

Public Notice posted in accordance  
RSMO. 610 as amended  
By: Kimberly Barfield, City Clerk

Date/Time Posted: Friday, February 24, 2023  
10 a.m.

**City of Pacific  
300 Hoven Drive  
Pacific, MO 63069**

**ADMINISTRATIVE COMMITTEE MEETING  
MONDAY, FEBRUARY 27, 2023**

**5:15 p.m.**

**This meeting is open to the public.**

**The meeting will be streamed live on the City of Pacific YouTube channel:  
<https://www.youtube.com/channel/UC9dxzhHQBwPuIQJC1N6TSig>**

- I. Call to Order**
- II. Roll Call**
- III. Public Participation**
- IV. New Business**
- V. Old Business**
  - a. Code of Conduct discussion
  - b. Municipal Pool update
  - c. Budget update
  - d. Public participation meeting agenda requirement
  - e. Red Cedar Update
- VI. Adjourn**

The Administrative Committee will consider and act upon the Matters listed above and such others as may be presented at the Meeting and determined to be appropriate for discussion at that time.

Aldermanic members:  
Alderman Pigg  
Alderman Cleeve  
Alderman Presley

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Administrative Committee  
300 Hoven Drive  
Pacific, MO 63069

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The Administrative Committee was held on Monday, February 13, 2023 at the Government Center, 300 Hoven Drive, Pacific, MO 63069 at 5:15 PM.

I. Call to Order

The meeting was called to order by Chairman Pigg.

II. Roll Call

Present at Roll Call: Chairman Pigg, Alderman Cleeve, Alderman Presley, Mayor Filley.

Others City officials present: Administrator Roth, City Clerk Barfield.

III. Public Participation – There was no one present.

III. New Business

a. Code of Conduct

Mayor Filley has prepared a draft. We are going to review. Mayor Filley stated this is a Draft. If we don't get through this tonight with the committee that is okay. She suggested coming back at another meeting for final review then to the Board of Aldermen.

- The Table of Contents is not updated with page numbers. There is a Welcome and Congratulations paragraph. She asked if there were any comments. Alderman Cleeve suggested under "about" that this is no way to replace ordinances and may not be up to date, this is a guide. Mayor Filley stated this is a fluid documents as things change.
- Municipal Government – Alderman Cleeve asked that "Fourth Class City" be bolded as this is so important. Mayor Filley is checking with language for the "council-manager" form of government. He also suggested adding that only one alderman is voted on each year. Mayor Filley stated she will add the word "staggered"
- Roles – "Mayor" Mayor Filley stated she is asking Attorney Jones for language on the wording of "voting member, or a non-member only voting in a tie".
- City Administrator and staff – There are about 55 full-time employees.
- City Clerk – City Clerk Barfield stated she thought the Code read that the Attorney/Administrator prepared ordinances and resolutions. Administrator Roth agreed. The City Clerk prepares agendas and so forth. All the information flows through her, but doesn't prepare those. We can work on that language.

- City Board of Aldermen Meetings – Holidays; it has been requested that we move it to the next day. Committee members agreed, the next business day. Also adding: “A quorum of four is physically present to conduct business”. If two people need to participate remotely and a third ask we cannot do that. Administrator Roth stated the law provides for all electronic meetings, but a mix there still has to be a quorum present. Discussion followed.
- Resolutions & Ordinances- Alderman Cleeve stated the first bullet where it addresses questions and debate. He asked Attorney Jones about this because he wanted to question something at the first reading and he said by statute it was fine to do. He wanted to be able to ask a question at the first reading. Alderman Pigg suggested an explanation of the Bill; as it is not always in the title. Alderman Pigg thought all the hashing out was supposed to be at the first reading, so the final was ready for the second reading. Administrator Roth would like to get the City Attorneys opinion. He was trained the first reading was for information and avoid discussion/debate; although he did not have a preference. The first reading was for introduction. City Clerk Barfield thought that her and Jill were trained on the same watch; everything was hashed out at the first reading; clean up for the second reading and then goes through. Chairman Pigg stated at the first reading, if it needs to go to committee; it would go then. Mayor Filley will consult with Attorney Jones.
- Other meetings – second bullet; typo from “They” to “The” Mayor and four or “more” aldermen.
- Executive – is being changed to “Closed” per Missouri Sunshine Law.
- Sunshine Law – City Clerk Barfield stated “votes available to the public within 72 hours of the vote” she asked if something could be added such as “if applicable” because some items are not public within 72 hours such as a real estate closing. Mayor Filley will add those words.
- Conflicts of interest – Mayor Filley stated she highlight the “abstention” part of leaving the room. There was discussion about leaving the dais. Alderman Pigg stated if there is a conflict with a business that person would need to leave. Alderman Pigg thought obtaining clarity around that. Mayor Filley agreed.
- Communication – city email address; Mayor Filley wanted to make sure there was no reason why this couldn’t be made into policy. Alderman Pigg thought making it part of the policy was acceptable.
- Compensation – Alderman Cleeve stated there was nothing about access to the building. Mayor Filley thought “housekeeping” should be added somewhere. Mayor Filley agreed, ID cards, access cards, and swearing in is after certification of both counties. There was discussion about leaving the compensation figure in the document. Mayor Filley stated when it becomes final and the ordinance changes this is a working document and will change. Alderman Pigg suggested “a monthly pay per the current ordinance”. The same with the number of employees. This could be changed to “approximately”.

Alderman Cleeve stated the different parts should be different documents. He thought newly elected official guide should reference the code of conduct, but having it all in one document and handing it out, he wasn’t sure of. Chairman Pigg preferred it being one

whole document. If you are the keeper of the records, is it easier to have it all together rather than three separate ones. Alderman Cleeve thought there was more benefit to it being separate than together. This will be discussed more later. Administrator Roth stated “communicating with city employees” we allow this with Department Heads. He is uncomfortable if elected officials reach out to rank and file employees. For example; he goes through the Chief for Police items, he would never contact a patrol office without going through the chain of command. He thought we needed to be careful here.

b. Municipal Pool Update

Administrator Roth stated he reached out to Navigate and discussions with Midwest Pool. He is trying to get a good estimate on what we want to build. The operating piece will be discussed at Park Board this evening. Personnel cost are increasing significantly, but need to get a good handle on this.

c. Budget discussion

Administrator Roth thanked them for reviewing some of this. When the wage and salary and health plan were acted on, those expenses were authorized, but the budget numbers were not amended. You will see those changes here. The budget amendment was discussed by department. There was discussion regarding cutting the grass of the buyout lots from the Parks. Alderman Pigg questioned this, as they were not parks. She suggested it having its own line item; so “Parks” cost is not together with flood buy out lots. Administrator Roth stated the general fund transfer to the parks would increase, because this was all originally budgeted under general fund. Its really just a shift from general fund to parks. A mower was bought from the Parks Department for this. He understood it was not fair for the Parks to just consume the costs. Alderman Pigg just asked that it be sub-lined.

Red Cedar Inn – those professional services were not budgeted for. The costs that have incurred needed to be budgeted for. There are two options and one was to expense out of general fund, which we did. It is an eligible expense under the Lease Purchase, but thought carrying the costs in general fund was best. We are close to the finish line. Discussion followed about minor street improvements, but he don’t think any will get done this year. Stormwater at First & Columbus was discussed, we have not received the Program Agreement yet, but Cochran has been authorized. They are doing the surveying now. He hopes it goes out to bid late this year, but, if need be, an early season job next year.

d. Public participation meeting agenda requirement

Chairman Pigg asked if Alderman Cleeve had a draft prepared. He does, but did not bring it with him. He is looking for public participation at any public meeting. He understands the items that have been brought up at the Board of Aldermen. He hopes at this committee we can come up with restrictions. Alderman Pigg thought guidelines for public participation in committee meetings should be specific to the items of discussion on the agenda. She also thought the time allotted should be at the discretion of the

chairman. Mayor Filley agreed. Alderman Pigg stated if the Board of Aldermen meets for a workshop, there should not be public participation, also at Board of Adjustment there is a public hearing, but not public participation. There was discussion regarding special meetings verses workshops.

#### IV. Old Business

##### a. Red Cedar Update / Budget

Administrator Roth stated we are close to the end. We are getting some door hardware installed. The Historical Society is moving into the next phase, and meeting next week. The target date is April 15<sup>th</sup>, with a grand opening in May.

Minutes – Chairman Pigg asked if they need to be approved.

Minutes – January 30, 2023

Motion made by Alderman Cleeve, seconded by Alderman Presley to approve the minutes. A voice vote was taken with an affirmative result.

Next meeting – February 27, 2023 at 5:15. Mayor Filley stated she will not be present, but will Zoom in for the meeting.

#### V. Adjourn

Motion made by Alderman Presley, seconded by Alderman Cleeve to adjourn. A voice vote was taken with an affirmative result.

The meeting adjourned at 6:18 P.M.

City of Pacific, Missouri

Handbook for  
Newly Elected Public Officials  
Draft – version 1.0

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## Welcome and Congratulations

Congratulations on your recent election to city office as a member of the City of Pacific Board of Aldermen. As a newly elected public official, you have been provided with both an incredible opportunity and a serious responsibility to serve our residents. You will wear many hats, including legislator, visionary, and 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, advise, and execute the vision of the Board of Aldermen to ensure we fulfill the goals you set on behalf of our community.

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

Steve Roth  
City Administrator

## About the Handbook

This handbook is designed to introduce you to your role as a member of the City of Pacific Board of Aldermen. It is meant to be informative and helpful, yet simple to read. Sections of this handbook include the roles and responsibilities of both the aldermen and staff, as well as ethics and a code of conduct for public officials.

## Part I – Structure and Operations

### Municipal Government

The City of Pacific operates as a Fourth Class City. It provides for a council-manager form of government.

What is the council-manager form of government?

The council-manager form is the most popular structure of government in the United States among municipalities with populations of 2,500 or more. Under this form, residents elect a governing body, including a chief elected official, such as a mayor, to adopt legislation and set policy. The governing body then hires a manager or administrator with broad executive authority to carry out those policies and oversee the local government's day-to-day operations.

The City of Pacific is governed by a board comprised of the mayor and six Aldermen who serve two-year terms. The City is apportioned into three wards (Ward One, Ward Two and Ward Three) with two (2) Aldermen representing each ward. All Aldermen are voted on by qualified voters of the city.

### Roles

#### Mayor

The mayor is the presiding officer and serves as a voting member of the Board of Aldermen and oversees the Board of Aldermen meetings, signs ordinances and resolutions, and serves as the chief spokesperson for the city. The mayor appoints members of various boards and commissions with approval by the Aldermen.

#### City Board of Aldermen

The role of the city Board of Aldermen is to adopt legislation, set policy, approve the annual budget, select the city administrator (with approval of the Mayor), and vote on the recommendations of the city administrator regarding key personnel matters, including the appointment/removal of department directors.

#### City Administrator and Staff

City staff members through the coordination of the city administrator are responsible for carrying out the Board of Aldermen's legislative and policy decisions, providing professional advice to the Board of Aldermen, and operating the city on a day-to-day basis. The City of Pacific currently has about XXXX full-time employees, not including part-time or seasonal employees. An organization chart is included as Appendix 1 for your review.

#### City Attorney

Calling or meeting with the city attorney 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 attorney attends all regular Board of Aldermen meetings, but usually does not attend board or

commission meetings. When legal questions arise and it is necessary to confer with the city attorney, please contact the city administrator.

### City Clerk

The city clerk is the official record keeper for the city and is responsible for preparing ordinances, resolutions, and other items for the Board of Aldermen and other boards/commissions. During meetings the city clerk takes minutes and records votes that are taken. Additionally, the city clerk's office coordinates the process of filling records requests made by the public, processes business licenses, and administers oaths of office for elected and sworn positions.

### City Board of Aldermen Meetings

Regular meetings of the City of Pacific Board of Aldermen are held on the first (1<sup>st</sup>) and third (3<sup>rd</sup>) Tuesdays of each month at 7:00 p.m. in the board chambers at city hall. If a city holiday falls on the Tuesday of a Board of Aldermen meeting, the meeting is moved to (5<sup>th</sup>) Tuesday of the month, if applicable. If there is no fifth Tuesday, there will only be one (1) meeting that month. If you cannot attend a meeting, please let the city clerk and/or city administrator know prior to the meeting. A quorum of four is required to conduct business.

All meetings are conducted using the parliamentary procedure of Robert's Rules of Order. Board of Aldermen meetings are open to the public, unless there is a specific reason to hold a closed meeting in accordance with the exceptions listed in the Missouri Sunshine Law (see below). Meeting packets, which include the tentative agenda and supporting materials for the items listed on the agenda, are emailed to the Board of Aldermen, as well as hand delivered by a Pacific Police Officer, and posted to the city's website anywhere from 4-5 days prior to the meeting. If an Aldermen prefers to only receive an electronic copy, please let the city clerk or city administrator know. In addition, the packets will only be delivered to an Aldermen or an authorized person, unless it has been noted the packet may be left at a residence/business for the Aldermen to pick up at a later time.

Regular meetings of the Board of Aldermen consist of:

- Call to Order/Roll Call/Establishment of Quorum: the mayor will call the meeting to order, and the city clerk records attendance to verify a quorum.
- Pledge of Allegiance to the United States of America: Stand to join in the Pledge. (The mayor or a recognized guest leads the Pledge of Allegiance.)
- Prayer: The mayor will recognize any pastor or employee giving the prayer.
- Approval of the Agenda: the agenda may contain bids, financial reports, minutes, pay requests, board appointments and other items. A motion to approve the agenda is made and seconded, then voted upon by the Board of Aldermen.
- Approval of minutes from previous meetings: A motion to approve minutes is made and seconded, then voted upon by the Board of Aldermen.
- Public Participation: if a citizen signs up and is on the agenda to address the Board of Aldermen, s/he will be recognized as a guest and will have five minutes to speak.

- Public Hearing: if scheduled, the mayor will open the public hearing, whereby mayor or staff will present the item, to be followed by statements from the applicant with an opportunity for Aldermen to ask questions, if applicable. Board of Aldermen Liaison (if a Public Hearing was held at a board/commission level) may speak and address any questions. Following this, citizens are given an opportunity to speak in favor of or against the item. Once all comments have been received, the mayor will close the public hearing.
- Resolutions and Ordinances:
  - Resolutions are acts done through ministerial powers of the Board of Aldermen. A resolution is usually temporary, establishes policy, declares intent, finds facts, or is ceremonial. Resolutions also include the approval of contracts. Resolutions are introduced and seconded, then a voice vote is taken to approve or deny the resolution.
  - Ordinances are pieces of formal legislation that create law when passed or prescribe government conduct. Per the charter, all ordinances are read twice:
    - § The purpose of the first reading is to introduce the bill. Questions and debate on the item is reserved for the second reading of the bill.
    - § The second reading normally takes place at the following meeting to allow an opportunity for citizen input and Board of Aldermen debate before the final vote takes place.
    - § Ordinances are voted upon with a roll call vote, with each Board of Aldermen member's vote recorded separately.
- Mayor's Report: the mayor reports to the Board of Aldermen on any matters they see fit.
- City Administrator's Report: the city administrator reports to the Board of Aldermen on matters not previously addressed.
- Chief of Police Report: the chief, or a representative, reports to Board of Aldermen on any police matters they see fit.
- Public Works Commissioner report: the public works commissioner provides a monthly report to the Board of Aldermen.
- Directory of Community Development report: the director of community development provides a monthly report to the Board of Aldermen.
- City Attorney report: the city attorney reports to the Board of Aldermen on legal matters not previously addressed.
- City Collector report: the city collector reports to the Board of Aldermen on matters not previously addressed.
- Board/Commissions reports: Board liaisons and board standing committee chairs report to the Board of Aldermen on matters discussed at the various boards/commission meetings.
- Miscellaneous: address and/or approve items not previously discussed.
- Reports of City Officials: each alderman reports to Board of Aldermen on matters not previously discussed.
- Adjournment: with no further business to discuss, a motion and a second are made to

adjourn, then a voice vote is taken to adjourn.

### Other Meetings

Other meetings involving the Board of Aldermen include:

- Work Sessions: typically involve in-depth discussions on a specific topic. This includes budget work sessions, presentations on items that may require Board of Aldermen action in the future, or updates provided by the city administrator.
- Special Meetings: an open Board of Aldermen meeting may take place before the meeting or when necessary. They mayor or upon written request of four (4) or aldermen, may call a special meeting.
- Executive Session: Board of Aldermen will move into a closed session as allowed by exceptions in the Missouri Sunshine Law. This usually takes place at the end of a Board of Aldermen meeting, just prior to adjournment.

### The Sunshine Law

All government entities and their boards and commissions must comply with [Chapter 610 of the Revised Statues of Missouri](#), more commonly known as the Missouri Sunshine Law. The law generally requires all meetings of boards or commissions to be open to the public. It also requires that meeting dates and times be posted at the place where the meeting will be held, at least 24 hours prior to the meeting, exclusive of weekends and holidays.

The law provides for closed meetings only for specific subjects such as the purchase of real estate, discussion of a specific lawsuit, or dealing with personnel matters. Any votes taken during closed meetings must be recorded and made available to the public within 72 hours of the vote.

The City of Pacific believes very strongly that the Board of Aldermen 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. A helpful booklet containing the do's and don'ts as they pertain to compliance with the Sunshine Law is available upon request by contacting the city clerk.

### Conflicts of Interest

Please see Part III of the handbook regarding conflicts of interest. Here, we offer you a tip...openness is the best policy. If you think a potential conflict exists, you can discuss the matter with other members of the Board of Aldermen, the city administrator or, if necessary, with the city attorney. If you are in doubt, the safest course of action is to abstain from participating in any discussions or votes on that issue. Abstention from an issue should include physically leaving the room where the city Board of Aldermen is meeting during the period the matter is discussed or voted upon unless it is necessary to remain in the room to maintain a quorum.

## Communication

An email address will be created and assigned for you, and citizens are given that email address as their way to reach you. **Utilizing the city email address is a requirement as an elected official.** We suggest you check your email daily, as employees also use it frequently to communicate with you. Occasionally, you may receive written materials from employees, or publications, periodicals, or written correspondence from the community. This mail will be held for you at city hall, and you are free to check your mailbox (located in the office immediately before the Executive Session/Zoom Conference room) at any time.

### Communicating with Board of Aldermen Members

As noted below, written communication between Board of Aldermen members is subject to the Sunshine Law. If three or more aldermen are included on an email, and there is back and forth correspondence, it can be considered a meeting. As noted in the Sunshine Law, meetings are required to have agenda posted 24 hours in advance. The city attorney should always be copied on an email involving more than three (3) aldermen.

Attendance at community or social events may result in a quorum of Board of Aldermen members being present, so please refrain from talking about city business during these events. Discussion and debate about city business should be limited to public meetings, work sessions, or closed sessions where proper notice has been given to the public.

### Communicating with Citizens

If you receive a citizen complaint or question that you do not know the answer to, please feel free to contact the city administrator, who will direct the concern or question to the right staff person to respond.

### Communicating with City Employees

Communications with staff are best handled through the city administrator. This is to ensure compliance with Section 115.280 of Pacific's Government Code, but also helps the city administrator be aware of concerns and requests that members of the governing body have and can see that they are being addressed.

Inquiries from Board of Aldermen members directly to leadership team members are acceptable and encouraged, but if you email a staff member directly, please "cc" the city administrator for the same reasons above. Section 115.280 prohibits Board of Aldermen members from directly interfering with the conduct of any department or duties of employees subordinate to the city administrator, so if you see/hear something that needs to be taken care of, please contact the city administrator.

### Sunshine Law Reminder

Most communication from the city will come to you in the form of an email or occasional text message. Please note, per state law, emails and text messages that deal with city business are considered public records, even if they are sent to/from a private email address. As such,

anyone, at any time, can request a copy of emails or text messages sent to or from you. If the topic is related to city business, in most cases that information must be provided to the requestor. This process is handled through the city clerk's office.

## Compensation

Aldermen receive \$4,575 annually, with the mayor receiving \$7,990 annually, received in twelve (12) monthly payments. A W-4 will need to be completed with the city clerk and it is highly recommended signing up for direct deposit with the deputy city clerk. 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.

## Key Calendar Events

### Missouri Municipal League (MML)

- Newly Elected Officials Training – normally a day and a half meeting in Columbia, Missouri in early June.
- Annual Conference – normally a Sunday – Wednesday meeting held in September. Location varies

### MIRMA

- Annual Conference – normally a 2-3 day meeting. Dates and locations vary.

### Franklin County Municipal League

- Quarterly Dinners – 3-4 hour dinner/meeting. Dates and locations vary as dependent on the host city.

## Part II – Advisory Boards and Commissions

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

The mayor, with the approval of the Board of Aldermen, appoints board and commission members. A resident may express an interest in serving on a particular board or commission to a member of the Board of Aldermen or through volunteer work within the community. A resident may be asked to serve on a particular board or commission. A good rule of thumb when considering appointments is to appoint individuals who have the appropriate skills and interests for a given board or commission and strive to select a representative cross-section of the Pacific community.

While some boards and commissions draw their authority from state statutes, others receive their authority from local ordinances. Except for the Board of Adjustments, boards and commissions serve an advisory role to the Board of Aldermen. 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 Park Board. In either case, the Board of Aldermen receives important recommendations and information from these committees but retains the ultimate decision-making authority.

## Current Boards and Commissions

Board of Adjustments

Park Board

Meramec Valley Historical Museum &  
Genealogy Society

Operations Committee

Planning & Zoning Commission

Tourism Committee

Industrial Development Committee

Administration Committee

### Role of Board of Aldermen Liaison

The mayor may appoint a Board of Aldermen liaison to serve as a non-voting member of a board (some boards the liaison is a voting member) or commission. Otherwise, it is not unusual to have a member of the Board of Aldermen attend various board and commission meetings from time to time. Some members of the Board of Aldermen do this solely to become more familiar with board and commission members, as well as the work of the group itself.

Whether the liaison appointed to a board or commission is actively involved in the group's discussions depends on the nature of the work that the board or commission performs, as well as the desires of its members. More information on this is covered in Part III of the handbook.

### Role of City Staff

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 boards and commissions and to facilitate the flow of information between the mayor, Board of Aldermen, and the boards and commissions.

The staff liaison is responsible for keeping the Board of Aldermen 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.

## Removal/Resignation

### Removal

The chair of the board or commission, the Board of Aldermen liaison (if appointed), or the city administrator may recommend consideration of a member's removal to the mayor and/or Board of Aldermen. 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 of Aldermen 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 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.

Requirements for removal of a board/commission member vary based on the board/commission, as set forth in city code.

### Resignation

Board or commission members may resign by giving appropriate written notice of resignation. The chair shall notify the entire board or commission, 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 later.

## Planning & Zoning Commission

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### Members and Organization

- Nine (9) members including one (1) alderman, appointed by the mayor with the approval of the Board of Aldermen.
- Four- (4) year staggered terms.
- All members (including alderman) shall be entitled to cast one (1) vote on each issue.
- All members of the commission shall serve without compensation.
- Officers: Members of the Planning Commission shall elect a chairperson, vice chairperson and secretary from among its members. Term of the officers shall be for 1 year with eligibility for reelection.

### Meetings and Reports

- Meetings are held the second (2<sup>nd</sup>) and fourth (4<sup>th</sup>) Tuesdays, as needed, at 7:00 pm.

### 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

- Building Inspector/Plans Examiner
- Director of Community Development
- Community Development Clerk
- Code Enforcement
- City Clerk

### Authority

- Pacific City Code Section 405
- RSMo. 89.370

## Board of Adjustments & Appeals

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### Members and Organization

- Five (5) members appointed by the mayor with approval of the Board of Aldermen, who must be residents of the city, none of whom can be members of the city Board of Aldermen or Planning and Zoning Commission. Four (4) members constitute a quorum.
- Three (3) alternate members may be appointed. The alternate members serve in the absence of or disqualification of regular members. Any alternate members shall be residents appointed by the board.
- Members serve staggered terms of five (5) years. Alternate members serve staggered terms if three (3) years.
- All members shall be entitled to cast one (1) vote on each issue.
- All members of the board shall serve without compensation.
- Officers: members shall elect a chairperson and secretary, each to serve a one-year term.
- The board shall keep records of its examinations and official actions.

### Meetings and Reports

- Meetings are as needed with the last Wednesday of the month reserved at 7:00 pm. Appeals must hear and decide on within 30 days after the notice of appeal is filed with the city.
- The board 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 in the zoning ordinance.
- 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

- Building Inspector/Plans Examiner

- Director of Community Development
- Community Development Clerk
- City Clerk

#### Authority

- Pacific City Code Section 407
- Chapter 89 RSMo.

## Meramec Valley Historical Museum & Genealogy Society

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### Members and Organization

- Consist of five (5) directors and one (1) non-voting alderman appointed by the mayor with approval of the Board of Aldermen.
- Directors shall serve staggered terms of three (3) years.
- All directors of the society shall serve without compensation.
- All directors shall be entitled to cast one (1) vote on each issue.
- Officers: directors shall elect a president, vice president and secretary for a one (1) year term. The Board of Aldermen liaison shall not serve as an officer. City clerk will serve as treasurer.

### Meetings and Reports

- Meetings are held on the third (3<sup>rd</sup>) Wednesday at 7:00 pm.

### Powers and Duties

- Shall make and adopt such by-laws, rules, and regulations as approved by the Board of Aldermen for their own guidance and governance.
- No later than May 1 of each year, the society shall forward an annual budget for consideration by the Board of Aldermen.

### Staff Support

- Director of Tourism
- City Clerk

### Authority

- Pacific City Code, Section 140.210 – 140.260
- RSMo Chapter

## Park Board

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### Members and Organization

- Five (5) directors chosen from the citizens of the city area with reference to their fitness for such office, and one (1) non-voting alderman liaison, appointed by the mayor with approval of the Board of Aldermen.
- Three (3) year staggered terms.
- All directors of the board shall serve without compensation.
- All directors shall be entitled to cast one (1) vote on each issue.
- Officers: directors of the Park Board shall elect a president, vice-president, and such other officers each June, as they deem necessary to serve for a term of one-year each.

### Meetings

- Meetings are held on the second (2<sup>nd</sup>) Monday of each month at 7:00 p.m.
- 

### Powers and Duties

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

### Staff Support

- **Park Superintendent**

### Authority

- Pacific City Code Section 140.010 – 140.110
- RSMo 90.500 – 90.570

## Industrial Development Committee

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### Members and Organization

- Consist of five (5) members and one (1) non-voting alderman liaison, of whom shall be appointed by the mayor with consent the Board of Aldermen.
- All members shall be entitled to cast one (1) vote on each issue.
- All members shall serve without compensation.
- Members shall serve terms of six (6) years.

### Meetings and Reports

- Meetings are as needed.

### Powers and Duties

### Staff Support

- Director of Community Development
- Community Development Clerk
- City Clerk

### Authority

- Pacific City Code Section ????

## Tourism Committee

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### Members and Organization

- Consist of five (5) members appointed by the Board of Alderman and one (1) non-voting alderman liaison.
- Of the five (5) members, one (1) shall be a representative of the hotel/motel industry and two (2) shall be active in the tourism industry. The remaining members shall be members of local general business interests in the City of any County within which the City is located.
- All members shall be a resident of the City or County in which any part of the City is located.
- Members shall serve staggered terms of three (3) years.
- Members of the commission shall serve without compensation.
- All members shall be entitled to cast one (1) vote on each issue.
- Members of the commission shall serve no more than two (2) consecutive terms.

### Meetings and Reports

- Meetings are held on the second (2<sup>nd</sup>) Tuesday of each month at 3:30 pm.

### Powers and Duties

- Promote tourism and administer the monies collected in a special fund within the limits of the budget approved by the Board of Aldermen.
- No later than May 1 of each year, the commission shall submit a detailed proposal for expenditure of funds outlining the connect of each proposed expenditure line item to the promotion of tourism for consideration by the Board of Aldermen.

### Staff Support

- Director of Tourism

### Authority

- Pacific City Code, Section 605.058
- RSMo Chapter



## Administration Committee

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### Members and Organization

- Consist of the mayor and three (3) aldermen, one (1) from each Ward.
- Mayor shall on vote in the case of a tier.
- A quorum consists of three (3) of the four (4) members.
- On the first (1<sup>st</sup>) Tuesday of May of each year, the committee shall elect and a chairperson and vice chairperson.

### Meetings and Reports

- Meetings are as needed.

### Powers and Duties

- Considers items concerning finance, personnel, growth and development.

### Staff Support

- City Administrator

### Authority

- Pacific City Code Section 110.110

## Operations Committee

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### Members and Organization

- Consist of the mayor and three (3) aldermen, one (1) from each Ward.
- Mayor shall on vote in the case of a tier.
- A quorum consists of three (3) of the four (4) members.
- On the first (1<sup>st</sup>) Tuesday of May of each year, the committee shall elect and a chairperson and vice chairperson.

### Meetings and Reports

- Meetings are as needed.

### Powers and Duties

- Considers items concerning public works and public safety.

### Staff Support

- City Administrator

### Authority

Pacific City Code Section 110.110

## Part III – Ethics and Code of Conduct for Public Officials

### Declaration of Policy

It is the policy of the City of Pacific, Missouri, to uphold, promote and demand ethical conduct from its elected and appointed public officials (hereinafter "public officials"). The citizens and businesses of the city are entitled to have fair, ethical, and accountable local government. The city recognizes the importance of making known to the public the ethical principles that guide the work of public officials. Public officials of the city are to maintain the highest standards of personal integrity, truthfulness, and fairness in carrying out their public duties. To fulfill this mission, the city hereby adopts a code of ethics for public officials to assure public confidence in the integrity of local government and its effective and fair operation.

### Responsibility of Public Office

Stewardship of the public interest shall be the public official's primary concern, working for the common good of the citizens of the city, and avoiding actions that are inconsistent with the best interests of the city. All persons, claims, and transactions coming before the Board of Aldermen or any board, commission, or committee shall be assured of fair and equal treatment.

### Compliance with Law

Public officials are agents of public purpose and hold office for the benefit of the public. They are bound to uphold the laws of the nation, state, and the city, and to carry out impartially these laws in the performance of their public duties to foster respect for all governments. These laws include, but are not limited to, the United States and Missouri Constitutions, the laws of the State of Missouri, and city ordinances.

### Conduct of Officials

The professional and personal conduct of public officials shall be above reproach and shall avoid even the appearance of impropriety. Public officials shall refrain from abusive conduct, personal charges, or verbal attacks upon the character or motives of the mayor, other members of the Board of Aldermen, boards, commissions, committees, city staff, and the public.

### Performance of Duties

- (a) Public officials shall perform their duties in accordance with the processes and rules of order as established by the Board of Aldermen, boards, commissions, and committees governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the Board of Aldermen by city staff.
- (b) Public officials shall be loyal to the political objectives expressed by the electorate and the programs developed to attain those objectives.

## Public Meetings

Public officials shall prepare themselves for the public issues, listen courteously and attentively to all public discussion before the body, and focus on the business at hand. Officials shall refrain from interrupting other speakers, making personal comments not germane to the business of the body, or otherwise interfering with the orderly conduct of meetings.

## Decision Based on Merit

Public officials shall base their decisions on the merits and the substance at hand.

## Communication

Public officials shall publicly share with the body substantive information that is relevant to a matter under consideration by the Board of Aldermen or any boards, commissions, and committees of the city which they may have received from sources outside the public decision-making process.

## Conflict of Interest

- (a) In order to assure independence and impartiality on behalf of the common good, public officials shall not use their official positions to influence government decisions in which they have a material financial interest or personal relationship, which may give rise to the appearance of a conflict of interest or impropriety. As a result, public officials shall disclose investments, interest in real property, sources of income, and gifts, and shall abstain from participating in deliberations and decision-making, including voting, where conflicts may exist.
- (b) Public officials should avoid action, whether specifically prohibited or not, which might result in or create the appearance of:
  - (1) using their public office for private gain,
  - (2) offering preferential treatment to any person,
  - (3) impeding city efficiency and economy,
  - (4) losing complete independence or impartiality,
  - (5) making a city decision outside of official channels, or
  - (6) adversely affecting the confidence of the public and the integrity of the city.

## Gifts, Gratuities, and Favors

Public officials shall comply with the requirements of Missouri law relating to the acceptance and reporting of gifts, gratuities, and favors.

## Confidentiality of Information

Other than public information or with legal authorization, public officials shall not disclose or furnish to anyone any information concerning city property, personnel, litigation, or proceedings of the city that was obtained because of their positions with the city. This section shall not be construed to limit, hinder, or prevent the divulgence or use of information in the performance of official duties, but shall prohibit the use of or the providing of information that

would place the public official or the recipient in a vantage position over the public and thereby constitute a violation of public trust. Confidential information shall include, but not be limited to, any written information which is not subject to disclosure pursuant to Missouri law or any other statutory exemption regarding public records, or any oral information which was not discussed at an open public meeting.

## Use of Public Resources

- (a) Unless specifically permitted by city policy, the use of city facilities, equipment, vehicles, supplies, on-duty personnel, or other goods or services, is limited to city business. Public resources may not be used for private gain or personal purposes except on the same basis that they are otherwise normally available to the public. Normal rental or usage fees may not be waived except in accordance with city policy.
- (b) A public official may use the city's name, letterhead, logo, or seal only when it is perceived as representing the city or the body as a whole, and only with the prior consent of the city Board of Aldermen. However, this provision will not prohibit individual Board of Aldermen members from using city letterhead and resources to write personal congratulatory letters, letters of recommendation, references, endorsements, and such, with a copy being provided to the city clerk.
- (c) A public official shall not utilize the city's name, letterhead, logo, or seal for the purpose of endorsing any political candidate, business, commercial product, or service.

## Appearance for Private Interests

As stewards of the public interest, the mayor and members of the Board of Aldermen shall not appear on behalf of the private interests of third parties before the Board of Aldermen or any other board, commission, committee, or proceeding in the city. Public officials of boards, commissions, and committees shall not appear before their own bodies, or before the Board of Aldermen, on behalf of the private interests of third parties on matters related to the areas of service of their bodies.

## Advocacy

Public officials shall represent the official policies or positions of the city to the best of their abilities when designated as delegates for this purpose. When representing their individual opinions and positions, public officials shall explicitly state that they do not represent their body or the city, and they shall not give the inference that they do.

## Policy Role of Officials

Public officials shall respect and adhere to the city administrator form of government as outlined in the charter, ordinances, policies, or procedures with respect to the city administrator's relationship to the Board of Aldermen. In this structure, the Board of Aldermen determines the policies of the city with the advice, information and analysis provided by the public, boards, commissions, committees, and city staff. Except as provided by city ordinance, Board of Aldermen shall not interfere with the administrative functions of the city or the professional duties of city staff or impair the ability of staff to implement city policy decisions.

## Independence of Boards, Commissions, and Committees

The value of independent advice and recommendations of boards, commissions, and committees to the public decision-making process is of such significance that members of the Board of Aldermen should refrain from using their positions to influence the deliberations or outcomes of board, commission, and committee proceedings.

## Behavior

To reflect well on the city, all elected and appointed officials shall conduct themselves in a professional business manner and should refrain from the public use of profane or offensive language. The city strongly disapproves of and does not tolerate harassment of any kind. Public officials shall avoid offensive or inappropriate harassing behavior. Complaints of harassment will be promptly and carefully investigated in accordance with city policy.

## Positive Workplace Environment

Public officials shall support the maintenance of a positive and constructive workplace environment for city employees, and for citizens and businesses dealing with the city. Public officials shall recognize their roles in dealing with city employees and refrain from creating the perception of inappropriate action to city staff.

## City Attorney to Render Opinions on Request

Whenever any public official, subject to this policy, is in doubt as to the proper interpretation or application of this code of ethics policy, that public official may request that the city administrator solicit from the city attorney a full written statement of the facts and questions. The city attorney shall then render a written opinion to such public official and to the city administrator, who shall then provide the opinion to all members of the city Board of Aldermen without use of the name of the public official involved, unless such public official permits the use of his or her name.

## Implementation

- (a) The code of ethics for public officials of the city is intended to be self-enforcing. Therefore, it becomes most effective when public officials are thoroughly familiar with it and embrace its provisions. For this reason, these ethical standards shall be included in the regular orientation of candidates for Board of Aldermen, newly elected officials, and appointed members of all boards and commissions of the city.
- (b) Public officials entering office shall receive a statement certifying that they have read and understand the city's code of ethics. Signing the statement is optional. However, all public officials are subject to the provisions of the code of ethics, whether the statement is signed.
- (c) The code of ethics shall be reviewed every other year, beginning April 2024, by the Administration Committee. Recommendations received from the review shall be

considered by the Board of Aldermen. The code of ethics shall be updated, as necessary, in May of even-numbered years.

## Compliance and Enforcement

- (a) The city's code of ethics expresses standards of ethical conduct expected for the public officials of the city Board of Aldermen, boards and commissions. Public officials themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of the government.
- (b) A person making a complaint against a public official for violation of this policy shall submit the complaint, in writing, to the city administrator for submission to the city attorney, who will determine its legal sufficiency. The written complaint must be based upon the personal knowledge of the complainant and must be signed under oath or affirmation by the person filing the complaint.
- (c) If the city attorney determines that the complaint is legally sufficient, the city administrator shall hire and appoint a hearing officer to determine if probable cause of the violation(s) of this policy exists. If the hearing officer determines that probable cause does exist for violation of this policy, the hearing officer shall report the finding to the Board of Aldermen.
- (d) The Board of Aldermen shall make a final determination upon a majority vote of all members, except for any member of the Board of Aldermen which is the subject of a complaint. The hearing by the Board of Aldermen shall not be subject to the strict rule of evidence, and the standard of proof required for a final determination of violation of this policy shall be a preponderance of the evidence. At the discretion of the Board of Aldermen, sanctions may include private or public reprimand or censure, removal or exclusion from leadership positions, governing boards, or other official positions or duties, that do not conflict with Missouri Statutes.

## Appendix A – Current Officials

### Current Elected Officials

Member	Term Expires	First Elected
Heather Filley, Mayor	2026	2022
Rick Presley, Ward 1 Alderman	2024	2022
Sara Brundick-Gendren, Ward 1 Alderman	2023	2022 (appointed to fill vacancy)
Jerry Eversmeyer – Ward 2 Alderman	2023	2021
James Cleeve – Ward 2 Alderman	2024	2022
Scott Lesh – Ward 3 Alderman	2024	2022
Jill Pigg – Ward 3 Alderman	2023	2023 (appointed to fill vacancy)
Scott Melies, City Marshal/Chief of Police	2026	2022
Debbie Kelly – City Collector	2026	2022

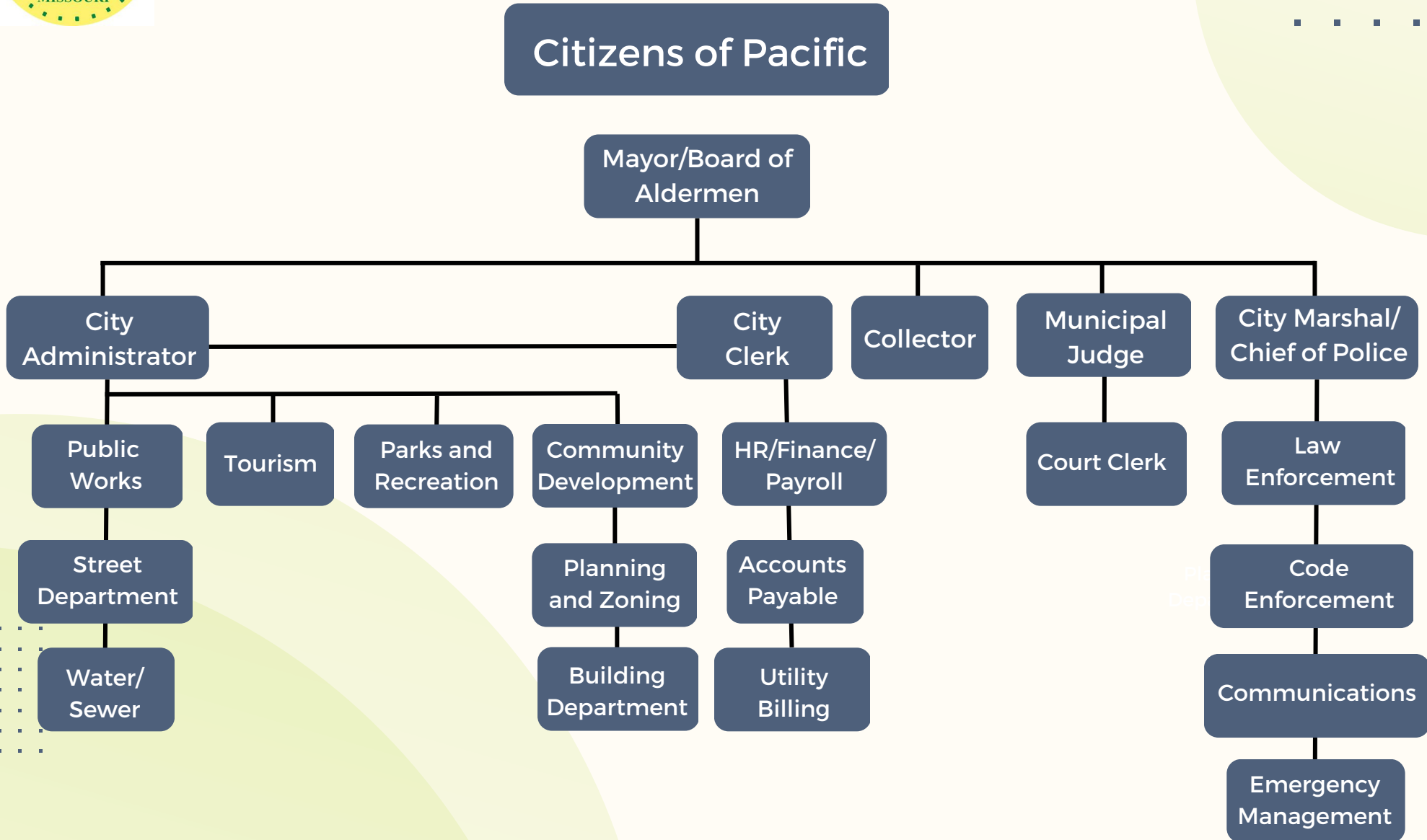
### City Staff

Name	Title	Contact Information
Steve Roth	City Administrator	636-271-0500, ext. 213 <a href="mailto:sroth@pacificmissouri.com">sroth@pacificmissouri.com</a>
Robert Brueggemann	Public Works Commissioner	636-257-2163 <a href="mailto:rbrueggemann@pacificmissouri.com">rbrueggemann@pacificmissouri.com</a>
Chris Fowler	Parks Superintendent	636-459-6568 <a href="mailto:cfowler@pacificmissouri.com">cfowler@pacificmissouri.com</a>
Kelly O'Malley	Director of Tourism	636-271-0500, ext. 222 <a href="mailto:komalley@pacificmissouri.com">komalley@pacificmissouri.com</a>
Steve Myers	Director of Community Development	636-271-0500, ext. 216 <a href="mailto:smyers@pacificmissouri.com">smyers@pacificmissouri.com</a>
Tiffany Wilson	Community Development Clerk	636-271-0500, ext. 221 <a href="mailto:twilson@pacificmissouri.com">twilson@pacificmissouri.com</a>
Kim Barfield	City Clerk	636-271-0500, ext. 217 <a href="mailto:kbarfield@pacificmissouri.com">kbarfield@pacificmissouri.com</a>
Debbie Hayden	Deputy City Clerk	636-271-0500, ext. 223 <a href="mailto:dhayden@pacificmissouri.com">dhayden@pacificmissouri.com</a>
Janet Fuszner	Accounts Payable	636-271-0500, ext. 220 <a href="mailto:jfuszner@pacificmissouri.com">jfuszner@pacificmissouri.com</a>
Rae Cowsert	Utility Billing	636-271-0500, ext. 215 <a href="mailto:rcowsert@pacificmissouri.com">rcowsert@pacificmissouri.com</a>
Ryan Helfrich	City Prosecutor	636-744-1303
Steve Brune	Building Inspector	636-271-0500, ext. 219 <a href="mailto:sbrune@pacificmissouri.com">sbrune@pacificmissouri.com</a>
James Overschmidt	Code Enforcement Officer	636-271-0500, ext. 292 <a href="mailto:joverschmidt@pacificmissouri.com">joverschmidt@pacificmissouri.com</a>
Hal Schulman	Emergency Management	636-271-0500, ext. 285 <a href="mailto:hschulman@pacificmissouri.com">hschulman@pacificmissouri.com</a>





# City of Pacific Organization Chart



## Appendix C – Helpful Links

### Roberts Rules of Order- Information

- [https://en.wikipedia.org/wiki/Robert's\\_Rules\\_of\\_Order](https://en.wikipedia.org/wiki/Robert's_Rules_of_Order)
- [https://assembly.cornell.edu/sites/default/files/roberts\\_rules\\_simplified.pdf](https://assembly.cornell.edu/sites/default/files/roberts_rules_simplified.pdf)

### City of Pacific Ordinances

- <https://ecode360.com/PA3390>

### Missouri State Statutes

- <https://revisor.mo.gov/main/Home.aspx>

### City of Pacific

- <http://pacificmissouri.com>

### Franklin County Missouri

- <https://www.franklinmo.org>

### St. Louis County Missouri

- <https://stlouiscountymo.gov>

### Missouri Ethics Commission

- <https://mec.mo.gov>

### Missouri Municipal League

- <https://mocities.com>

### Missouri Municipal Trust (MIRMA)

- <https://mirma.org>