

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

Date/Time Posted: Thursday, March 24, 2023
5 p.m.

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

**ADMINISTRATIVE COMMITTEE MEETING
MONDAY, MARCH 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/UC9dxzhHQBwPulQJC1N6TSig>

- 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

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.

Administrative Committee
300 Hoven Drive
Pacific, MO 63069

The Administrative Committee was held on Monday, February 27, 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 by zoom.

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

III. Approve Minutes

Motion made by Alderman Cleeve, seconded by Alderman Presley to approve the minutes from February 13, 2023. Chairman Pigg asked for any discussion. A voice vote was taken with an affirmative result.

IV. Public Participation – There was no one present.

V. New Business

None

VI. Old Business

a. Code of Conduct

Chairman Pigg stated we will be starting with Section 2, page 10 of the printed version. She hoped to get through Part 2 this evening.

Mayor Filley started with:

- Page 10, last paragraph, there was an “s” to be deleted from the word statutes
- Page 11, Board of Adjustments is really Adjustment “s’ was removed throughout the document
- Page 13 Planning & Zoning; under staff support, the Building Inspector is moved down, deleted Plans Examiner, Code Enforcement. Should be Director of

- Community Development, Community Development Clerk, Building Inspector, City Clerk. We are going to obtain clarifications through Attorney Jones. Pacific Section Code should be “400, 405 & 410”. All of these boards and commissions, when it comes to staff support and authority, we will verify all the proper state and city codes are covered with Attorney Jones.
- Page 14 This should be Board of Adjustment and Appeals. The highlighted part will be verified. Bullet point 3, second sentence should be “terms of” and powers and duties will be verified with Attorney Jones.
 - Page 15; under authority we should add Pacific City Code; there should be an RSMO number, these will be added.
 - MVHS – page 16; under staff support should be Director of Tourism, Community Development Clerk, City Clerk and there is no RSMO chapter associated with this. Administrator Roth stated the name can be changed to Meramec Valley Historical Society.
 - Park Board – staff support is Parks Superintendent and Deputy City Clerk. There is no RSMO chapter for this one. There is also an extra bullet under meetings.
 - IDA – is not a committee but an Authority derived from Missouri Law. Attorney Jones will need to help define this. The city code also needs added if necessary and RSMO.
 - Page 19 – Tourism is a commission, not a committee, so this is changed. Alderman Cleeve asked about bullet 2 – this was discussed. Administrator Roth stated this was taken out of RSMO.
 - Page 20 – Administrative Committee, not administration. Staff Support, should city clerk be added? The second bullet point, should be tie, not tier, and read “mayor shall cast a vote in the case of a tie”. Also need changed on page 21. Alderman Cleeve asked about the first Tuesday of each May for a meeting to nominate chair and vice-chair. He tried to look through the ordinances to see if it was mandatory. Chairman Pigg thought some of it was tradition. Mayor Filley stated the code does read this. Chairman Pigg stated they would have to be special meetings, prior to the Board of Aldermen meeting. Chairman Pigg stated the code could be amended to change this, if so desired. Alderman Cleeve suggested if it is just city code, he thought this should be changed at the Board of Aldermen. Administrator Roth thought it was just a creature of the Board of Aldermen. Mayor Filley stated it is section 110.110 for standing committees. Chairman Pigg thought the ordinance should be reviewed.

This sums up Part 2.

b. Municipal Pool Update

Administrator Roth stated Westport Pool came out Friday. We were draining the pool, and they said to stop the draining. We have been draining it today and have about 4’ of water in the pool. There are a few spots that appear to have opened up, and they hope to address by caulking. Westport suggested a pressure test, and if needed a helium test, but Westport does not do that. At this point, we are hopeful we can address it and fix it, and be able to open. The larger project; he told Navigate and Westport we were going to target the April Park Board Meeting for the presentation. They are confident that \$ 6

million will get a nice pool. Washington's project was \$ 4.3 and was two seasons ago. We are hopeful we can get this to the Board of Aldermen this spring.

c. Budget discussion

Administrator Roth stated he prepared a budget memorandum that was sent out today and on the dais.

- Rodeo fund – He was thinking of housing this under Tourism. Tourism funds fund the rodeo contract. This is a budget recommendation at this point.
- MVHS – They came into the city in 2018, and has operated as a city committee. The funds they had are being held in a restricted account and rarely spent any of these funds. Recently they requested items for the genealogy center, and they did use those funds for the purchases. There will be about \$ 3,863 remaining. There is question where it is best located. They have requested a specific budget. Not sure where to house this.
- Debt service – This is City Hall and Red Cedar, \$ 422,259 is the debt service. We transfer funds monthly to this payment. The question is the best mix for the transfer. He does not have a firm recommendation yet.
- East Osage & Viaduct Cid – We want to move these funds to Transportation and keep in their restricted funds. They don't need their own special account.
- Contingency Fund – We are in good shape here. We are expecting CDBG Funds any day from the 2018 flood buyout. This would go to general fund, but then would request board authority to move to contingency. We are at \$ 2 million now, which is 40% fund balance. This new budget year we could take the \$ 10,000 we move to contingency every month and instead move it to debt service. From a budget standpoint, this is redirecting the funds. This is discussion purposes only. Contingency is very important, and we need to maintain adequate fund balance. Chairman Pigg asked if this was utilized when we apply for grants. Administrator Roth stated when we apply for Transportation Grants, we refence Capital Improvement Sales Tax and Transportation Tax. Discussion followed regarding considering Contingency Fund as part of the larger picture general fund balance. A 50% fund balance of general fund expenditures is very strong, and he would be comfortable with 35%. At some point, the question arises what to do with the funds. There are different opinions about this, and is good for the Board to ponder. Alderman Cleeve asked if there were any restrictions on what the Contingency Fund could be used for. Administrator Roth stated there is not, only that it takes 5 votes to use the funds. Chairman Pigg stated if the \$ 10,000 is redirected the Contingency Funds need to be guarded, especially if the Board chooses to pay down the debt. Alderman Cleeve thought the Contingency Transfer was not too much. Administrator Roth stated he just wanted discussion about this.

- ARPA Funds – we have allocated \$ 500,000 for police, that project is complete. Also, another \$ 250,000 for park improvements. This leaves \$ 750,000 to decide what to do with. The voters approved the Transportation Sales Tax, and ever since we have had the Preventive Maintenance Road Project. This year the proposed project is to do Hoven Drive, with a sidewalk from Osage up to City Hall, Flier Drive and Lisa Lane to the next section. If we do this, the entire quadrant of the city will be fixed. We like the project from that standpoint, but we have no budget for it. Denton Road Bridge is this year and Hwy N Phase 4 Project, which are both in the pipeline. We could use ARPA or Contingency Funds for this project. This is another classic budget decision. We have a lot of deferred maintenance in parks, the ballfields are a great example. Alderman Cleeve asked if there was budget money for paving the pool area. Administrator Roth stated that was basically ARPA funds, and it needs overlaid with ADA Improvements. There is no walkway to the dog parks, additional parking etc. Alderman Presley liked the idea of repairing the streets, and knows what we have done in the Parks does help. Infrastructure was a little more important in his opinion. ARPA Funds need spent by 2026 and there are certain restrictions. Discussion followed. Chairman Pigg suggested splitting the cost with ARPA and Transportation as an option. She thought Lisa Lane was a priority.

Rodeo fund – Chairman Pigg asked if this was part of the Parks Tax. Administrator Roth stated no, but the expenditures for the rodeo are expensed out of Parks. The rodeo cash account is just in the parks. Alderman Cleeve asked if it was put in Tourism, those expenditures would come out of Tourism also? Administrator Roth stated they would, but the rodeo needs to support itself via the cash account. Chairman Pigg was not a fan of giving the funds to the Tourism Commission, because it is done in the park, and that was the whole idea of it. Tourism advertises for events, but the ultimate decisions need to come through Park Board recommendations in her opinion.

Mayor Filley left the meeting.

d. Public participation meeting agenda requirement

Alderman Cleeve handed out a Draft policy for allowing public comments. He tried to listen to the feedback and this is just a starting point. This excludes Board of Aldermen working sessions. If a resident shows up, they should be allowed to speak, that was his goal. Chairman Pigg thought the comments should be related to something on the current agenda. At Board of Aldermen level speakers can speak about anything. There are times when speaker cards may be better served when they are put together by topic. Alderman Cleeve had no problem with that. This policy is not for Board of Aldermen, just the other committees. Chairman Pigg suggested defining which committee meetings this is for; this would not include Board of Appeals and IDA and Board of Aldermen. Alderman Presley suggested a time frame of 2 minutes; and the chairperson can allow for longer if they allow. Alderman Presley stated he loved public participation but he wanted to avoid grandstanding. Chairman Pigg thought the time should be allowed up to the chair, with a speaker card filled out. Alderman Cleeve will make changes and bring back to the next meeting.

a. Red Cedar Update / Budget

Administrator Roth stated the last change order was approved. We are just waiting for the final work to be completed. Navigate is still on as project manager.

Chairman Pigg asked if there was anything that needed to be added to the next agenda. There were no comments.

Next meeting – March 27, 2023 at 5:15 P.M.

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 6:17 P.M.

MEMORANDUM

Steve Roth
City Administrator

636-271-0500 ext. 213
sroth@pacificmissouri.com



March 23, 2023

TO: Administrative Committee members
RE: Budget update, 3-27-23 meeting

Hello everyone,

The FY 24 budget development is ongoing, For purposes of this meeting I wanted to provide a basic overview of the process, and get feedback on potential workshops / special meetings as may be desired or necessary. I would like to run the draft budgets through the Admin Committee before presenting to the Board of Aldermen. I am trying to keep the week of May 22 open for possible vacation, but a Monday May 22 meeting would work. This could be a good date for a Budget Workshop with the full Board if desired. I would not want to schedule a meeting for later that week.

The following is the basic process envisioned for this year.

- Draft capital expenditures budgets presented to Board of Aldermen, April 4
- Meramec Valley Historical Society budget review, April 5
- Park Board first draft budget presentation, April 17
- Tourism budget presentation, Tourism Commission, April 18 (tentative)
- Budget overview, BOA April 18
- First draft budget overview, Administrative Committee, TBD (April 24?)
- First draft budget overview, BOA May 2
- MVHS final budget, May 3
- Park Board final budget, May 8
- Tourism Commission final budget, May 9 (tentative)
- BOA budget workshop, May 16 (preceding regular BOA meeting, tentative)
- BOA budget workshop, May 22 (alternate date if BOA wants to have separate meeting)
- Final draft budget published / available for public inspection, May 25
- Budget public hearing, June 6
- First reading of budget ordinances, June 6
- Final reading budget ordinances / budget adoption, June 20

As always, if you have questions or need further information please don't hesitate to contact me.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Steve Roth".

Steve Roth
City Administrator

City of Pacific, Missouri

Handbook for
Newly Elected Public Officials
Draft – version 2.0

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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 staggered 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, only casting a vote in the event of a tie. The Mayor oversees the Board of Aldermen meetings, signs ordinances and resolutions, and serves as the chief spokesperson for the city. The mayor appoints members to 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 approximately 50 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. Double to check to see if there are any boards he does regularly attend.

City Clerk

The city clerk is the official record keeper for the city and is responsible for preparing agendas, public postings, 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 (1st) and third (3rd) 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 the next business day. If you cannot attend a meeting, please let the city clerk and/or city administrator know prior to the meeting. A quorum of four physically present 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 brief explanation may be addressed on first reading. Debate on the item is reserved for the second reading of the bill. More clarification needed from Bob.
 - 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.
- Director 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. The mayor or upon written request of four (4) or more aldermen, may call a special meeting.
- Closed 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 Statutes 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, if applicable.

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.** More clarification from Bob & list examples

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~~ and city clerk 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. Add something regarding not communicating directly with subordinate employees of 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. Reword this to relate to the ordinances – so its high level and not specific to allow more fluidity. 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 Adjustment, 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 Adjustment

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

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 (2nd) and fourth (4th) 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

- Director of Community Development
- Community Development Clerk
- Building Inspector/City Clerk

Authority

- Pacific City Code Section 400, 405 and 410
- RSMo. 89.370

Board of Adjustment & Appeals

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 of 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. Add numbers

Meramec Valley Historical Society

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 (3rd) 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
- Community Development Clerk
- City Clerk

Authority

- Pacific City Code, Section 140.210 – 140.260
-

Park Board

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 (2nd) 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
- Deputy City Clerk

Authority

- Pacific City Code Section 140.010 – 140.110

Industrial Development Authority

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 Commission

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 (2nd) 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

Administrative Committee

Members and Organization

- Consist of the mayor and three (3) aldermen, one (1) from each Ward.
- Mayor shall cast a vote in the case of a tie.
- A quorum consists of three (3) of the four (4) members.
- On the first (1st) 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

Members and Organization

- Consist of the mayor and three (3) aldermen, one (1) from each Ward.
- Mayor shall cast a in the case of a tie.
- A quorum consists of three (3) of the four (4) members.
- On the first (1st) 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 Administrative 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

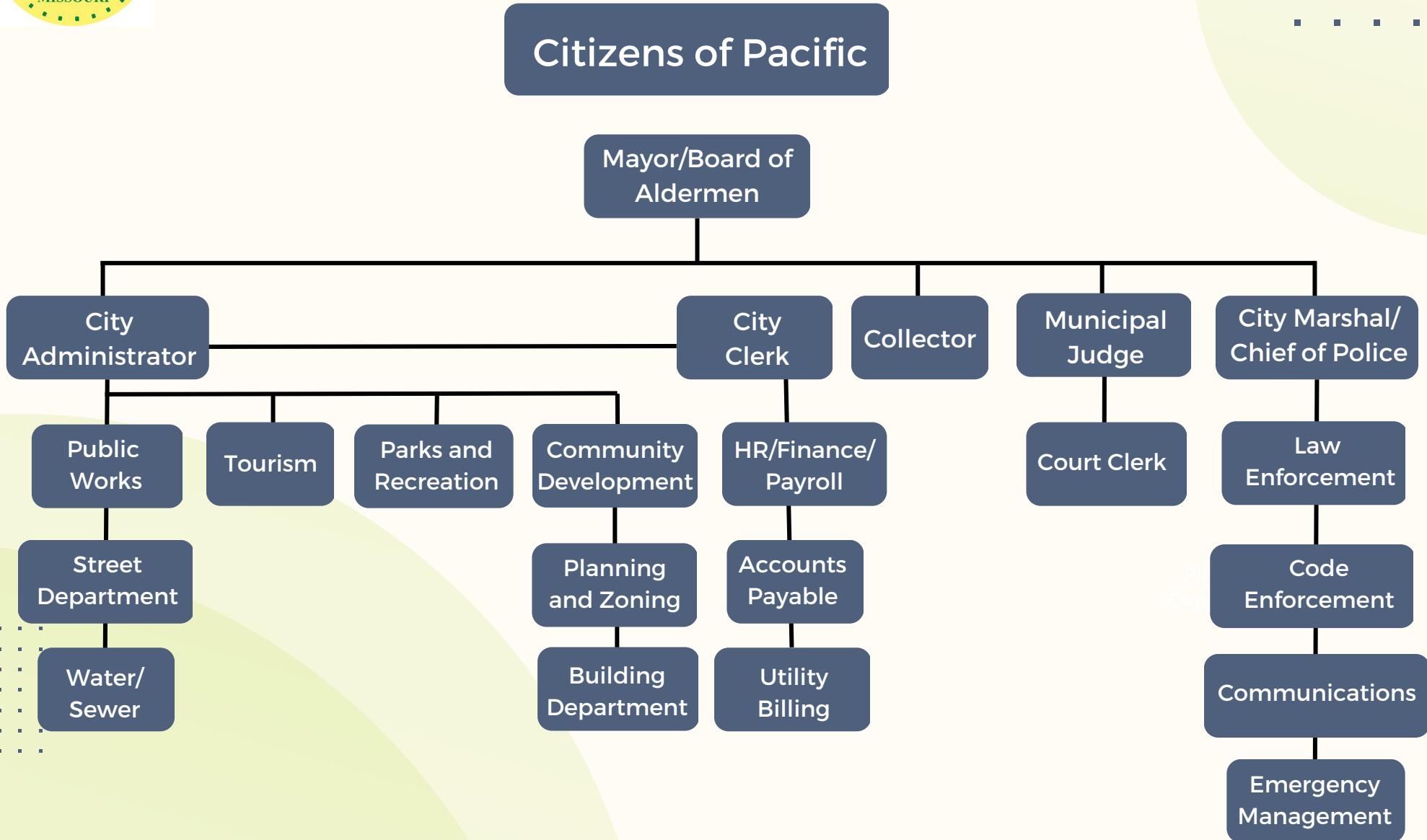
Member	Term Expires	First Elected
Heather Filley, Mayor	2026	2022
Rick Presley, Ward 1 Alderman	2024	2022
Sara Brundick-Gendren, Ward 1 Alderman	2023	2022 (appointed to fill vacancy)
Jerry Eversmeyer – Ward 2 Alderman	2023	2021
James Cleeve – Ward 2 Alderman	2024	2022
Scott Lesh – Ward 3 Alderman	2024	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 sroth@pacificmissouri.com
Robert Brueggemann	Public Works Commissioner	636-257-2163 rbrueggemann@pacificmissouri.com
Chris Fowler	Parks Superintendent	636-459-6568 cfowler@pacificmissouri.com
Kelly O'Malley	Director of Tourism	636-271-0500, ext. 222 komalley@pacificmissouri.com
Steve Myers	Director of Community Development	636-271-0500, ext. 216 smyers@pacificmissouri.com
Tiffany Wilson	Community Development Clerk	636-271-0500, ext. 221 twilson@pacificmissouri.com
Kim Barfield	City Clerk	636-271-0500, ext. 217 kbarfield@pacificmissouri.com
Debbie Hayden	Deputy City Clerk	636-271-0500, ext. 223 dhayden@pacificmissouri.com
Janet Fuszner	Accounts Payable	636-271-0500, ext. 220 jfuszner@pacificmissouri.com
Rae Cowsert	Utility Billing	636-271-0500, ext. 215 rcowsert@pacificmissouri.com
Ryan Helfrich	City Prosecutor	636-744-1303
Steve Brune	Building Inspector	636-271-0500, ext. 219 sbrune@pacificmissouri.com
James Overschmidt	Code Enforcement Officer	636-271-0500, ext. 292 joverschmidt@pacificmissouri.com
Hal Schulman	Emergency Management	636-271-0500, ext. 285 hschulman@pacificmissouri.com



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://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>

Ordinance to Allow Public Comment During Public Meetings

All Public meetings (including Committee meetings) will have an agenda item for Public Comment/Participation permitting any person an opportunity to address public officials subject to the following guidelines:

- This excludes Board of Alderman “working sessions” .
- Board of Alderman meetings will allow any comment related to the City, policy, ordinances, issues, etc. regardless of being on the current agenda.
- All other public Committee meetings will only allow comments on issues that are on the current meeting agenda (off agenda items are at the discretion of the Chairperson).
- The time limit for speakers will be determined by the Chairperson of the meeting.
- Speaker cards must be completed prior to speaking.