges over the Missouri River. It is an hour drive from downtown St. Louis via Interstate 44 or 70 and even less from the communities of St. Louis County.

Washington was one of the first American cities west of the Mississippi River and is located on the Missouri River at the point where the river reaches its most southern point. While not

officially founded until May 29, 1839 there were settlers living at this location when Lewis and Clark started their trip west in 1804.

Today Washington is a thriving city with a growing population. A center for shopping and medical services for the surrounding area, it is a wonderful city of parks, churches, public and parochial schools, commerce and industry. Washington is the largest community between St. Louis County and Jefferson City.

Washington is a community of approximately thirteen square miles. The 2010 Census shows the City with 13,982 residents, 5,863 households, and 3,665 families' living in the City. The City of Washington currently has 127 full time and 17 part time employees.

Municipal Government

Washington is a Third Class City Mayor-Council Form of government. This form can be found in all classes of Missouri Municipalities. Under the Mayor-Council Form, the citizens elect the mayor at-large. The mayor clearly is the political leader of the community however; a system of checks and balances allows the mayor some legislative functions such as presiding over meetings of the council and the power to veto council ordinances. The council is vested with some executive authority such as approval of the mayor's appointees and adoption of the city budget.

CURRENT ELECTED OFFICIALS

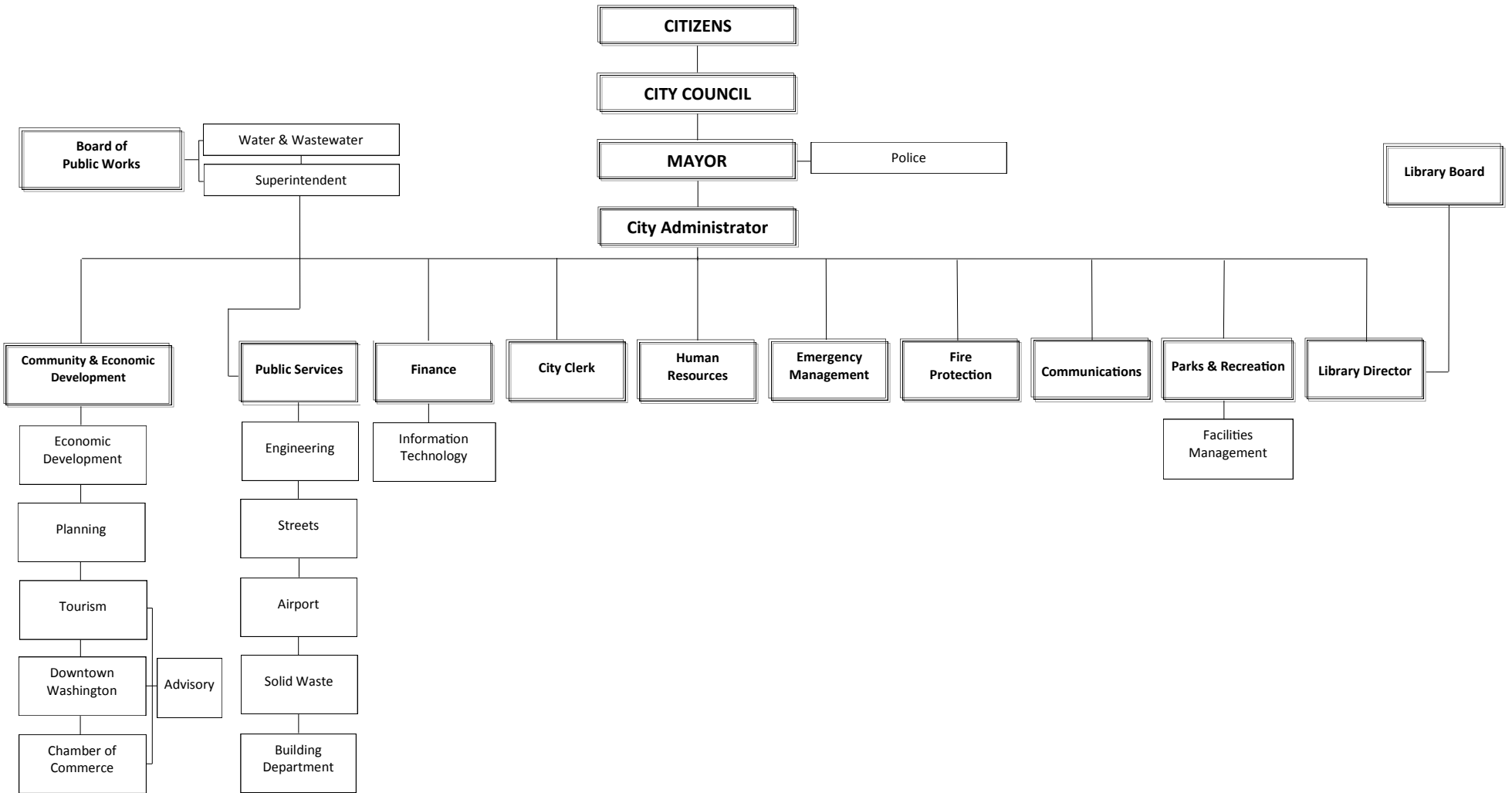
<u>Member</u>	<u>Term Expires</u>	<u>First Elected</u>
Sandy Lucy Mayor	2022	2010
Duane Reed Council Ward 1	2023	2021
Steve Sullentrup Council Ward 1	2022	2010
Mark Wessels Council Ward 2	2023	2019
Mark Hidritch Council Ward 2	2022	2010
Jeff Patke Council Ward 3	2023	2013
Greg Skornia Council Ward 3	2022	2013
Joe Holtmeier Council Ward 4	2023	2011
Gretchen A. Pettet Council Ward 4	2022	2018
Mark Piontek City Attorney	2022	1988

Management Team

Darren Lamb	City Administrator
Sherri Klekamp	City Clerk
Shauna Pfitzinger	Human Resources Generalist
Sal Maniaci	Economic Development Director/Planning
John Nilges	Public Works Director
Ed Menefee	Police Chief
Lisa Moffitt	Communications Director
Mark Skornia	Emergency Preparedness Director
Mary Sprung	Finance Manager
Wayne Dunker	Parks Director
Nelson Appell	Library Director
Thomas Neldon	Building Official
Tony Bonastia	Street Superintendent
Kevin Quaethem	Water/Wastewater Superintendent
Kevin Hellmann	Airport Manager
Tim Frankenberg	Fire Chief

OUR MISSION

The City of Washington is committed to its citizens and community. Washington takes pride in its historic roots and foundation on which it was established. The City will always strive to provide its residents with high quality, cost effective and prudent services and facilities and will be proactive in planning and preparing for future needs.



WASHINGTON VISION

- Cooperative relationships with citizens highlighted by strong citizen engagement and participation.
- Strengthen and maintain stature and reputation of Washington as a recognized leader and provide meaningful contribution to regional issues.
- A strong commitment to public safety and City infrastructure, through a motivated well-trained staff.
- A continued strong partnership with schools and other entities to help ensure a high quality of life.
- A vibrant commercial center with revitalized corridors and a competitive tax strategy that encourages economic development.
- A housing stock that attracts and retains variety needed to adapt to societal changes in families, provide opportunities and be a destination for younger families to raise children.
- Multiple transportation alternatives to promote mobility in the community and the region.
- A recognized sense of place with a clear identity including an emphasis on arts and culture.

CITY COUNCIL GOALS

- I. Promote Washington as a safe place.
- II. Develop an innovative housing strategy and recommendations concerning code enforcement, process, technical violations and public access.
- III. Continue commitment to Downtown Washington, Inc. and Washington Area Chamber of Commerce for commercial corridors through innovative strategies and partnerships.
- IV. Define and pursue opportunities for comprehensive community welfare.
- V. Continue implementation of all Master Plans.
- VI. Build public support.

ROLES

The role of the governing body is to set policy for the City and to legislate. The Mayor is the presiding officer of the City Council who oversees the Council meetings, signs ordinances and resolutions and is the public face of the City. The Mayor appoints members of various boards and commissions with approval by the Council. The role of staff is to carry out the Council's policy guidance, provide professional advice and operate the City on a day-to-day basis.

CITY COUNCIL DUTIES AND MEETINGS

- Regular City Council meetings are held the first and third Mondays each month at 7:00 pm in the Washington Council Chambers in City Hall. A quorum of five is required to conduct business.
- An open work session is held the first Monday of the month from 6:00-7:00 p.m. prior to the City Council meeting.
- Meeting packets (agendas and additional material from staff) are posted to the City's website by noon on the Friday prior to the City Council meeting.
- All meetings are conducted using the parliamentary procedure of Robert's Rules of Order.
- A closed council meeting usually takes place toward the end of the meeting.
- All meetings are public (with the exception of closed meetings per Missouri Sunshine Law) and a quorum is required. If you cannot attend, a meeting please let the City Administrator or City Clerk know prior to the meeting.
- Sunshine Law - "It is the public policy of this state that meetings, records, votes, actions and deliberation of public governmental bodies be open to the public unless otherwise provided by law. RSMo Sections 610.010 to 610.200 shall be liberally construed and their exceptions strictly construed to promote this public policy."

ORDER OF REGULAR MEETING AGENDA

- **Call the regular meeting to order:** Before proceeding with the business of the Council the City Clerk shall call the roll of members and the names of those present shall be entered in the minutes.
- **Pledge of Allegiance to the United States of America:** Please stand to join in the Pledge of Allegiance. (Recognize any Boy Scout, Girl Scout, etc.)
- **Approval of Minutes:** A motion is made, seconded and voted upon.
- **Approval of Agenda including Consent Agenda:** The consent agenda may contain financial reports, change orders, pay requests and other items. If there are no changes a motion is made, seconded and voted upon.

- **Priority Items:** Presentations by civic organizations or others requesting to present to the Council, proclamations, appointments and reappointments to Boards & Commissions. Appointments & reappointments require a motion to accept and approve and voted upon.
 - Proclamation - A ceremonial document used to honor local or national public awareness/celebrations.
- **Public Hearing:** During the public hearing, we typically hear first from staff and then from the applicant followed by either those in favor of or those opposed to the application. A motion is made to accept the public hearing into the minutes, seconded and voted upon.
- **Citizens Comments:** Citizens have the opportunity to address the Council on any matter not on the agenda.
- **Report of Department Heads:** Department Heads have the opportunity to report to Council.
- **Ordinances/Resolutions:**
 - Bill - Introduced as an agenda item. After passage, the City Clerk assigns it a number and it becomes part of the Code of Ordinances.
 - Ordinance - Formal legislation that creates law when passed or prescribes government conduct. Four types:
 - *General* - Creates laws and regulates conduct.
 - *Special* - Single, special purpose (contracts or projects).
 - *Appropriation* - Pay government expenses or appropriate money.

The bill is read twice by the City Clerk. The first time is to place it on its first reading. The second time is to accept the first reading and place the bill for a vote. Ordinances are voted upon with a roll call vote.

- Resolutions - Represents an act done through ministerial powers of the Council. Could be temporary, establish policy, declare intent, find facts or

ceremonial. Resolutions are introduced and seconded then voted upon by Council.

- **Commission, Committee & Board Reports:** Any Commission, Committee or Board that needs to report does so here. Usually requests for Preliminary and Final Plat approvals from the Planning & Zoning Board are placed here.
- **Mayor's Report:** The Mayor has an opportunity to report on any matter necessary.
- **City Administrator's Report:** The City Administrator reports to Council on matters not previously addressed.
- **Council Comments:** Council is given the opportunity to comment. If a councilmember receives a citizen complaint or question it is suggested you contact the City Administrator who will direct the staff to respond to the concern.
- **City Attorney's Report:** Public vote on whether or not to go into closed session.
- **Adjournment:** With no further business to discuss a motion to adjourn with a second and is voted on.

Motions and Votes

- **Motions** - Parliamentary procedure constitutes a formal tool for taking action. Motions are statements that describe a proposed action or decision and used to act on business not requiring a bill or resolution.
- **Votes** – The City uses two (2) methods of voting; consensus vote where there is no opposition or only one or two opposed and roll call vote for passage of an ordinance or if there are more than two (2) opposed to a motion.

THE SUNSHINE LAW

All government entities and their boards and commissions must comply with the Missouri Sunshine Law. The Law, somewhat complex, requires all meetings of boards or commissions to

be open to the public. It also requires that meeting dates and times be posted at City Hall at least 24 hours prior to the meeting, exclusive of weekends and holidays.

If a public announcement system is available at the meeting location, it should be used. The public should be able to hear what is going on however, depending upon the rules and procedures of a given board or commission, the public does not necessarily have the right to participate in those discussions.

The Law does provide for closed meetings only for very specific subjects such as the purchase of real estate, discussion of a specific lawsuit or the disciplining of personnel. The City of Washington believes very strongly that the City Council and all boards and commissions have the responsibility to not only honor the letter of the Sunshine Law but to honor the spirit of the law as well.

Missouri Sunshine Law Booklet: <https://ago.mo.gov/missouri-law/sunshine-law>

CONFLICTS OF INTEREST

Conflict of interest questions arise periodically at all levels of government and can be very complex. Generally, a legal conflict of interest occurs when a Councilmember is slated to vote on a matter (1) involving themselves or a member of their family by blood or marriage; (2) involving a business owned in whole or in part by a Councilmember or a member of his family by blood or marriage; or (3) when the outcome could be economically advantageous to a Councilmember or a member of their family, or to a business owned in whole or in part by a Councilmember or a member of his family. In such cases, there is no question that a Councilmember has a responsibility to disclose this information to the rest of the commission and to abstain from all discussions and votes on the matter.

In addition to those situations in which there is a conflict of interest, all Councilmembers must be aware of situations in which there is an appearance of conflict of interest. In some cases, a matter may be pending before a board or commission which will not benefit a Councilmember or a member of their family in any way but the public may perceive that a conflict exists. In some cases, an individual's allegiance to an organization, group, employer or institution may leave doubt in the public's mind as to that member's ability to make an objective determination. Although there

may not be any legal preemption from voting under such circumstances, prudence should prevail. A Councilmember should consider excusing them self from discussions and votes in such circumstances or disclose the circumstances and make a statement that the circumstances will not influence the decision.

Openness is the best policy. When issues arise discuss with other members of the City Council, City Administrator or, if necessary, with the City Counselor. If you are in doubt, the safest course of action is to abstain from participating in any discussions on that particular issue. Abstention from an issue should include physically leaving the room where the City Council is meeting during the period the matter is discussed or acted upon unless it is necessary to remain in the room to maintain a quorum.

SUPPLIES/COMMUNICATION

- A tablet/iPad is issued to each Councilmember upon beginning their term to be used during City Council meetings to follow along on the agenda as well as receive/send email and view packets sent by the City Clerk.
- Each Councilmember will be provided with personalized business cards and a nametag that will be ordered by the City Clerk.
- An email address is created and assigned for each Councilmember and citizens are given that email as their contact. Staff strongly suggests Councilmembers check their email daily as staff uses it to communicate with the Council frequently.

Generally, communications with staff are best handled through the City Administrator. This ensures the City Administrator, who is responsible for the operations of the staff, is aware of concerns and requests that members of the governing body have and can ensure those concerns and requests are being addressed. Direction to staff is typically performed through the City Administrator.

Inquiries from Councilmembers directly to leadership team members are acceptable although it is encouraged that you run those through the City Administrator as well. If a Councilmember emails a staff member directly, he is encouraged to “cc” (carbon copy) the City Administrator.

If a Councilmember receives a citizen complaint or question it is suggested you contact the City Administrator who will direct the staff to respond to the concern.

Most communication from the City Administrator’s office will come in the form of an email or text. Occasionally the Council may receive publications, periodicals or written correspondence from the community. This mail will be held in the City Clerk’s office until the next City Council meeting unless other arrangements have been made.

COMPENSATION

Councilmembers receive \$6,000 and the Mayor receives \$12,000 annually; however, the payment is processed quarterly via direct deposit. Councilmembers are eligible for health, dental and vision insurance at the City’s premium rate. Funds for training and attendance at conferences are budgeted and paid directly by the City. These events will be coordinated and scheduled through the City Clerk.

Events/Conferences include:

- Missouri Municipal League Legislative Conference February
- Franklin County Municipal League Dinner Meeting April/July/October
- Missouri Municipal League Elected Officials Training June
- Missouri Municipal League Annual Conference September

The City will also pay directly for registration at government-related events like luncheons or dinners. Reimbursements can be coordinated through the City Clerk or Executive Assistant.

TOUR AND RIDE-ALONG

We strongly encourage each Councilmember to tour the various public facilities and projects listed below: (staff will coordinate upon request.)

- City Hall
- Public Safety Building
- Library
- Public Works
- Fire Stations
- Wastewater Treatment Plant
- Parks and Trails
- Airport

In addition, newly elected Councilmembers and first-time Mayors are strongly encouraged to schedule a time to spend with various departments to observe day-to-day operations and functions (staff will coordinate upon request.)

GUIDING DOCUMENTS

City staff uses several guiding documents in their daily procedures. Over time, these documents have become more accessible digitally.

- City Budget & Audited Financial Report: <http://www.Washmo.gov>
- Washington Municipal Code: <https://www.ecode360.com/WA3469>
- Comprehensive Plan: <http://www.Washmo.gov>

ADVISORY BOARDS AND COMMISSIONS

Boards and Commissions in the City of Washington are an integral and important part of the City's government. Residents such as you, who serve on a board or commission, dedicate many hours a month without compensation to make the City of Washington's government as reflective as possible of the attitudes and beliefs of all residents.

The Mayor with the approval of the City Council appoints board and commission members. A resident may express an interest in serving on a particular board or commission to a member of the City Council or through volunteer work within the community. A resident may be asked to serve on a particular board or commission. The City Council seeks to appoint individuals who

have the appropriate skills and interests for a given board or commission and strives to select a representative cross-section of the Washington community.

While some boards and commissions draw their authority from state statutes others receive their authority from local ordinances. There are some distinct differences between boards and commissions. With the exception of the Board of Adjustment and the Board of Appeals, boards and commissions serve in an advisory role to the City Council. They may study specific issues such as a change in zoning, or they may provide general suggestions for a specific government function, such as the Parks and Recreation Commission. In either event, the City Council receives important recommendations and information from these committees, but retains the ultimate decision making authority.

Boards & Commissions

Board of Adjustment
Board of Appeals
Board of Public Works
Library Board of Trustees
Parks & Recreation Commission
Planning & Zoning Commission
Historic Preservation Commission

Miscellaneous Committees

Industrial Development Authority
Tax Increment Finance Commission
Urban Forestry Council
Washington Area Hwy Transportation Comm.
Washington Traffic Commission
Washington Redevelopment Corporation
Washington Tourism Commission

Role of Council Liaison

The Mayor appoints at least one City Councilmember to be a liaison to each board or commission within City government. Whether the Councilmember is actively involved in the group's discussions depends somewhat on the nature of the work that the board or commission performs, as well as the desires of its members.

It is not unusual to have a member of the City Council attend various board and commission meetings from time to time. Some members of the City Council do this solely to become more familiar with board and commission members, as well as the work of the group itself.

City Administrator's Office

The City Administrator's Office coordinates all staff activities for the boards and commissions. A staff person who is appointed by and responsible to the City Administrator through the appropriate department head represents the City Administrator at all board and commission meetings. The staff liaison's principal role is to provide technical support to the boards and commissions and to facilitate the flow of information between the Mayor, City Council and the boards and commissions.

The staff liaison is responsible for keeping the City Council informed of all board and commission activities through the department head. If a board or commission member has a specific concern about the role of a staff liaison, he or she should contact the City Administrator.

City Counselor's Office

Calling or meeting with the City Counselor is normally coordinated through the City Administrator to assist in obtaining the most efficient use of legal services and to control legal costs. The City Counselor does not attend most board or commission meetings. When legal questions arise and it is necessary to confer with the City Counselor, the matter should be rescheduled to a subsequent meeting. The staff liaison will arrange for the City Counselor's involvement.

Removal or Resignation

- ◆ **Removal** - Board or Commission members serve at the pleasure of the City. The Chair of the Board or Commission, the Council liaison, or the City Administrator may recommend consideration of a member's removal to the City Council. The reasons for removal may include, but are not limited to:
 - Inappropriate and/or malicious use of social media. Members whose actions result in using social media in an inappropriate and/or malicious manner may be removed from the board or commission.
 - Continuous absences from all regularly scheduled meetings. Members who impair the proper functioning of the board or commission due to their constant inability to

attend meetings or to participate in board or commission activities may be removed from the board or commission.

- Misconduct at meetings. Members whose actions seriously interrupt the orderly process of said meetings may be removed from the board or commission.
 - Neglect of duty. Members who intentionally disregard duly assigned tasks or repeatedly fail to carry out the responsibilities expected of a board or commission member may be removed from the board or commission.
 - Ineligible to Serve. Members who do not maintain the eligibility requirements for appointment to the board or commission may be removed.
- ◆ **Resignation** - Board or commission members may resign by giving appropriate written notice of resignation. The chair shall notify the entire board or commission and/or the City Administrator's Office, and/or the Mayor. A board or commission member who resigns his or her position may apply for re-appointment at a later date.

BOARDS & COMMISSIONS

BOARD OF ADJUSTMENT

Members and Organization

- ◆ Five (5) members plus two (2) alternates who must be residents of the City of Washington none of whom can be members of the City Council or Planning and Zoning Commission.
- ◆ The alternate members serve in the absence of or disqualification of regular members.
- ◆ The Mayor with the approval of the City Council appoints members.
- ◆ Five year staggered terms.
- ◆ Officers: Board Members shall elect a Chairman and Vice-Chairman, each to serve a one-year term.
- ◆ The Board shall keep records of its examinations and official actions.

Meetings and Reports

- ◆ The Board meets on call of the Chairman depending on need. The Board must hear and decide an appeal within 30 days after the notice of appeal is filed with the City.
- ◆ The Board of Zoning Adjustment is required to keep minutes of their proceedings reflecting the vote of each member on each question and all other official actions all of which are public record. From time to time, a court reporter may be required to record the proceedings before the Board.

Powers and Duties

- ◆ Hear and decide appeals where it is alleged there is an error in any order, requirement, decision or determination made by an administrative official in the enforcement of the Zoning Ordinance.
- ◆ Hear and decide in specific cases a request for a variance from specific terms of the Zoning Ordinance. In its review, the Board examines the practical difficulties or unnecessary hardships in the way of carrying out the strict letter of the Zoning Ordinance. The Board may vary or modify the application of the ordinance provisions relating to the use, construction or alteration of buildings or structures, or the use of land, so that the spirit of the ordinance is observed, public safety and welfare secured and substantial justice done.
- ◆ Hear and decide all other matters referred to it in the Zoning Ordinance.
- ◆ Examples: review variances on front or rear yard setbacks, parking calculations, landscaping requirements, etc.

Special Provisions

- ◆ Four (4) members constitute a quorum.
- ◆ A concurring vote of four (4) members is required to reverse any order, requirement, decision or determination or to decide in favor of any applicant on any matter presented in the application or to effect any variation from the Zoning Ordinance.

Staff Support

- ◆ Economic Development Director/Planner
- ◆ Administrative Assistant
- ◆ Building Official
- ◆ Building Inspections Coordinator

Authority

- ◆ Washington City Code Section 400.545
- ◆ Chapter 89 RSMo.

BOARD OF APPEALS

Members and Organization

- ◆ Five (5) members plus two (2) alternate members appointed by the Mayor with the approval of the City Council. Members shall consist of:
 1. A registered design professional who is a registered architect, builder or superintendent of building construction.
 2. A registered design professional with structural engineering or architectural experience.
 3. A registered design professional with mechanical or plumbing engineering experience.
 4. A registered design professional with electrical engineering experience.
 5. A registered design professional with fire protection engineering experience
- ◆ 5 year term or until a successor has been appointed.
- ◆ Officers: Members of the Board shall elect a Chairman and Vice-Chairman to serve for a term of one-year each.

Meetings and Reports

- ◆ Special meetings are held when necessary.

Powers and Duties

- ◆ To determine suitability of alternate materials and methods of construction.
- ◆ To vary or modify the application of the requirements of the duly adopted uniform codes.

Staff Support

- ◆ Director of Public Services
- ◆ Building Official
- ◆ Administrative Assistant
- ◆ Director of Community & Economic Development/Planner

Authority

- ◆ Ordinance 98-8425, 06-10132, 07-10228
- ◆ Code Section 115.137, 500.090

PARKS AND RECREATION COMMISSION

Members and Organization

- ◆ Nine (9) members chosen from the citizens and taxpayers of the City with reference to their fitness for such office, appointed by the Mayor with the approval of the City Council.
- ◆ One City Council Member as non-voting liaison.
- ◆ Three (3) year staggered terms.
- ◆ Officers: Members of the Parks and Recreation Commission shall elect a President, and Vice-President and such other officers each July, as they deem necessary to serve for a term of one-year each.

Meetings and Reports

- ◆ Meetings are held on the first Wednesday of each month at 6:00 p.m. Special meetings are held when necessary.
- ◆ The Commission shall present to the City Council a written report each month stating all matters they performed during the month.

Powers and Duties

- ◆ To study, make plans and recommendations for the development and maintenance of facilities and activities for a progressive parks and recreation system within the City. The Commission shall consider those issues that relate to the City parks and shall make recommendations to the City Council at such times as the Commission may see fit or as the Council may direct.

Staff Support

- ◆ Director of Parks & Recreation/Facilities Manager
- ◆ Administrative Assistant

Authority

- ◆ Washington City Code Chapter 130
- ◆ RSMo 90.500 – 90.570

PLANNING & ZONING COMMISSION

Members and Organization

- ◆ Nine (9) members including the Mayor and a member of the Council selected by the Council
- ◆ Seven (7) members appointed by the Mayor with the approval of the City Council.
- ◆ Four (4) year staggered terms.
- ◆ All citizen members of the commission shall serve without compensation.
- ◆ Officers: Members of the Planning Commission shall elect a Chair from among its members. The term of the Chair shall be for 1 year with eligibility for reelection.

Meetings and Reports

- ◆ Meetings are held on the third Monday of each month at 7:00 PM in the Council Chambers.

Powers and Duties

- ◆ Review and make recommendations on various planning matters, such as rezoning, site plan reviews, zoning ordinance amendments, street vacations and future land use recommendations.
- ◆ Formulate and adopt a plan for the physical development of the City (Comprehensive Plan).
- ◆ Recommend regulations governing the subdivision of land within the City.

Staff Support

- ◆ Community & Economic Development Director/Planner
- ◆ City Counselor
- ◆ Administrative Assistant
- ◆ City Engineer

Authority

- ◆ Washington City Code Section 400.485
- ◆ RSMo. 89.370

LIBRARY BOARD OF TRUSTEES

Members and Organization

- ◆ Consist of nine (9) members chosen from the citizens at large, with reference to their fitness for such office.
- ◆ Members appointed by the Mayor shall serve terms of three (3) staggered years.
- ◆ No member can serve for more than three (3) consecutive 3-year terms.
- ◆ No member of the City government shall be a member of the Board
- ◆ Trustees shall meet and organize by election of one (1) members as President and other such officers as they may deem necessary.

Meetings and Reports

- ◆ Meetings are held on the fourth Monday of the month at 6:00 p.m.
- ◆ An annual report stating the condition of the library, its services, the various sums of money received from the Library Fund and from other sources, and how the monies have been expended and for what purposes shall be made to the Mayor and City Council and a copy shall be transmitted to the Missouri State Library within eight (8) weeks after the end of the fiscal year.

Powers and Duties

- ◆ Shall make and adopt such by-laws, rules and regulations for their own guidance and for the government of the library as may be necessary.
- ◆ Appoint a properly qualified Library Director who shall be the Chief Executive and Administrative Officer for the library
- ◆ All monies received for the library shall be deposited in the City Treasury to the credit of the City Library Fund and shall be kept separate and apart from other monies of the City and drawn upon by the proper officers of the City.

Special Provisions

- ◆ The Board may extend privileges and use of the library to non-residents through agreements with other existing libraries allowing for the exchange of services upon such terms and conditions as the Board may prescribe.

Staff Support

- ◆ Library Director

Authority

- ◆ City Code, Chapter 230. Public Library
- ◆ Chapter 182.200 RSMo

HISTORIC PRESERVATION COMMISSION

Members and Organization

- ◆ Consist of seven (7) members all of whom shall be residents of the City of Washington, appointed by the Mayor and approved by the City Council and serve 5 year staggered terms.
- ◆ Members shall demonstrate interest in the historical preservation of the City to Washington. To the extent available in the community the Commission shall include professional members representing such disciplines as architecture, law, real estate brokerage, history or any other fields related to historic preservation.
- ◆ Officers shall consist of a Chair and Vice-Chair elected by the Board, serve a one (1) year term, and shall be eligible for re-election.

Meetings and Reports

- ◆ Meetings held quarterly on the third Monday of the month at 6:00 p.m. in the Council Chambers.
- ◆ Preparation and submission to the City Council of a complete record of the proceedings before the Commission on any matter requiring City Council consideration.

Powers and Duties

- ◆ Conduct ongoing surveys to identify historic and architecturally significant properties, structures and areas that exemplify the cultural, social, economic, political or architectural history of the Nation, State or City.
- ◆ Investigate and recommend to the City Planning & Zoning Commission and to the City Council the adoption of ordinances designating properties or structures having special historic, community or architectural value as “landmarks” or “historic districts”.
- ◆ To advise and assist owners of landmarks and property or structures within historic districts on physical and financial aspects of preservation, renovation, rehabilitation and reuse and on procedures for inclusion on the National Register of Historic Places.
- ◆ To inform and educate the citizens of Washington concerning the historic and architectural heritage of the City.

Special Provisions

- ◆ To testify before all boards and commissions, including the City Planning & Zoning Commission and the Board of Adjustment, on any matter affecting historic and architecturally significant property, structures and areas.

Staff Support

- ◆ Community & Economic Development Director/Planner
- ◆ Administrative Assistant

Authority

- ◆ City Code, Chapter 400.365

TAX INCREMENT FINANCING (TIF) COMMISSION

Members and Organization

- ◆ Consist of 11 members, six (6) of whom shall be appointed by the Mayor with consent of a majority of the City Council, and five (5) of whom shall be appointed as provided in the Act.
- ◆ Members appointed by the Mayor shall serve terms of four (4) staggered years
- ◆ Members appointed by the other taxing jurisdictions as provided in the Act shall serve from the time that the affected taxing jurisdictions are notified in writing of a proposed redevelopment plan or designation of a redevelopment area until final approval or disapproval of the redevelopment plan, redevelopment project or designation of a redevelopment area by the City.

Meetings and Reports

- ◆ Meetings on call, when TIF applications come forward.

Powers and Duties

- ◆ Hold public hearings and make recommendations to the City Council concerning the adoption of (or amendment to) redevelopment plans, redevelopment projects and the designation of redevelopment areas.

Special Provisions

- ◆ Quorum for public hearings and votes thereon shall consist of a majority of the Commissioners
- ◆ Other business of the Commission shall consist of a majority of the Commissioners.
- ◆ Specific conflict of interest provisions in the TIF statutes may apply.

Staff Support

- ◆ City Administrator
- ◆ City Counselor
- ◆ Finance Director
- ◆ Community & Economic Development Director
- ◆ City Clerk

Authority

- ◆ Section 99.800 through Section 99.866, RSMo.

WASHINGTON 353 REDEVELOPMENT CORPORATION

Members and Organization

- ◆ Thirteen (13) members consisting of the five (5) directors elected at large; 3 directors selected by the City of Washington to be composed of its Mayor, a member of the City Council to be selected by the Mayor and a member of the City Council to be selected by the Council; 3 members selected by the Washington Civic Industrial Corporation, each of whom shall be a member of the Washington Civic Industrial Corporation; 2 representatives on behalf of the Washington Area Chamber of Commerce, to include the Chair of the Board and the President. Directors need not be shareholders.
- ◆ All directors shall be residents of the City of Washington, Missouri.
- ◆ The officers of the Council shall consist of a President, Vice-President, and Secretary.
- ◆ Although not formal board members, the Corporation may have additional advisory members to the board from various position within the community, including, but not limited to: the immediate past Chair of the Board of the Washington Area Chamber of Commerce and such other members of the community at large, including residents outside the City limits of the City of Washington, Missouri as the Board of Directors shall consider advisable.

Meetings and Reports

- ◆ Meetings are held on the first Wednesday of the month at 8:00 a.m. in the City Council Chambers.

Powers and Duties

- ◆ Improve the business and social conditions in and around the community.
- ◆ Identify community needs, strive to assess them, and develop related programs to keep focus on systems/structures that will produce positive results.
- ◆ Promote programs focused on business retention, growth and expansion.
- ◆ Assist in the development of a development plan and the practices that work toward the marketing of Washington, better land use, and creation of incentive programs.

Subcommittees

- ◆ Designated as needed.

Staff Support

- ◆ Community & Economic Development Director
- ◆ City Clerk

INDUSTRIAL DEVELOPMENT AUTHORITY OF THE CITY OF WASHINGTON

Members and Organization

- ◆ The Board of Directors shall never be less than nine (9) and no more than fifteen (15) in numbers, all of whom shall be duly qualified electors of and taxpayers in Washington, Missouri and shall have resided in Washington for 5 years prior to their appointment.
- ◆ Members are elected by the City Council and hold office for 6 years term or until their successors shall be elected and shall qualify.
- ◆ The officers of the Council shall consist of a President, Vice-President, Treasurer, and Secretary.

Meetings

- ◆ Annual meeting of the Board of Directors shall be held in January of each year.

Powers and Duties

- ◆ To manage non-profit corporation for the purpose of promoting and soliciting industrial and economic development projects as authorized by Section 349.050 RSMo. and to issue Industrial Revenue Bonds for such purposes.

Legal Counsel and Recording Secretary

- ◆ Legal counsel is independently retained by the Authority to handle its legal affairs and act as recording secretary.

Staff Support

- ◆ Community & Economic Development Director
- ◆ City Clerk

Authority

- ◆ RSMo. Chapter 349

CITY OF WASHINGTON

KEY CALENDAR EVENTS

January	Council members should receive information from Ethics Commission regarding Personal Financial Disclosure Statement filing. Statement due to Ethics by May 1. File electronically, copy confirmation and PDF file to City Clerk. Last day to file for April election
February	Missouri Municipal League (MML) Legislative Conference (Jefferson City)
April	City Council/General Municipal Election Franklin County Municipal League Dinner Meeting
May	Personal Financial Disclosure Statement due to Ethics Commission (May 1)
June	Missouri Municipal League Elected officials training Conference (Columbia)
July	Franklin County Municipal League Dinner Meeting
August	Tax levy public hearing and adoption City budget considered by City Council
September	Formal adoption of City's budget by City Council Missouri Municipal League Conference
October	Budget year - October 1 through September 30 Franklin County Municipal League Dinner Meeting
December	Filing begins for April election

Checklist:

- MML Newly Elected Officials Guide*
- Certified Municipal Official Program Brochure*
- Missouri Sunshine Law Booklet*
- Budget Document*
- New Hire Paperwork*
- Business Cards*
- Name Tag*