



A GUIDE TO CITIZEN ADVISORY BOARDS, COMMITTEES AND COMMISSIONS

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PREFACE

CITY OF RICHMOND HEIGHTS MISSION STATEMENT

The mission of the City of Richmond Heights is to provide excellent service delivery programs to the residents and businesses in Richmond Heights. This local government exists for the purpose of providing efficient, cost effective and customer satisfaction oriented programs to all individuals who live and work in the community.

City Officials

James J. Beck, Mayor

City Council

District 1

Tim Gallagher
Paul Lore

District 2

Jim Thomson
Mike Jones

District 3

Ed Notter
Gina Mitten

District 4

Connie Williams
Camille Greenwald

Administrative Staff

Position	Name	Telephone
City Manager	Amy Hamilton	645-4595
Assistant City Manager	Bola Akande	655-3501
City Attorney	Kenneth Heinz	725-8788
Deputy City Clerk	Patricia Villmer	645-4595
Building/Zoning Commissioner	David Reary	646-7658
Chief of Fire Department	Kerry Hogan	645-8800
Chief of Police Department	Rick Vilcek	645-3000
Director of Finance	Sara Fox	655-3550
Director of Parks and Recreation	Teresa Proebsting	645-1476
Director of Public Works	Bruce Murray	645-2277
Municipal Court Clerk	Jan Behrens	645-1982
Municipal Judge	Donald Gunn, Jr.	645-1982
Prosecuting Attorney	Steve O'Brien	645-1982

CITIZEN BOARDS, COMMITTEES AND COMMISSIONS

An Overview

The City of Richmond Heights is served by a number of citizens as members of boards, committees and commissions. Each body exists to provide the Mayor, City Council and staff members with needed insight into areas of citizen interest or concern and within the established policy area. Boards, committees, and commissions are intended to advise the elected officials and, in some cases, deliver judgments, and/or opinions to the staff and to the general public. In other cases, boards, committees and commissions plan and assist in the delivery of services for the benefit of the general public.

Some of the advisory bodies receive a description of their duties from the City Charter, the Code of Ordinances, or specific ordinances, and some are empowered by a Council directive or resolution. A Council Representative is assigned to most boards, committees, and commissions to facilitate communications between the advisory body and the Council as a whole. In addition, a staff member is usually assigned to provide administrative support to the work of the board, committee, or commission.

Citizen participation in finding answers to complex questions that face the City Council can be secured formally and efficiently through the use of boards, committees and commissions. Such groups are meant to make recommendations after sifting and analyzing data. Both committee members and city officials should keep in mind that, for the most part, citizen board and committees are advisory in nature, and the City Council must make the ultimate decision.

The Council decision may not always coincide with the board recommendation because city officials must be concerned with the interrelationship of those decisions made in other areas.

Since 1987, Richmond Heights has operated with the Council-Manager form of government. The Mayor and Council appoint a professional administrator who is responsible for carrying out policies, and hiring and supervising City staff. Under our City Charter, the City Manager is the City's Chief Administrative Officer with responsibility for recommending policy, developing the annual budget, and generally insuring that the City operates in an efficient and effective manner.

ACTIVE BOARDS, COMMITTEES AND COMMISSIONS

The following boards and commissions are active in Richmond Heights:

Advisory Body	Number of Members	Source of Authority
Board of Adjustment	5 members 3 alternates	Sec. 89.090 RSMo Municipal Code, Sec. 405.520
Board of Trustees of the Police and Fire Retirement Fund	3 resident members 3 staff members 1 council member	Municipal Code, Sec. 200.160
Friends of Richmond Heights Foundation	5 members	Resolution No. 08-07 Sec. 355.661-355.746 RSMo Sec. 501 © (3) IRS Code
Library Board	9 Members	Municipal Code, Sec. 125.020 Sec. 182.140 RSMo Sec. 182.301 RSMo
Plan and Zoning Commission	9 members	Sec. 89.320 RSMo Municipal Code, Sec. 400.010

The following boards and commissions are inactive in Richmond Heights:

Beautification Board	5 members	Resolution No. 96-05
Transportation Board	9 members	Resolution NO. 99-5

SECTION I

A GUIDE TO BOARDS, COMMITTEES AND COMMISSIONS

The Role of A Board, Committee or Commission Member

A member of a City of Richmond Heights board, committee, or commission serves a very important role in community life. Residents or other individuals who serve on a board, committee, or commission dedicate many hours a year in service to the City and its citizens without compensation. The input of the members helps to shape the policies under which the City operates. This interaction helps make the government reflective of citizen attitudes and to set the standards of service expected by the citizens.

The Mayor, with the Council's approval, appoints all board, committee, and commission members.

The terms of office for the various boards, committees, and commissions vary from two to five years.

SUPPORT OF BOARD, COMMITTEE OR COMMISSION ACTIVITIES

Role of the Council Representative

A member or members of the City Council is/are appointed to each citizen board/commission. The role of the Council Representative is to communicate the Council's needs, policies, and interests, when determined, to the members of the board, committee, or commission and to communicate back the City Council the recommendations made and discussions held by the board, committee or commission. This further ensures thorough communication between the administrative staff, the members of the boards, committees and commissions, and the Mayor and the City Council.

Role of the Staff Liaison

The City Manager may assign a staff liaison to boards, committees, and commissions. This individual will be a member of the administrative staff who has knowledge and expertise in the functional area in which the board, committee or commission is involved.

The staff liaison serves:

- (1) to provide factual information upon which the members can rely in making their decisions and formulating their advice to the Mayor and Council and City Administration;
- (2) to facilitate the meeting process by working with the Chairperson to schedule meeting times, dates, and locations, so as not to conflict with other City functions and activities;
- (3) to ensure that the City's policies on open meetings and records are adhered to at all times by the board, committee, or commission;
- (4) to coordinate with the Chairperson on the various activities of the board, committee, or commission;
- (5) to provide continuity to the work of the board, committee, or commission by maintaining complete files of the work of the board, committee or commission, and
- (6) to facilitate access to these records upon request by any member, City official, employee or members of the public.

The staff liaison assigned to the board, committee, or commission has the responsibility to regularly advise the City Manager of the activities of the board, committee, or commission. This further ensures thorough communication between the administrative staff, the members of the board, committees and commissions, and the Mayor and the City Council.

Role of the City Manager

The City Manager is the Chief Administrative Officer of the City government. The City Manager is appointed by the City Council for an indefinite term. The powers and duties of the City Manager are prescribed in Article V of the City Charter and include the hiring and supervision of the administrative staff. Further, the City Manager is responsible for keeping the Mayor and City Council fully apprised as to the financial condition and the future needs of the City and to make recommendations concerning the affairs of the City.

The Office of the City Manager (OCM) includes the City Manager; Assistant City Manager; Executive Assistant to the Mayor and City Manager; Human Resources Coordinator; Information Technology Coordinator, and Public Relations Coordinator. The City Hall Receptionist is also on the OCM staff.

Role of the Chairperson

Each board, committee, or commission shall have a Chairperson to facilitate the work of the members. The Chair is either selected by the members from the membership itself or is appointed by the Mayor and Board of Aldermen as provided by the City Charter or Ordinance (see Section II for details relating to the operations of each specific board, committee, or commission). In the case of the Board of Adjustments and the Planning and Zoning Commission, the Zoning Commissioner facilitates communications between the board, the commission and city officials by serving as the Executive Secretary.

The role of the Chairperson is:

- (1) to call meetings;
- (2) to chair meetings;
- (3) to coordinate with the Mayor, City Council, and City Manager the City's needs, policies, and interests, when determined, and to communicate same to the members of the board, committee, or commission on any matters under discussion or consideration;
- (4) to coordinate with the staff liaison, and through this individual other members of the City staff, on matters requiring the attention of the staff;
- (5) to serve as the focal point of communication with the individual members of the board, committee, or commission and the staff liaison.
- (6) to serve as parliamentarian, ensuring that proper parliamentary procedures are followed at all time.

PROPER PROCEDURES

City of Richmond Heights Open Meetings and Record Policy

All meetings, votes, and records (including minutes) of City boards, committees, and commissions are open for public review unless state law or City resolution allows the closing of the meeting and any votes of the record for a specified and allowed purpose. Rarely will a board, committee, or commission be involved with a matter that may be considered eligible for a closed session.

Missouri State Sunshine Law

Sections 610.010 to 610.050 of the Revised Statutes of the State of Missouri contain the provision of the Missouri Open Meetings and Records Law, or the “Sunshine Law.” These provisions are applicable to all citizen boards, committees, and commissions of the City of Richmond Heights. Under state law, a meeting may (not must) be closed only for the following purposes (in summary):

- (1) legal actions, causes of action or litigation involving the city.
- (2) leasing, purchasing or sale of real estate by the City where public knowledge of the transaction might adversely affect the legal consideration therefore.
- (3) hiring, firing, disciplining, or promoting an employee of the City. However, any vote taken in closed session must be made available to the public within 72 hours of the close of the meeting where the vote occurred.

Posting of Meeting Notices and Agendas

Notices of meetings are required to be posted at least 24 hours in advance of the meeting, and such 24-hour period shall be calculated exclusive of weekends and holidays. In an emergency situation, less than 24 hours notice is acceptable.

A bulletin board in the lobby and on the eastern exterior wall of City Hall is used for this purpose.

If possible, a tentative agenda for the meeting containing the items of business to be discussed should be posted. The staff liaison works with the Chairperson to develop the agenda. The agenda may be brief and simply contain a listing of the items to be discussed.

Minutes

Minutes taken at board, committee, and commission meetings should contain the following information:

- (1) the date and time the meeting convened and the meeting place;
- (2) the calling to order by the Chairperson;
- (3) the role call, including a recording of the names of the members present and absent;
- (4) a listing of others in attendance at the meeting;
- (5) unfinished and new business items and a very 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 role call vote is taken, the ayes and nays shall be attributed to each member voting, or if not voting, the abstinence;
- (7) any future meeting dates, times, and locations, if determined;
- (8) the time of adjournment;
- (9) the name(s) of the individual(s) taking the minutes.

Minutes are usually approved by the board, committee or commission at the next meeting.

Attendance - Determination of a Quorum

In order to conduct business, the board, committee, or commission must have a quorum. A quorum is simple majority (half the members plus one). The Chairperson is considered a member in the determination of a quorum. The staff liaison is not considered present when determining a quorum. In the event a quorum is not obtained, the Chairperson can continue the meeting and hold discussion on the agenda items. No official business may be conducted and no votes on motions can be taken during a meeting without a quorum. Should late arrivals change the status, then actions may be considered.

As prescribed in Section 125.010 of City Code, If an appointed member of any board or commission of the City is absent without prior excuse from three (3) or more consecutive scheduled meetings of such board or commission, or from more than one-half (1/2) the scheduled meetings in any one (1) calendar year, such member will be considered to have resigned and a new member shall forthwith be appointed to fill the unexpired term of such resigned member.

Meeting Facilities

Meeting facilities for board, committee, and commission meetings are available at the City Hall and at THE HEIGHTS. It is the responsibility of the staff liaison to obtain a meeting place for the board, committee, or commission that they serve. The City Council Chambers, City Hall Conference Room, and several rooms in THE HEIGHTS are all locations that may be used for this purpose.

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. Further, in 1992, Congress passed the Americans with Disabilities Act (ADA) which requires all services, programs, activities and functions of the City to be accessible to people with disabilities. In compliance with this Federal legislation, meetings of all boards, committees, and commissions are required to conduct public business in an accessible and barrier-free environment. Individuals with special needs are encouraged to communicate their needs to the City in advance of any meeting so that 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 make every 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.

ETHICS

Missouri State Ethics Commission

In 1992, the Missouri State Legislature passed ethics legislation creating a Missouri State Ethics Commission. Certain City of Richmond Heights officials are required to submit to the Missouri Ethics Commission, each year prior to May 1, a Statement of Financial Interest covering the proceeding 12 months. Currently, this includes the Mayor, City Council members, City Manager and Director of Finance. This requirement does not affect any board, committee, or commission member at this time.

Conflicts of Interest

Richmond Heights prides itself on providing an open, honest City government where the highest ethical standards are observed. As a member of an advisory board, commission or committee, it is your responsibility to report, promptly and publicly, any potential conflict of interest and to refrain from participating in the discussion or from voting on matters in which you are a member of your family may have financial interest.

SECTION II

DUTIES AND RESPONSIBILITIES OF THE BOARDS, COMMITTEES AND COMMISSIONS

Beautification Board

On March 4, 1996, the City Council passed Resolution No. 96-05 establishing the City of Richmond Heights' Beautification Board. The Mayor, with the approval of the Council, appoints the Board members. The Board consists of five (5) members – one from each Council District and one at-large – all of whom shall be residents of the City. The term of office of members of the Beautification Board is two (2) years.

The function of the Board is to plan, promote, and recommend to the City Council landscaping and beautification efforts of City parks, rights-of-way, and other public spaces; and to develop a comprehensive public space landscaping plan for the City of Richmond Heights. It is also the Board's responsibility to review and develop art programs and proposals; to recommend site placement; to purchase, commission and/or contract agreements of art and artists; and to coordinate the promotion of art events sponsored by the City. The Beautification Board is responsible for making recommendations to the Mayor and City Council for allocation of necessary funds of the annual budget for such projects.

The mission of the Richmond Heights Beautification Board is to provide arts programming and public art for the City of Richmond Heights which contributes to the cultural richness of our community.

The Board meets on the first Monday of each month at 6:00 p.m. The Director of Parks and Recreation serves as staff liaison.

Board of Adjustment

The Board of Adjustment consists of five (5) members and three (3) alternate members who serve for a term of five (5) years. The five members and the three alternates, all of whom must be residents of the City of Richmond Heights, are appointed by the Mayor and approved by the City Council. The Board elects its own Chair and Vice-Chair who serve for one year.

Unlike many of the other boards, the Board of Adjustment was established under Missouri Code Sec. 89.090 and the Richmond Heights Municipal Code, Section 405.520., and therefore, has a legal responsibility to adhere to State and local guidelines. All decisions made by this board are binding absent appeal to Circuit Court. The powers and duties of the Board include:

1. To hear and decide all matters referred to it or upon which it is required to pass under the City of Richmond Heights Zoning Regulations.
2. To hear in the manner prescribed in Section 405.540 of City Code where it is alleged there is an error in any order, requirement, decision or determination made by the Zoning Administrator in the enforcement of the Zoning Regulations.
3. To vary or modify in the manner prescribed in Section 405.550 of City Code the application of any of the provisions of the Zoning Regulations where there are practical difficulties or unnecessary hardships in carrying out the strict letter of the Zoning Regulations so that the spirit of the Regulations shall be observed, public safety and welfare secured and substantial justice done.

Meetings are held at the call of the Chair, in the Council Chamber at City Hall on the third Thursday of the month at 6:30 p.m. The Building/Zoning Commissioner serves as staff liaison. The Building Department maintains the Board's files and performs clerical duties.

Board of Trustees of the Police and Fire Retirement Fund

The Board of Trustees of the Police and Fire Retirement Fund is a board consisting of the City Manager, one (1) member of the Police Department, one (1) member of the Fire Department, any member of the Council appointed by the City Council, and three (3) outside persons who shall be resident citizens who are nominated by the Mayor and approved by the Council. Citizen members are appointed to staggered, two (2) year terms. Police and Fire Department members serve two (2) year terms. The Board of Trustees elects a President, Vice President and Secretary from the membership, all of whom hold office for a term of one (1) year. The City Manager serves as the official Treasurer of the Board.

The Board of Trustees of the Police and Fire Retirement Fund was established under Richmond Heights City Code, Section 200.160. The powers and duties of the Board include:

1. To engage such actuarial, legal, accounting, investment and other services as required for the operation of the retirement system.
2. To pay at such rate and in such amounts as the Board approves for the compensation of all persons engaged by the Board and all other expenses for the retirement system.
3. To pay out of the funds, provided the members of the Board receive no compensation as such members, the necessary compensation and expenses.

Meetings are held on the second Monday of the month at 7:00 p.m. If that Monday is a legal holiday in the City, the meeting is held on the next succeeding day. The City Manager serves as staff liaison.

Friends of Richmond Heights Foundation

The Friends of Richmond Heights Foundation consist of five citizen members appointed by the Mayor and approved by the Council. Each member shall serve until their successors are elected in the manner of their By-Laws.

The Friends of Richmond Heights Foundation is a non-profit organization that creates opportunities to enhance the quality of life for individuals in the City of Richmond Heights by providing excellent service to all individuals who live and work in the community; and

The purpose of the Friends of Richmond Heights Foundation is to:

1. To advance, promote, support and participate in the preservation and maintenance of cultural and environmental enrichment opportunities that further promote excellent service to all individuals who live and work in the community.
2. To solicit contributions for and provide funding through fund-raising activities for special projects related to the advancement, promotion, support and participation in the preservation, maintenance and administration of cultural and environmental enrichment opportunities that further promote excellent service to all individuals who live and work in the community.
3. To engage in all other activities allowed by law to promote, support and participate in the preservation, maintenance and administration of cultural and environmental enrichment opportunities that further promote excellent service to all individuals who live and work in the community.

Library Board

The Library Board of Trustees consists of nine (9) citizen members appointed by the Mayor and approved by the Council. Each member serves for a term of three (3) years. Terms are staggered so no more than three (3) member's terms expire in any one (1) year. The Board elects its own President, Vice President, Secretary and Treasurer annually.

The Board works with the Director of the Richmond Heights Memorial Library to ensure that the Library fulfills its mission to resident and nonresident patrons.

The Board of Trustees was established under Richmond Heights Municipal Code, Sec. 125.020 and MO Revised Statutes, Sec. 182.170, 182.180, 182.190), meets on the third Monday of the month at 4:30 p.m. If that Monday is a legal holiday in the City, the meeting is held on the next succeeding day.

The Plan and Zoning Commission

The Plan and Zoning Commission consists of nine (9) citizen members appointed by the Mayor and approved by the Council. Each member serves for a term of three (3) years. Terms are staggered so no more than three (3) member terms expire in any one (1) year. The Commission elects its own Chair, Vice Chair and Secretary and other officers annually.

The Commission is responsible for making recommendations to the City Council in order to promote the health, safety and general welfare and to make adequate provision for and to stimulate, guide, direct, arrange and beautify the City and the future development and growth of the City of Richmond Heights.

The Plan and Zoning Commission, unlike many other boards, was established under Missouri Code Sec. 89.320 and Richmond Heights Municipal Code, Section 400.010., and therefore, has a legal responsibility to adhere to State and local guidelines. The powers and duties of the Commission are:

1. To prepare and submit to the City Council for its approval a Master Plan for the physical development of the City and recommend modifications of this plan from time to time as it deems in the community's best interest.
2. To prepare, adopt and recommend to the City for enactment into ordinance a Comprehensive Plan for the zoning of Richmond Heights with such regulations as to location, height, width and bulk of buildings and other structures, and land 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. To hear applications for amendments, modifications or revisions of this Title or any part thereof in the manner prescribed in Section 405.580 of the Municipal Code.
4. To consider all requests for conditional use permits and site plan approval in the manner prescribed in Section 405.390 and 405.400 et seq. of the Municipal Code.
5. To petition the City Council on its own initiative to amend, supplement, change or repeal this Title or any part thereof.
6. From time to time to initiate a comprehensive review of the provisions of this Title and to make a written report of its findings and recommendations to the City Council. Yearly, following receipt and examination of the Zoning Administrator's report of this Title, the Planning and Zoning Commission shall present a written annual report to the City Council. This report shall contain the recommendation of the Planning and Zoning Commission concerning this Title as well as a summary of its activities during the past year and its opinion on community development goals for the future.
7. The right to review and make recommendations as to any planned developments permitted by the Title.

The Plan and Zoning Commission meets the third Thursday of the month at 7:00 PM. Meetings are held in the City Council Chamber at City Hall. The Building/Zoning Commissioner serves as staff liaison. The staff liaison is not a voting member. The Building Department's Administrative Secretary maintains the Commission's files and performs clerical duties.

Transportation Board

On March 1, 1999, the City Council passed Resolution No. 99-05 establishing the City of Richmond Heights Transportation Board. The Board consists of nine (9) members, all of whom shall be residents of the City appointed by the Mayor and approved by the City Council. The term of office of members of the Board shall be for two (2) years.

The purpose of the Transportation Board is to plan, study, promote and recommend to the City Council on all transportation issues affecting the City of Richmond Heights, Missouri.

The Transportation Board meets on the second Wednesday of each month at 7:00 p.m. The Assistant City Manager serves as staff liaison.

SECTION III

MEETING SCHEDULE

Board/Commission Name	Schedule	Time
Board of Adjustment	3 rd Thursday of the Month	6:30 PM
Board of Trustees of the Police and Fire Retirement Fund	2 nd Monday of the month	7:00 PM
Friends of Richmond Heights Foundation	To Be Determined	
Library Board	3 rd Monday of the month	4:30 PM
Plan and Zoning Commission	3 rd Thursday of the month	7:00 PM

The following boards and commissions are inactive in Richmond Heights:

Beautification Board

Transportation Board

SECTION IV

APPLICATION TO SERVE ON AN ADVISORY BOARD, COMMISSION OR COMMITTEE

Name: Ms. Mrs. Mr. Dr. _____

Address: _____

Spouse (if applicable): _____

Telephone numbers: Home: _____ Fax: _____
Business: _____ Fax: _____
E-mail: _____

Business Name: _____

Title: _____

Business Address: _____

How long have you been a resident of Richmond Heights? _____

Do you own property? (If yes, please check the appropriate box) House Condo

Do you rent? (If yes, please check the appropriate box) Condo Apartment House

Name of the Advisory Board, Commission or Committee for which you would like to be considered: _____

Please list any technical and/or education experience:

Date application completed: _____