
City of O'Fallon

Candidate Handbook



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➤ Introduction

Thank you for taking an interest in your City Government by placing your name on the ballot for an elected position and for desiring to run for office in one of America's "Best Places to Live" as named by Money Magazine®.

I have included documents in this document that will help you guide you through the election process. It is important that you become familiar with the legal requirements for campaign finance which is included in your packet of information.

During the campaign I will be sending you information I feel may be helpful and will keep you informed. The staff at City Hall is committed to helping you through the election process. We will be available throughout the campaign to answer your questions and provide you information.

The O'Fallon City Council meeting is held on the 2nd and 4th Thursday of each month. The Workshop begins at 5:30 p.m. followed by the City Council meeting at 7:30 p.m. I would encourage you to attend and will provide you with an email of when the packet will be available on the website for your review. If at any time you have a question or concern please feel free to give me a call at 636-379-5555 or email me at pclement@ofallon.mo.us

Respectfully

Pamela L. Clement, CMC/MRCC-C

City Clerk

➤ **Overview of the City of O’Fallon Governance**

- **Mission/Vision/Core Values**

Mission

Provide quality services and allocate resources responsibly to our citizens and community stakeholders through teamwork, transparency, trust and respect.

Vision

A place where safety, quality of life, diversity and culture come together to make a home for our residents and businesses.

Core Values

Trust and Respect

We maintain an open, honest and compassionate environment valuing and appreciating all individuals and keeping commitments.

Team

We are a responsive unit, working cooperatively to fulfill the needs of our citizens and community.

Service

We meet citizen and community needs and exceed expectations in a positive, timely manner.

- **Charter City**

Through approval of the voters, the City of O’Fallon became a Home Rule Charter on April 7th, 2009. The Preamble to the City Code states:

“We, the citizens of the City of O’Fallon, Missouri, in order to secure the benefits of Constitutional Home Rule under the Constitution of the State of Missouri, build on a proud heritage, maintain a democratic form of government, provide for full publicity and openness in the conduct of affairs of City government, public meetings and records, provide for equality of citizenship for all residents of the City of O’Fallon, and promote the common welfare, do ordain and establish this HOME RULE CHARTER FOR THE CITY OF O’FALLON, MISSOURI.

We reaffirm our faith in the Declaration of Independence and the Constitution of the United States of America. This Charter, therefore, provides for officials and regulations for the government of the City of O’Fallon, Missouri, to which certain powers are given, and all powers not given - except those pre-empted by the United States of America and the State of Missouri - remain with the elected officials of this City and its citizens.”

Article 2, Section 2.3 Form of Government, states that the municipal government of O’Fallon shall be known as a “Mayor – City Administrator – Council” form of government.

A full copy of the City Charter is available on our website at www.ofallon.mo.us

- **City Code**

The City of O’Fallon Municipal Code is updated quarterly and is available for your use by accessing Quick Code from the home page of the City’s website at www.ofallon.mo.us click on the Government Tab then click on Municipal Code or the direct link is <http://ecode360.com/OF3382>

➤ Role of a City Council Member

• Duties & Responsibilities

An updated **Council Procedures Ordinance** was adopted by the City Council on August 12, 2010. This Ordinance updates the City Municipal Code to incorporate certain requirements of the City Charter concerning duties and responsibilities of the City's elected officials. Listed here are a few key points concerning the role of a City Council member.

Statutory – Charter – Ordinance – Resolution

The City shall have all powers which the General Assembly of the State of Missouri has authority to confer upon any City, provided such powers are consistent with the Constitution of this State and are not limited or denied either by the City Charter or by State Statute. The City shall, in addition to its Home Rule powers, have all powers conferred by law. (*Home Rule Charter section of the City code, Article 2, Section 2.1.*)

Except as otherwise provided in the City Charter, all powers of the City shall be vested in the City Council. The City Council shall provide for the exercise of these powers and for the performance of all duties and obligations imposed on the City Council by law. (**Article 3, Section 3.1**)

The legislation of policy is the most important function of the City Council. The Council delegates responsibility to the City Administrator for the execution of policy and the development of all necessary regulations to effectively implement the policy. Regulations may also be developed by the professional staff for presentation to the Council for their review and approval through Ordinances and Resolutions.

Body of Ten

The City Council is considered to be a continuous body although its members may and do change from time to time. Thus matters of a legislative nature that have been lawfully begun by a preceding City Council can be carried through to their completion by the succeeding Council and be made effective. Except in cases where vested rights may be violated, or the rights of other parties may have intervened, the City Council generally has the right to rescind or repeal any of its acts or the acts of any prior Council. (**Section 110.180**)

Ordinances and Resolutions

Section 110 of the Municipal Code explains the Ordinance and Resolution process to include style of Ordinances, sponsorship, and procedure to enact.

Single Subject – Clear Title

No ordinance, except those making appropriations of money and those codifying or revising existing ordinances, shall contain more than one (1) subject which shall be clearly expressed in its title. Ordinances making appropriations shall be confined to the various subjects and accounts for which monies are appropriated.

Preparation of Ordinances

All ordinances shall be prepared or approved by the City Attorney. All such ordinances shall be introduced to the City Council in printed or written form.

Introduction for Passage or Approval. Items shall be placed on a Council agenda at the request of the Mayor or when requested by any member of the City Council. Ordinances, resolutions and other matters of subjects requiring action by the City Council should be introduced by a member of the Council or the Mayor, except that the City Administrator or City Attorney may present ordinances, resolutions and other matters or subjects to the Council, and any member of the Council or the Mayor may assume sponsorship thereof by moving that such ordinances, resolutions, matters or subjects be adopted; otherwise, same shall not be considered.

Council members shall recuse themselves from taking action on any bill, resolution, motion or other matter involving their own official conduct or a conflict of their disclosed personal interest. Any recused Council member shall not participate in the discussion and shall abstain from voting on said item.

Sponsorship of Ordinances

The identification of a sponsor for a bill shall only be preliminary and presumptive until the initial agenda where that bill appears as an action item is approved by the Council.

- If a bill is added to an agenda as a result of a proposal brought to the Council by a specific member or members, the proposed agenda shall identify that member or those members as presumptive sponsors for that legislation regardless of the subject matter of the bill or the process by which it comes to the agenda.
- If a bill concerns a unique or geographically isolated matter wholly within one (1) ward, the agenda shall identify the members from that ward as the presumptive sponsors for that bill.
- If a bill is added to an agenda as an administrative matter or at the request of City management, the agenda shall identify the Mayor as the presumptive sponsor of that bill.
- If a bill is added to an agenda following review or recommendation of a City advisory body, the agenda shall identify that member or those members who are Council appointee(s) or liaison to that advisory body as presumptive sponsor(s) of that bill.

Any presumptive sponsor of a bill may decline to act as sponsor at any time prior to the adoption of the agenda where that bill first appears as an action item.

If a bill is a matter which requires definitive and final action by the Council (e.g., because an applicant has complied with all appropriate procedures and is entitled to a decision on the license, permit or other matter applied for) and no member is willing to sponsor the bill, the sponsor shall be identified as the Council as a whole so that the matter may be properly considered.

The rights and prerogatives of the sponsor of a bill may be exercised by the sole sponsor, by either sponsor if there are two (2) sponsors or by a majority of the sponsors if there are more than two (2).

A member wishing to be added as a sponsor of a given bill may do so only:

- With the consent of the presumptive sponsor(s) prior to the approval of the initial agenda where that bill first appears as an action item, or with the consent of the sponsor(s) after approval of the initial agenda where that bill first appears as an action item.

Style of Ordinances

The style of the ordinances of the City shall be: "Be it ordained by the Council of the City of O'Fallon, Missouri, as follows:"

No ordinance shall be passed except by bill. All bills shall be numbered consecutively and shall identify the sponsor(s) of that bill.

No bill shall become an ordinance unless on its final passage a majority of the entire City Council shall vote in the affirmative for its passage. Voting on all ordinances, amendments and resolutions other than commendations and ceremonial resolutions shall be by roll call vote called in a random order as determined by the City Clerk and the "ayes" and "nays" shall be entered on the journal.

When a bill is reached in its order to be agreed to and read a second (2nd) time and placed upon its final passage, it may, upon the request of the sponsor thereof, be laid over informally and thereafter called up by the sponsor at any time when otherwise in order. The prerogative of a sponsor to layover a bill may be exercised by either sponsor if there are fewer than three (3) sponsors or by concurrence of a majority of the sponsors if there are more than three (3) sponsors. All bills laid over informally and not taken up and disposed of at the same meeting shall appear in order upon the agenda for the next following regular City Council meeting. If a bill laid over informally is not taken up for further consideration within three (3) regular City Council meetings after being so laid over, it shall lie upon the table and be dropped from the agenda of the City Council without further action of the City Council.

Every proposed ordinance shall be introduced to the Council in writing and shall be read two (2) times prior to passage. The reading of a bill by its title shall be deemed sufficient reading unless further reading is called for. If further reading is called for, and no objection made, the bill shall be read at length. If, however, objection be made, the question shall be determined by the majority of the City Council.

Copies of a proposed ordinance shall be made available for public inspection in the office of the City Clerk.

The vote on the final passage of a bill shall be taken after the second (2nd) reading. The final vote on a bill shall not be taken at the same meeting at which the bill is introduced. Unless waived or suspended as hereinafter provided, at least ninety-six (96) hours shall intervene between the convening of a City Council meeting at which a bill is first introduced and the convening of a subsequent meeting at which the bill shall be considered for final passage. Waiver or suspension of two (2) meeting and time limitation requirements of this Section shall be allowed unless three (3) or more Council members object.

No bill shall become an ordinance until it shall have been signed by the officer presiding at the meeting of the Council at which it shall have been passed. When so signed, it shall be delivered to the Mayor for his/her approval and signature or his/her veto.

Every ordinance passed by the Council and subsequently approved by the Mayor or passed over the Mayor's veto as provided by law shall take effect from and after the date of its passage by the Council unless a later effective date is expressly provided in the ordinance.

Pay/Compensation

The City Council shall have the power to fix the compensation of City Council Members by an Ordinance. The salary of a City Council Member shall not be changed during the time for which he or she was elected or appointed. City Council Members may receive reasonable reimbursement for actual and necessary expenses as provided by Ordinance. The use of City resources not relating to City business must be fully reimbursed. (**Section 110.100**)

As a Councilman, you will receive \$12,000 per year. You will be paid bi-weekly on the same pay period as City personnel are paid. The elected official's salary is set by Ordinance and cannot be changed during the time for which he/she is in office. The Council President Pro Tem receives \$12,600 per year, and the Mayor receives \$24,000.

Interaction with Staff

Except for the purpose of inquiries and investigations as specifically provided in the City Charter, the City Council or its Members shall deal with City officers and employees who are subject to the direction and supervision of the City Administrator solely through the City Administrator, and neither the City Council nor its Members shall give orders to any such officer or employee, either publicly or privately. (**Section 110.102**)

The Council delegates to the City Administrator the responsibility for all the administrative functions of the City, giving him/her authority to be commensurate with his responsibilities. All employees of the City organization are responsible to the City Administrator, therefore, the Council should refrain from dealing directly with staff members.

Appointment to Board or Commission

At the second Council meeting in April, the Mayor shall appoint each Council member to a City Board or Committee. The current City Boards and Committees are:

- Board of Adjustment
- Convention & Visitors Bureau
- Historic Preservation Commission
- Mayor's Youth Council (MYAC)
- Parks and Recreation Advisory Board
- Planning and Zoning
- Public Works Advisory Committee
- Senior Resident Advisory Committee
- Veterans Commission

BILL NO. **5986**

ORDINANCE NO. **5609**

Sponsored by: Mayor Hennessy

AN ORDINANCE AMENDING SECTION 110.020 AND ARTICLES III AND IV OF THE O'FALLON, MISSOURI, CITY CODE TO INCORPORATE REQUIREMENTS OF THE O'FALLON CITY CHARTER REGARDING THE CITY COUNCIL, APPOINTMENT OF BOARD AND COMMISSION MEMBERS AND LEGISLATIVE PROCEEDINGS.

WHEREAS, the voters of O'Fallon adopted a City Charter to govern the City, which Charter, among other things, specifies the manner in which City business is to be carried out by providing for the appointment of members of City boards and commissions, composition and operation of the City Council and the City's legislative process; and

WHEREAS, the City Council wishes to update and revise the City's Code of Ordinances to be consistent with and incorporate the Charter's requirements;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF O'FALLON, MISSOURI, AS FOLLOWS:

Section One.

Section 110.020 of Article I of Chapter 110 of the Code of Ordinances of the City of O'Fallon, Missouri, is hereby repealed and a new Section 110.020 is hereby enacted in lieu thereof to read as follows:

CHAPTER 110: MAYOR AND CITY COUNCIL

ARTICLE I. GENERAL PROVISIONS

SECTION 110.020: APPOINTMENT OF BOARD AND COMMISSION MEMBERS

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Council Protocol July 2 (4)
July 9, 2010

The Mayor with the advice, consent or direction of a majority of the City Council, shall appoint all members of committees, boards, and non-elected commissions. The Mayor shall, within forty-five (45) days of a vacancy occurring on a board, committee, advisory organization, or non-elected commission, submit to the City Council for approval, the names of the applicants recommended to fill those vacancies. This list will be provided to the City Council at least seven (7) days prior to a regularly scheduled meeting. The Mayor shall, at the request of any City Council member, provide a list of all applicants for those openings prior to that regularly scheduled meeting.

Section Two.

Articles III and IV of Chapter 110, and Sections 110.080 through 110.260 thereof are hereby repealed and new Article III and IV, consisting of twenty-four new Sections, initially to be numbered as Sections 110.080 through 110.260, are hereby enacted in lieu thereof to read as follows

CHAPTER 110: MAYOR AND CITY COUNCIL

ARTICLE III. CITY COUNCIL

SECTION 110.080: CITY COUNCIL -- TERM OF OFFICE

A. Number of Wards. The City shall, by Ordinance, divide the City into no less than five (5) wards, and two (2) Council Members shall be elected from each of such wards by the qualified voters thereof. Each ward shall be compact in form and composed of adjoining territory. Populations of wards shall be substantially equal.

B. Election by Wards. The City Council Members shall be elected by the qualified voters of their respective wards. The candidate receiving the highest number of votes shall be elected.

C. Election. At each general municipal election at which terms of Council Members shall expire, City Council Members shall be elected to fill the positions of those whose terms expire.

D. Terms. City Council Members from each ward shall be elected to serve staggered three (3) year terms.

SECTION 110.090: QUALIFICATIONS OF COUNCIL MEMBERS; PROHIBITIONS ON OTHER CITY EMPLOYMENT

A. A City Council Member shall be a registered voter of the City, shall have been a resident of the territory comprising the Ward for which he or she has filed for at least one (1) year prior to his or her election and be twenty-one (21) years of age by the date of the election. No person shall be elected who shall be at the time be in arrears for any unpaid City taxes, or forfeiture or defalcation in office, or who has been convicted under the laws of this State of a felony or under the laws of another jurisdiction of a crime which, if committed within this State, would be a felony, or he or she pleads guilty or *nolo contendere* (no contest) of such crime.

B. Except where authorized by law, no Council Member shall hold any other City office or City employment during the term for which he or she was elected or appointed, and no former City Council Member shall hold any appointive City office or City employment until one (1) year after the expiration of the term for which the City Council Member was elected or appointed.

SECTION 110.100: CITY COUNCIL COMPENSATION

The City Council shall have the power to fix the compensation of City Council Members by an Ordinance. The salary of a City Council Member shall not be changed during the time for which he or she was elected or appointed. City Council Members may receive reasonable reimbursement for actual and necessary expenses as provided by Ordinance. The use of City resources not relating to City business must be fully reimbursed.

SECTION 110.101: VACANCIES, FORFEITURE OF OFFICE, FILLING OF VACANCIES

A. Vacancy. When any vacancy shall happen in the office of a City Council Member by death, resignation, removal from the City, removal from office, refusal to qualify or otherwise, a successor to the vacant office shall be selected by appointment by the Mayor with the advice and consent of a majority of the remaining Members of the City Council. The City Council may adopt procedures to fill any such vacancy consistent with this Section. The successor shall serve until the next general municipal election, at which time a successor shall be elected to serve the remainder of the unexpired term.

B. Forfeiture. A person holding the office of City Council Member who is convicted of a crime shall, upon conviction, forfeit such office if:

1. The City Council Member is convicted under the laws of this State of a felony or under the laws of another jurisdiction of a crime which, if committed within this State, would be a felony, or he/she pleads guilty or nolo contendere (no contest) of such a crime; or

2. The City Council Member is convicted of or pleads guilty or nolo contendere (no contest) to a crime involving misconduct in office, dishonesty; or

3. The Missouri Constitution or a State Statute so provides.

C. Removal. The Mayor may, with the consent of a majority of the entire City Council, remove from office, for cause shown, any City Council Member, such Council Member being first given opportunity, together with his or her witnesses, to be heard before the City Council sitting as a Board of Impeachment. Any City Council Member may, in like manner, for cause shown, be removed from office by a two-thirds (2/3rd) vote of the entire

City Council, independently of the Mayor's approval or recommendation.

SECTION 110.102: PROHIBITIONS AGAINST INTERFERENCE

A. Appointments and Removals. Neither the City Council nor any of its Members shall in any manner dictate the appointment or removal of any employees whom the City Administrator or any of his or her subordinates are empowered to appoint or employ, but the City Council as a whole may express its views and fully and freely discuss with the City Administrator anything pertaining to appointment and removal of such officers and employees.

B. Interference with Administration. Except for the purpose of inquiries and investigations as specifically provided in the City Charter, the City Council or its Members shall deal with City officers and employees who are subject to the direction and supervision of the City Administrator solely through the City Administrator, and neither the City Council nor its Members shall give orders to any such officer or employee, either publicly or privately.

SECTION 110.103: COUNCIL APPORTIONMENT

A. Apportionment Commission. Within sixty (60) days after the population of this State is reported to the President of the United States of America for each Decennial Census of the United States, the Mayor shall, with the advice and consent of a majority of the City Council Members, appoint an Apportionment Commission composed of one (1) member from each of the wards existing in the City at the time of the appointment of the Apportionment Commission. The Apportionment Commission shall, at its first meeting, select one (1) of its members to serve as chairperson. No person who holds an elective or appointive office of the City or State shall be eligible for appointment to the Apportionment Commission. Members of the Commission shall

not be eligible for election as a Council Member at the first election held following reapportionment.

B. Commission Duties. Within six (6) months of their appointment, the Apportionment Commission shall prepare a plan of wards, which plan shall include a plan for the boundaries as well as the number of wards, and shall present that plan, together with a report explaining it, to the Mayor and City Council. All necessary expenses of the Apportionment Commission shall be paid by the City.

C. Council Hearing. Within forty-five (45) days after receiving the plan of the Apportionment Commission, the City Council shall hold a public hearing on the plan. At least fifteen (15) days notice of the time and place of such hearing shall be published in an official paper or a paper of general circulation in the City.

D. Adoption of Ward Boundaries; Effective Date. The City Council shall proceed by Ordinance to adopt a plan of apportionment and divide the City into at least five (5) wards having boundaries such that each ward shall be compact in form and composed of adjoining territory and substantially equal in population.

ARTICLE IV. MEETINGS

SECTION 110.110: CITY COUNCIL REGULAR MEETINGS

The City Council shall hold a regular meeting on the second (2nd) and fourth (4th) Thursday of each month at the City building beginning at 7:30 P.M. Should the second (2nd) or fourth (4th) Thursday of any month fall on a legal holiday, the regular meeting of the City Council of the City of O'Fallon shall be rescheduled within that same month unless the Council by majority vote cancels such meeting or reschedules such meeting to a date in the following month.

SECTION 110.120: CITY COUNCIL SPECIAL MEETINGS

Special meetings may be called from time to time to be held in the City Hall of the City of O'Fallon or such other place as designated at the time designated in the notice thereof; such special meetings may be called by the Mayor or shall be called by the Mayor at the request of three (3) Council Members. Notice of the special meetings shall be given in person or electronically or by mail at least twenty-four (24) hours before the time set for the meeting to all Council Members then in the City and shall be posted at the location designated for meeting notices pursuant to the City's Open Meetings and Records Policy. If notice is by mail, it shall be deposited in the United States mail at least thirty-six (36) hours before the time set for the meeting.

SECTION 110.130: ATTENDANCE AT MEETINGS

The Mayor and Members of the City Council shall be required to attend all regular and special meetings of the Council, unless leave of absence is granted by the Council, or unless excused by the Mayor for illness or other special reasons.

SECTION 110.135: MAYOR TO PRESIDE AT MEETINGS; PRESIDENT *PRO TEMPORE*, SELECTION, DUTIES

The Mayor, as President of the City Council, shall preside over the meetings of the City Council. At the first regular meeting of the City Council after the election in each year the City Council shall elect one of its members President *Pro Tempore*, who shall hold his or her office for the term of one (1) year, and who, in the absence of the Mayor, shall preside at meetings of the City Council, and who shall have all the powers and perform all the duties of Mayor whenever the Mayor shall be absent from the City or for any cause shall be unable to discharge the duties of the office; provided, that in the absence of both the Mayor and the President *Pro Tempore*, the City Council may select one (1) of its members present to preside at its meeting who shall be designated as Acting President *Pro Tempore*. The President *Pro Tempore* acting as the presiding officer shall not cast a second (2nd) vote to break a tie vote.

SECTION 110.140: MAYOR'S ABSENCE -- CALLING CITY COUNCIL TO ORDER – QUORUM

At the hour appointed, the Mayor, or in his/her absence the President *Pro Tempore* or Acting President *Pro Tempore* of the City Council, shall call the City Council to order, the Clerk shall call the roll of Members and announce whether or not a quorum is present. A simple majority of the Council Members shall constitute a quorum. If a quorum is not present, a smaller number may adjourn the meeting from day to day until a quorum is present.

SECTION 110.150: COMMITTEES

All Special Committees shall be appointed by the Presiding Officer, unless otherwise directed by the City Council. The only Standing Committee of the City Council shall be the committee of the whole. The Mayor shall be the Presiding Officer of the committee of the whole, and the rules of proceedings in the City Council shall be observed in the committee of the whole as far as the same may be applicable.

SECTION 110.160: ORDINANCES AND RESOLUTIONS

A. Single Subject; Clear Title. No Ordinance, except those making appropriations of money and those codifying or revising existing Ordinances shall contain more than one (1) subject which shall be clearly expressed in its title. Ordinances making appropriations shall be confined to the various subjects and accounts for which moneys are appropriated.

B. Preparation Of Ordinances. All ordinances shall be prepared or approved by the City Attorney. All such ordinances shall be introduced to the City Council in printed or written form.

C. Introduction For Passage Or Approval. Items shall be placed on a Council agenda at the request of the Mayor or when requested by any member of the City Council. Ordinances,

resolutions and other matters of subjects requiring action by the City Council should be introduced by a member of the Council, or the Mayor, except that the City Administrator or City Attorney may present ordinances, resolutions and other matters or subjects to the Council, and any member of the Council or the Mayor, may assume sponsorship thereof by moving that such ordinances, resolutions, matters or subjects be adopted; otherwise, same shall not be considered.

D. Council Members shall recuse themselves from taking action on any bill, resolution, motion or other matter involving their own official conduct or a conflict of their disclosed personal interest. Any recused Council Member shall not participate in the discussion and shall abstain from voting on said item.

SECTION 110.165 SPONSORSHIP OF ORDINANCES

A. The identification of a sponsor for a Bill shall only be preliminary and presumptive until the initial agenda where that Bill appears as an action item is approved by the Council.

B. If a Bill is added to an agenda as a result of a proposal brought to the Council by a specific Member or Members the proposed agenda shall identify that Member or those Members as presumptive sponsors for that legislation regardless of the subject matter of the Bill or the process by which it comes to the agenda.

C. If a Bill concerns a unique or geographically isolated matter wholly within one Ward, the agenda shall identify the Members from that Ward as the presumptive sponsors for that Bill.

D. If a Bill is added to an agenda as an administrative matter or at the request of city management the agenda shall identify the Mayor as the presumptive sponsor of that Bill.

E. If a Bill is added to an agenda following review or recommendation of a City advisory body the agenda shall

identify that Member or those Members who are Council appointee(s) or liaison to that advisory body as presumptive sponsor(s) of that Bill.

F. Any presumptive sponsor of a Bill may decline to act as sponsor at any time prior to the adoption of the agenda where that Bill first appears as an action item.

G. If a Bill is a matter which requires definitive and final action by the Council (e.g. because an applicant has complied with all appropriate procedures and is entitled to a decision on the license, permit, or other matter applied for) and no Member is willing to sponsor the Bill, the sponsor shall be identified as the Council as a Whole so that the matter may be properly considered.

H. The rights and prerogatives of the sponsor of a Bill may be exercised by the sole sponsor, by either sponsor if there are two sponsors, or by a majority of the sponsors if there are more than two.

I. A Member wishing to be added as a sponsor of a given Bill may do so only (1) with the consent of the presumptive sponsor(s) prior to the approval of the initial agenda where that Bill first appears as an action item, or (2) with the consent of the sponsor(s) after approval of the initial agenda where that Bill first appears as an action item.

**SECTION 110.170: STYLE OF ORDINANCES --
PROCEDURE TO ENACT**

A. The style of the ordinances of the City shall be: "Be it ordained by the Council of the City of O'Fallon, Missouri, as follows:".

B. No ordinance shall be passed except by bill. All bills shall be numbered consecutively and shall identify the sponsor(s) of that bill.

C. No bill shall become an ordinance unless on its final passage a majority of the entire City Council shall vote in the affirmative for its passage. Voting on all ordinances, amendments and resolutions other than commendations and ceremonial resolutions shall be by roll call vote called in a random order as determined by the City Clerk and the ayes and nays shall be entered on the journal.

D. When a bill is reached in its order to be agreed to and read a second time and placed upon its final passage, it may, upon the request of the sponsor thereof, be laid over informally, and thereafter called up by the sponsor at any time when otherwise in order. The prerogative of a sponsor to lay over a bill may be exercised by either sponsor if there are fewer than three sponsors, or by concurrence of a majority of the sponsors if there are more than three sponsors. All bills laid over informally and not taken up and disposed of at the same meeting shall appear in order upon the agenda for the next following regular City Council meeting. If a Bill laid over informally is not taken up for further consideration within three (3) regular City Council meetings after being so laid over, it shall lie upon the table and be dropped from the agenda of the City Council without further action of the City Council.

E. Every proposed ordinance shall be introduced to the Council in writing and shall be read two times prior to passage. The reading of a bill by its title shall be deemed sufficient reading unless further reading is called for. If further reading is called for, and no objection made, the bill shall be read at length. If, however, objection be made, the question shall be determined by the majority of the City Council.

F. Copies of a proposed ordinance shall be made available for public inspection in the office of the City Clerk.

G. The vote on the final passage of a Bill shall be taken after the second reading. The final vote on a Bill shall not be taken at the same meeting at which the Bill is introduced. Unless waived or suspended as hereinafter provided, at least ninety-six (96)

hours shall intervene between the convening of a City Council meeting at which a bill is first introduced and the convening of a subsequent meeting at which the bill shall be considered for final passage. Waiver or suspension of two-meeting and time limitation requirements of this Section shall be allowed unless three (3) or more Council Members object.

H. No bill shall become an ordinance until it shall have been signed by the officer presiding at the meeting of the Council at which it shall have been passed. When so signed, it shall be delivered to the Mayor for his/her approval and signature, or his/her veto.

I. Every ordinance passed by the Council and subsequently approved by the Mayor or passed over the Mayor's veto as provided by law, shall take effect from and after the date of its passage by the Council unless a later effective date is expressly provided in the ordinance.

SECTION 110.180: A CONTINUOUS BODY

The City Council is considered to be a continuous body although its members may and do change from time to time. Thus matters of a legislative nature that have been lawfully begun by a preceding City Council can be carried through to their completion by the succeeding Council and be made effective. Except in cases where vested rights may be violated, or the rights of other parties may have intervened, the City Council generally has the right to rescind or repeal any of its acts or the acts of any prior Council.

SECTION 110.190: PARLIAMENTARY PROCEDURE

The Council hereby adopts Roberts Rules of Order, except when otherwise provided for in the Charter or by ordinance, and any question arising thereunder shall be decided by the Mayor, subject to appeal to the City Council by any member.

SECTION 110.200: MANNER OF ADDRESSING CITY COUNCIL -- TIME LIMIT

Persons interested in a bill or other item on a Council agenda shall be afforded an opportunity to be heard before the City Council during a public comment portion of each meeting; provided, however, that the Council may, by a majority vote of the Members then present, withdraw the opportunity for public comment at a given meeting so long as no bill which has been introduced shall be finally acted upon unless there shall have been at least one opportunity for public comment prior to such action. Each person addressing the City Council shall step up in front of the designated microphone, shall give his/her name and address in an audible tone or voice for the records, and unless further time is granted by the Council, shall limit his/her address to five (5) minutes. All remarks shall be germane to the business of the City of O'Fallon and shall be addressed to the City Council as a body and not to any individual Member thereof. No person, other than the City Council and the person having the floor, shall be permitted to enter into any discussion, either directly or through a Member of the Council, without the permission of the Presiding Officer. No question shall be asked a Council Member except through the Presiding Officer.

SECTION 110.210: DECORUM REQUIRED

A. By Council Members. While the City Council is in session, the Members must preserve order and decorum, and a Member shall neither by conversation or otherwise delay or interrupt the proceedings or the peace of the Council nor disturb any Member while speaking or refuse to obey the orders of the Council or its Presiding Officer, except as otherwise herein provided.

B. By Others. Any person making personal attacks or slanderous remarks about another, or who shall become boisterous or disturb the order of the meeting while addressing the City Council or at any time during a Council meeting, may be forthwith barred by the Presiding Officer from further audience

before the Council unless permission to continue is granted by a majority vote of the Council.

SECTION 110.220: ENFORCEMENT OF DECORUM

The Chief of Police, or such member or members of the Police Department as he/she may designate, shall be Sergeant at Arms of the City Council meetings. However, said attendance and function shall be subject to the discretion of the Presiding Officer of the City Council. As Sergeant of Arms, said member or members of the Police Department shall carry out all orders and instructions given by the Presiding Officer for the purpose of maintaining order and decorum at the City Council meeting.

SECTION 110.230: VOTING PROCEDURE -- ABSTENTION

A Member of the City Council is under a duty to vote for or against every bill presented. In the event the Member of the City Council states that he/she is abstaining on a question, issue or motion to be voted on by the City Council, such abstention shall be deemed and recorded as a vote with the majority of the votes cast unless said Member states that the basis for his/her abstention from voting is that he/she is prohibited from voting on said question, issue or motion as a result of a conflict of interest as defined and provided for in the Charter and Ordinances of the City and/or the Revised Statutes of Missouri.

SECTION 110.240: CHANGE OF VOTE

A Member of the City Council voting on any motion, issue or question shall have the right to change his/her vote thereon at any time prior to the declaration by the Presiding Officer of the Council of the final vote upon said motion, question or issue. After such declaration by the Presiding Officer a Member shall be allowed to change his/her vote only pursuant to a motion to reconsider.

SECTION 110.250: MOTION TO RECONSIDER

Upon the declaration of a vote by the Presiding Officer on any question, issue, motion, bill, ordinance or resolution, any Member who voted with the majority may move for a reconsideration of the matter at the same or the next succeeding meeting, provided that said question, issue, motion, ordinance or resolution must be expressly placed upon the agenda for said succeeding meeting at the request of a member who voted with the majority, and, further provided that the resolution or ordinance authorizing or relating to any contract may be reconsidered at any time before the final execution thereof. A motion to reconsider an ordinance or resolution shall require the same number of votes for passage as is required to adopt an ordinance or resolution. A motion to reconsider any other matter shall require approval of the majority of those Members present and voting on said issue, including those votes deemed cast as provided in Sec. 110.230, above. After a motion for reconsideration has once been acted upon, no other motion for reconsideration thereof shall be made without the consent of two-thirds (2/3) of the Members of the City Council present. The term "next succeeding meeting" as used herein, shall mean the next succeeding regularly scheduled meeting of the City Council unless such matter involved be expressly placed upon the agenda of a duly called special meeting of the Council.

SECTION 110.260: USE OF EMINENT DOMAIN FOR OTHER THAN PUBLIC PURPOSES

The City Council of the City of O'Fallon, Missouri, express their opposition to, and their present intention not to use, eminent domain to take private property for economic development purposes but instead to limit its use for public uses including, but not limited to, acquisition of private property for public parks, public streets, public roads, public highways, public sidewalks, public water system improvements, public sanitary sewer system improvements, public stormwater system improvements, and the like.

Section Three.

The Chapter, Article, Division and/or Section assignments designated in this Ordinance may be revised and altered in the process of recodifying or servicing the City's Code of Ordinances upon supplementation of such code if, in the discretion of the editor, an alternative designation would be more reasonable. In adjusting such designations the editor may also change other designations and numerical assignment of code sections to accommodate such changes.

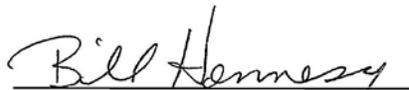
Section Four.

It is hereby declared to be the intention of the City Council that each and every part, section and subsection of this Ordinance shall be separate and severable from each and every other part, section and subsection hereof and that the City Council intends to adopt each said part, section and subsection separately and independently of any other part, section and subsection. In the event that any part of this Ordinance shall be determined to be or to have been unlawful or unconstitutional, the remaining parts, sections and subsections shall be and remain in full force and effect.

Section Five.

This Ordinance shall be in full force and effect from and after its passage and approval by the Mayor.

**PASSED BY THE CITY COUNCIL FOR THE CITY OF O'FALLON,
MISSOURI, THIS 12 DAY OF August, 2010.**


Presiding Officer

Attest:

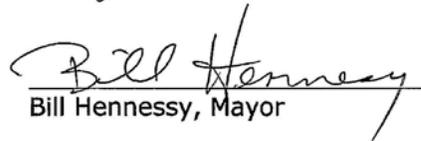

Pamela L. Clement, City Clerk



Page 16 of 17

Council code amends ord (3)
July 9, 2010

APPROVED THIS 12 DAY OF August, 2010.


Bill Hennessy, Mayor

Attest:


Pamela L. Clement, City Clerk

Approved as to Form:


Kevin M. O'Keefe, City Attorney



Expectations

Council meetings are held on the second and fourth Thursday of each month. A work session is usually held before the Council meeting at 5:30 p.m. unless otherwise posted. All Council meetings are scheduled to start at 7:30 p.m.

Special meetings may be called from time to time at either City Hall or such other place as designated at the time designated in the notice of the meeting. Special meetings may be called by the Mayor or by any four (4) Council members. Notice of special meetings in person shall be given 24 hours in advance, notice given by mail shall be 36 hours in advance.

The Mayor and members of the City Council shall be required to attend all stated and special meetings of the Council, unless leave of absence is granted by the Council, or unless excused by the Mayor for illness or other special reasons. (**Section 110.130**)

City Council Agenda

At the hour appointed, the Mayor, or in his/her absence the President Pro Tempore or Acting President Pro Tempore of the City Council, shall call the City Council to order, the Clerk shall call the roll of members and announce whether or not a quorum is present. A simple majority of the Council members shall constitute a quorum.

Following is a quick overview of a City Council Meeting Agenda:

A. Call to Order

B. Roll Call

C. Invocation/Pledge of Allegiance

D. Approval of the Agenda

E. Presiding Officers Report

- Proclamations
- Guest Speakers
- Special Awards and Presentations

F. Citizen Comments

- Persons interested in a bill or other item on a Council agenda shall be afforded an opportunity to be heard before the City Council during a public comment portion of each meeting; provided however, that the Council may, by a majority vote of the members then present, withdraw the opportunity for public comment at a given meeting so long as no bill which has been introduced shall be finally acted upon unless there shall have been at least one (1) opportunity for public comment prior to such action. Each person addressing the City Council shall step up in front of the designated microphone, shall give his/her name and

address in an audible tone or voice for the records, and unless further time is granted by the Council, shall limit his/her address to five (5) minutes. All remarks shall be germane to the business of the City of O'Fallon and shall be addressed to the City Council as a body and not to any individual member thereof. No person, other than the City Council and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the Council, without the permission of the Presiding Officer. No question shall be asked by a Council member except through the Presiding Officer.

G. Ward Reports

- Each Council member may speak and provide updates regarding their Ward, O'Fallon Event, etc.

H. City Administrators Report

I. Old Business

- Old business includes second and final reading of Ordinances and anything that may have been tabled at a previous meeting.

J. Committee and Commission Reports

- No action is required by Council on the Committee and Commission Reports. The City Clerk reads the report titles and the Mayor will ask if any Council member has any questions or concerns concerning the reports.

K. Consent Calendar

Includes:

- Approval of Council Meeting Minutes
- Liquor and Live Entertainment License Applications
- Release of Escrows

There is a Council vote to accept Consent Calendar items. A Council member may request an item be removed from the Consent Calendar and placed under New Business on the agenda, or removed and discussed at the next available workshop or meeting.

L. New Business

- New business includes first reading of bills and voting on Resolutions.

M. Adjourn

Review of Council Packet

On the Friday preceding a scheduled Council work session and meeting, the agendas and complete packets for the meetings are posted in a folder on the share drive. You can access the agendas from on the website at <http://www.ofallon.mo.us/meeting-agendas>

The screenshot shows the official website of the City of O'Fallon, Missouri. The page is titled "City Council Agendas" and includes a navigation menu on the left with options like "About O'Fallon", "Mayor/City Council", "City Departments", "Commissions", "Events Calendar", "FAQs", "Media Gallery", "Meeting Agendas", "Parks & Rec", "Police", "Renaud Spirit Ctr.", and "Useful Links". The main content area displays a table of agendas for March 2012, with columns for "Agendas", "Meeting", and "Minutes". The table lists four entries: March 8, 2012 (Council Meeting - Regular), March 8, 2012 (Council Meeting Workshop), March 22, 2012 (Council Meeting - Regular), and March 22, 2012 (Council Meeting Workshop). Below the table are search filters for "Search Agenda Items" and "Search Supporting Documents / Attachments", both with dropdown menus for month and year, and a "Go" button.

Agendas	Meeting	Minutes
March 8, 2012	Council Meeting - Regular	Minutes
March 8, 2012	Council Meeting Workshop	Minutes
March 22, 2012	Council Meeting - Regular	
March 22, 2012	Council Meeting Workshop	

You can access any current posted agenda from this page, as well as past agendas and meeting minutes by clicking on the date of the agenda you wish to view.

City Council Agendas
View, search and download agendas

To view agenda packets and minutes prior to August 2011, please click here.

[Download PDF Packet](#) [Print Agenda](#) [Return](#)

TENTATIVE AGENDA
City of O'Fallon
CITY COUNCIL MEETING
O'Fallon Municipal Centre
100 North Main Street
O'Fallon Missouri 63366
March 8, 2012 - 7:30 p.m.

- A. [Call to Order](#)
- B. [Roll Call](#)
- C. [Invocation by Sister Carol Boschert, Sisters of the Most Precious Blood, followed by the Pledge of Allegiance.](#)

From this page, you can download a pdf version of the entire packet, print the agenda, or scroll through the agenda directly from this page.

City Council Agendas
View, search and download agendas

To view agenda packets and minutes prior to August 2011, please click here.

- E. [Presiding Officer's Report](#)
- F. [Citizen Comments](#)
- G. [Ward Reports](#)
- H. [City Administrator's Report](#)
- I. [Old Business](#)
 - 1. [Bill 6166, Sponsored by Council members Haman and Battelle, an Ordinance providing for the approval and acceptance of the dedication of streets for maintenance for Fox Haven, Plat Two, by the City of O'Fallon, Missouri; authorizing the release of remaining escrow funds for such improvements; and matters relating thereto.](#)
Comment: Second and Final Passage. Ordinance is attached for your review.
 - 2. [Bill 6167, Sponsored by Mayor Hennessy, An Ordinance amending Section 110.030 of the O'Fallon, Missouri, City Code relating to appointment of City Committees to conform to the requirements of the City Charter.](#)

All items highlighted in blue from this page are links to that agenda item.

By clicking on a blue, highlighted agenda item, you will be taken to that item memo. The memo includes the Department and Division that submitted the agenda item, information on the item to include background, previous Council action, staff recommendation, and fiscal impact.

City Council Agendas
View, search and download agendas

To view agenda packets and minutes prior to August 2011, please click [here](#).

[Print](#) [Return](#) [Next](#)

I. 1.

Council Meeting - Regular
Meeting Date: 03/08/2012
Re: Fox Haven, Plat Two - Acceptance and Dedication of Streets for Maintenance - Ward Three
From: Steve Bender, Public Works Director
Department: Public Works **Division:** Engineering
Agenda Area: Old Business

Information

Item:
An ordinance for approval, acceptance and dedication of streets for maintenance by the City for Fox Haven, Plat Two located in Ward Three.

Background:
Planning and Zoning approved the final plan on July 1, 2004. The Construction Plans for the development were approved August 29, 2005. The original escrow for Plat Two was processed with the record plat approval May 12, 2005 with McBride & Son Home Land Development and Bank of America. This was changed to a 5% replacement escrow for Plat Two with Vantage Homes, Inc., Chesterfield, MO and Regions Bank, St. Louis, MO on June 27, 2008.

The residents/homeowners were notified January 22, 2010 concerning performing a final inspection of the public infrastructure of streets and storm sewers.

At the bottom of the page, you will find links to all attachments that correspond with that agenda item.

Previous Council Action:
The record plat approval for Plat Two was by Ordinance No. 4830 dated May 12, 2005 owned by McBride & Son Homes Land Development, Inc., Chesterfield, MO.

On March 22, 2010, Council approved an extension of the 5% replacement escrow agreement until May 15, 2012 for Plat Two.

Recommendation:
The Staff is recommending acceptance of the infrastructure for maintenance and release of the final 5% escrow funds associated with the specified categories for Fox Haven, Plat Two. The attached ordinance is submitted for approval.

Fiscal Impact

Budgeted Y/N?: N
Budget Information:
Based on 2010 numbers, the City spends in annual maintenance costs an average of \$14,266 per mile of two-lane roadway. This plat contains 1.14 miles of new roadway.

Attachments

[Ordinance REV](#)
[Record Plat](#)

AgendaQuick@2005 - 2012 Destiny Software Inc., All Rights Reserved

Downloadable Forms | Employee Access | Helpful Phone Numbers | Maps | Press Releases | Web Policy | Contact the Webmaster
 100 North Main Street | O'Fallon, MO 63366 | 636-240-2000 | Hours: Monday - Friday 8:00A - 5:00P
 ©2007-2011 City of O'Fallon, MO. All rights reserved.

If you choose to download the agenda packet, all items will be downloaded in pdf format including the agenda, all memos and all attachments. From this point, with Acrobat Reader, you can find items through the bookmarks on the left of the page and highlight items, make notes, etc. with the “Comments” tools on the right side of the page.

TENTATIVE AGENDA
City of O'Fallon
CITY COUNCIL MEETING
O'Fallon Municipal Centre
100 North Main Street
O'Fallon Missouri 63366
March 8, 2012 - 7:30 p.m.

A. Call to Order

B. Roll Call

C. Invocation by Sister Carol Boschert, Sisters of the Most Precious Blood, followed by the Pledge of Allegiance.

D. Approval of the Agenda

E. Presiding Officer's Report

1. **Missouri Parks and Recreation recognition of Council member Gardner and Unlimited Play, Inc.**

F. Citizen Comments

G. Ward Reports

H. City Administrator's Report

I. Old Business

1. **Bill 6166, Sponsored by Council members Haman and Battelle, an**

The screenshot shows the Adobe Acrobat Reader interface. On the left is a 'Bookmarks' panel with a tree view containing items like 'Agenda', 'ItemI.01. Fox Haven, Plat Two - Acceptance and Dedication of Streets for Maintenance - Ward Three', 'ItemI.01_Att1_Ordinance REV', 'Sponsored by: Council members Haman and Battelle', 'ItemI.01_Att2_Record Plat', 'ItemI.02. Code Amendment - Committee Appointments', 'ItemI.02_Att1_Ordinance REV', 'ItemJ.01. January Court Report', 'ItemJ.01_Att1_Jan Court report', and 'ItemJ.02. PW Commission meeting minutes from 1-18-2012'. The top toolbar shows navigation and editing tools, and the right sidebar contains 'Annotations', 'Drawing Markups', and 'Comments List (0)'. The main content area displays the agenda text.

Style of Communication
Formal

Confidentiality

Some communications between City Staff, Elected Officials, and the City Attorney are considered confidential. Communications of this type are statutorily protected through Missouri Revised Statutes, Chapter 610, Section 610.021.

A complete copy of this statute is provided here for your review.

Missouri Revised Statutes
Chapter 610
Governmental Bodies and Records
Section 610.021

August 28, 2015

Closed meetings and closed records authorized when, exceptions.

610.021. Except to the extent disclosure is otherwise required by law, a public governmental body is authorized to close meetings, records and votes, to the extent they relate to the following:

(1) Legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys. However, any minutes, vote or settlement agreement relating to legal actions, causes of action or litigation involving a public governmental body or any agent or entity representing its interests or acting on its behalf or with its authority, including any insurance company acting on behalf of a public government body as its insured, shall be made public upon final disposition of the matter voted upon or upon the signing by the parties of the settlement agreement, unless, prior to final disposition, the settlement agreement is ordered closed by a court after a written finding that the adverse impact to a plaintiff or plaintiffs to the action clearly outweighs the public policy considerations of section 610.011, however, the amount of any moneys paid by, or on behalf of, the public governmental body shall be disclosed; provided, however, in matters involving the exercise of the power of eminent domain, the vote shall be announced or become public immediately following the action on the motion to authorize institution of such a legal action. Legal work product shall be considered a closed record;

(2) Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefor. However, any minutes, vote or public record approving a contract relating to the leasing,

purchase or sale of real estate by a public governmental body shall be made public upon execution of the lease, purchase or sale of the real estate;

(3) Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded. However, any vote on a final decision, when taken by a public governmental body, to hire, fire, promote or discipline an employee of a public governmental body shall be made available with a record of how each member voted to the public within seventy-two hours of the close of the meeting where such action occurs; provided, however, that any employee so affected shall be entitled to prompt notice of such decision during the seventy-two-hour period before such decision is made available to the public. As used in this subdivision, the term "personal information" means information relating to the performance or merit of individual employees;

(4) The state militia or national guard or any part thereof;

(5) Nonjudicial mental or physical health proceedings involving identifiable persons, including medical, psychiatric, psychological, or alcoholism or drug dependency diagnosis or treatment;

(6) Scholastic probation, expulsion, or graduation of identifiable individuals, including records of individual test or examination scores; however, personally identifiable student records maintained by public educational institutions shall be open for inspection by the parents, guardian or other custodian of students under the age of eighteen years and by the parents, guardian or other custodian and the student if the student is over the age of eighteen years;

(7) Testing and examination materials, before the test or examination is given or, if it is to be given again, before so given again;

(8) Welfare cases of identifiable individuals;

(9) Preparation, including any discussions or work product, on behalf of a public governmental body or its representatives for negotiations with employee groups;

(10) Software codes for electronic data processing and documentation thereof;

(11) Specifications for competitive bidding, until either the specifications are officially approved by the public governmental body or the specifications are published for bid;

(12) Sealed bids and related documents, until the bids are opened; and sealed proposals and related documents or any documents related to a negotiated contract until a contract is executed, or all proposals are rejected;

(13) Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment, except that this exemption shall not apply to the

names, positions, salaries and lengths of service of officers and employees of public agencies once they are employed as such, and the names of private sources donating or contributing money to the salary of a chancellor or president at all public colleges and universities in the state of Missouri and the amount of money contributed by the source;

(14) Records which are protected from disclosure by law;

(15) Meetings and public records relating to scientific and technological innovations in which the owner has a proprietary interest;

(16) Records relating to municipal hotlines established for the reporting of abuse and wrongdoing;

(17) Confidential or privileged communications between a public governmental body and its auditor, including all auditor work product; however, all final audit reports issued by the auditor are to be considered open records pursuant to this chapter;

(18) Operational guidelines, policies and specific response plans developed, adopted, or maintained by any public agency responsible for law enforcement, public safety, first response, or public health for use in responding to or preventing any critical incident which is or appears to be terrorist in nature and which has the potential to endanger individual or public safety or health. Financial records related to the procurement of or expenditures relating to operational guidelines, policies or plans purchased with public funds shall be open. When seeking to close information pursuant to this exception, the public governmental body shall affirmatively state in writing that disclosure would impair the public governmental body's ability to protect the security or safety of persons or real property, and shall in the same writing state that the public interest in nondisclosure outweighs the public interest in disclosure of the records;

(19) Existing or proposed security systems and structural plans of real property owned or leased by a public governmental body, and information that is voluntarily submitted by a nonpublic entity owning or operating an infrastructure to any public governmental body for use by that body to devise plans for protection of that infrastructure, the public disclosure of which would threaten public safety:

(a) Records related to the procurement of or expenditures relating to security systems purchased with public funds shall be open;

(b) When seeking to close information pursuant to this exception, the public governmental body shall affirmatively state in writing that disclosure would impair the public governmental body's ability to protect the security or safety of persons or real property, and shall in the same writing state that the public interest in nondisclosure outweighs the public interest in disclosure of the records;

(c) Records that are voluntarily submitted by a nonpublic entity shall be reviewed by the receiving agency within ninety days of submission to determine if retention of the document

is necessary in furtherance of a state security interest. If retention is not necessary, the documents shall be returned to the nonpublic governmental body or destroyed;

(20) The portion of a record that identifies security systems or access codes or authorization codes for security systems of real property;

(21) Records that identify the configuration of components or the operation of a computer, computer system, computer network, or telecommunications network, and would allow unauthorized access to or unlawful disruption of a computer, computer system, computer network, or telecommunications network of a public governmental body. This exception shall not be used to limit or deny access to otherwise public records in a file, document, data file or database containing public records. Records related to the procurement of or expenditures relating to such computer, computer system, computer network, or telecommunications network, including the amount of moneys paid by, or on behalf of, a public governmental body for such computer, computer system, computer network, or telecommunications network shall be open;

(22) Credit card numbers, personal identification numbers, digital certificates, physical and virtual keys, access codes or authorization codes that are used to protect the security of electronic transactions between a public governmental body and a person or entity doing business with a public governmental body. Nothing in this section shall be deemed to close the record of a person or entity using a credit card held in the name of a public governmental body or any record of a transaction made by a person using a credit card or other method of payment for which reimbursement is made by a public governmental body; and

(23) Records submitted by an individual, corporation, or other business entity to a public institution of higher education in connection with a proposal to license intellectual property or perform sponsored research and which contains sales projections or other business plan information the disclosure of which may endanger the competitiveness of a business.

Weekly Updates/Monthly Reports

The City Administrator will send out a weekly report with information pertaining to pending issues and project updates that the City is working to achieve. There will also be answers to Council questions that were not able to be answered at the last Council meeting, as well as articles of interest to the Council, and Departmental updates on what have been worked on during the week. This weekly report is sent to the Council, all employees and the public. This is also posted on the website.

Public Relations

All Press Releases concerning the City are distributed through the Public Relations Department. The PR Department also sends out an email to elected officials and directors whenever O'Fallon makes the news; major newspapers and/or major television stations.

➤ Explanation of Policy Development

Council Protocols

Parliamentary Procedure

The City of O'Fallon Council adopted Robert's Rules of Order, except when otherwise provided for in the Charter or by ordinance, and any question arising thereunder shall be decided by the Mayor, subject to appeal to the City Council by any member.

Decorum Required

While the City Council is in session, the members must preserve order and decorum and a member shall neither by conversation or otherwise delay or interrupt the proceedings or the peace of the Council nor disturb any member while speaking or refuse to obey the orders of the Council or its Presiding Officer, except as otherwise herein provided.

Any person making personal attacks or slanderous remarks about another, or who shall become boisterous or disturb the order of the meeting while addressing the City Council or at any time during a Council meeting, may be forthwith barred by the Presiding Officer from further audience before the Council unless permission to continue is granted by a majority vote of the Council.

Voting Procedure

A member of the City Council is under a duty to vote for or against every bill presented. In the event the member of the City Council states that he/she is abstaining on a question, issue or motion to be voted on by the City Council, such abstention shall be recorded as a vote with the majority of the votes cast unless said member states that the basis for his/her abstention from voting is that he/she is prohibited from voting on said question, issue or motion as a result of a conflict of interest as defined and provided for in the ordinances of the City and the Revised Statutes of Missouri.

Change of Vote

A member of the City Council voting on any motion, issue or question shall have the right to change his/her vote thereon at any time prior to the declaration by the Presiding Officer of the Council of the final vote upon said motion, question or issue. After such declaration by the Presiding Officer a member shall be allowed to change his/her vote only pursuant to a motion to reconsider.

➤ Constituent Complaints

Citizens First

In 2001, the City launched the “Citizens First” program. The Citizens First Center is located in the rotunda at City Hall. To help meet the needs of the Council, the Citizens First Manager also acts as a liaison between the Council and other City personnel to assist in handling constituent concerns. The Citizens First Manager can be reached at 636-379-5550.

In 2011, the City initiated a new citizen’s request tool. From the Citizens First Center on the website residents can view frequently asked questions, ask a question, make a service request or login to follow the status of a previous request. A monthly update with the amount of requests that are received through this service is provided to the Council.

Below is an overview of this service and guidelines on how to use this beneficial tool.



Click on the Citizens First Center box on the website.

Home | Bid Opportunities | Citizens First Center | Contact City Staff | Search this Site | July 11, 2011

Citizens First Center

O'Fallon's customer service team puts you first!

Use these tools to view our frequently asked questions, ask a question, make a service request or login to follow the status of your previous requests. **If this is an emergency, please call 9-1-1 immediately.**



Find Answers

- Browse All Answers
- Search for a Specific Answer



Ask a Question

- Send Us a Question



Make a Request

- Report a Problem
- Register a Complaint



My Citizen Login

- Check Status of Requests and Questions Submitted



Watch O'Fallon TV

- City meetings
- Weekly programs



City Projects

- Road projects
- Sanitary projects
- Stormwater projects



Meeting Agendas

- City Council
- Planning Commission
- Parks Board, etc.



Pay Utilities/Fines

- O'Fallon Water/Sewer Bill
- Environmental Services Bill
- Court Citations

Frequently Asked Questions

Summary	Category
Who do I contact if I have a problem with an O'Fallon Business?	ALL ITEMS
Do I need a permit to build a deck?	Deck Permit
Do I need a permit for a fence?	Fence Permit

Choose the service you would like to use.

Home | Bid Opportunities | Citizens First Center | Contact City Staff | Search this Site | July 11, 2011

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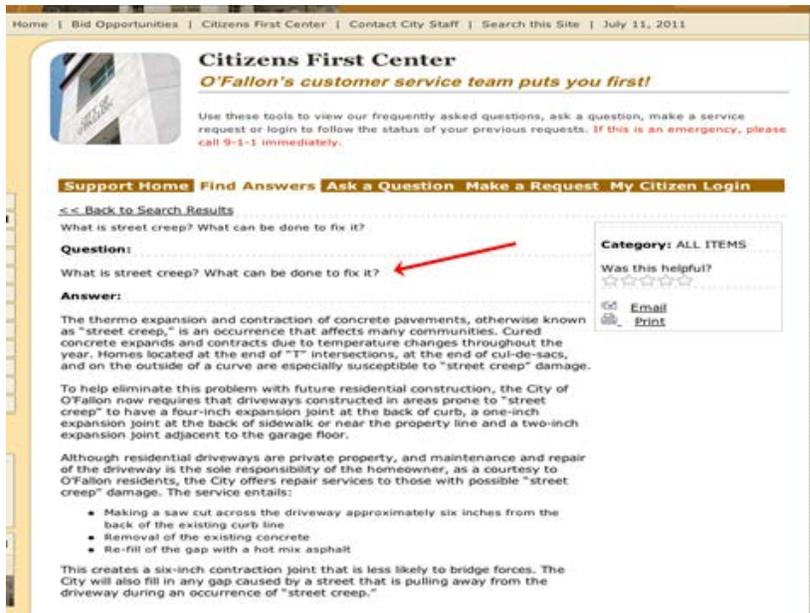
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“Find Answers” lets you browse through FAQ’s to find an answer to a specific question.



You can browse through the complete list of FAQ's, or you may choose a specific category or phrase and search through the FAQ's.



The system will provide you with an answer for the FAQ you have chosen.

Home | Bid Opportunities | Citizens First Center | Contact City Staff | Search this Site | July 11, 2011

Citizens First Center

O'Fallon's customer service team puts you first!

Use these tools to view our frequently asked questions, ask a question, make a service request or login to follow the status of your previous requests. **If this is an emergency, please call 9-1-1 immediately.**

Find Answers

- Browse All Answers
- Search for a Specific Answer

Ask a Question

- Send Us a Question

Make a Request

- Report a Problem
- Register a Complaint

My Citizen Login

- Check Status of Requests and Questions Submitted

Watch O'Fallon TV

- City meetings
- Weekly programs

City Projects

- Road projects
- Sanitary projects
- Stormwater projects

Meeting Agendas

- City Council
- Planning Commission
- Parks Board, etc.

Pay Utilities/Fines

- O'Fallon Water/Sewer Bill
- Environmental Services Bill
- Court Citations

Frequently Asked Questions

Summary	Category
Who do I contact if I have a problem with an O'Fallon Business?	ALL ITEMS
Do I need a permit to build a deck?	Deck Permit
Do I need a permit for a fence?	Fence Permit

You can also send a specific question to the City through the "Ask a Question" section.

Home | Bid Opportunities | Citizens First Center | Contact City Staff | Search this Site | July 11, 2011

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Support Home Find Answers Ask a Question Make a Request My Citizen Login

Service Request Type: Ask a Question ←

Description: To ask the City of O'Fallon a question, please select this request.

Contact E-Mail:

Category of Question:

Sub-Category of Question:

My Question:

Attach a File: No file chosen

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Support Home Find Answers Ask a Question Make a Request My Citizen Login

Service Request Type: Ask a Question

Description: To ask the City of O'Fallon a question, please select this request

Contact E-Mail:

Category of Question:

Sub-Category of Question:

My Question:

Attach a File: No file chosen

The system routes the question to the correct department or individual based on the category and sub-category chosen. If the system feels your question is in the list of FAQ's, it will prompt you with a description that may match your question.

Home | Bid Opportunities | Citizens First Center | Contact City Staff | Search this Site | July 11, 2011

Citizens First Center

O'Fallon's customer service team puts you first!

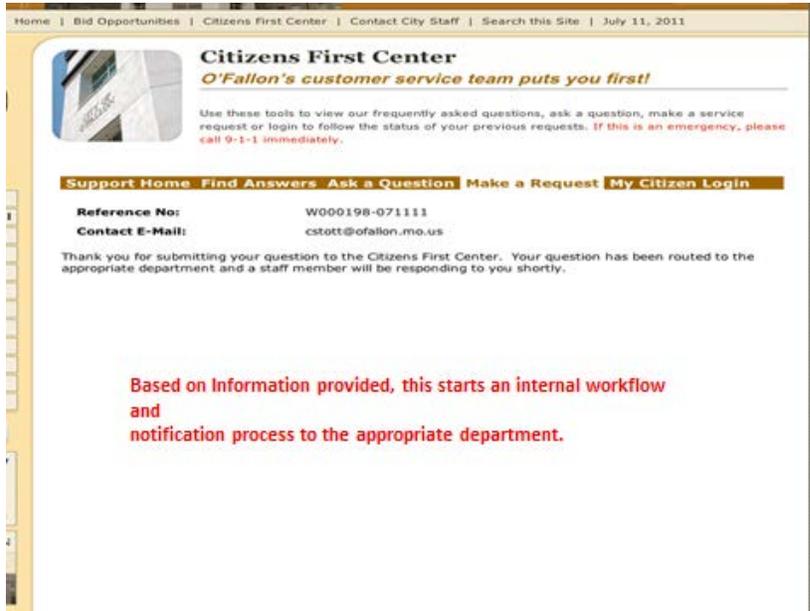
Use these tools to view our frequently asked questions, ask a question, make a service request or login to follow the status of your previous requests. **If this is an emergency, please call 9-1-1 immediately.**

Support Home Find Answers Ask a Question Make a Request My Citizen Login

It is possible that we already have an answer to your question. Please review the items below. If none of these answer your question, please click Continue.

Description

- 1 I want to register my child for swim lessons.
- 2 Where can I find Property Tax information?
- 3 Where can I find Sales Tax information?
- 4 Where can I find Labor and Wage information?
- 5 Where can I find contact information for local Business Associations?
- 6 Where can I find Household Income information?
- 7 What information do I need to fill out an O'Fallon Business License Application?
- 8 What information do I need to pay a ticket online?
- 9 How do I obtain a certified or authenticated copy of information in a court case file?



If you do not see an answer available for your question, you can continue to send your question through the system. If you have provided an email, you will receive notification that your request has been routed to the appropriate department as well as a reference number assigned to your question.



You can report a problem, request service, or register a complaint through the “Make a Request” section.

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Support Home Find Answers Ask a Question Make a Request My Citizen Login

Category: ←

Keyword Search: (Optional) ←

Service Request Type	Description
<input type="button" value="Select"/> Ask a Question	To ask the City of O'Fallon a question, please select this request
<input type="button" value="Select"/> Business License	To request a business license form, please select this request
<input type="button" value="Select"/> Damaged Mailbox	To report a damaged mailbox, please select this request
<input type="button" value="Select"/> Drainage Issue	To report a drainage issue, please select this request
<input type="button" value="Select"/> Driveway Permits	To request a driveway permit, please select this request
<input type="button" value="Select"/> Home Based Business Permit	To request a home based business permit, please select this request
<input type="button" value="Select"/> Local Businesses in O'Fallon	To request a business list, please select this request
<input type="button" value="Select"/> Malfunctioning Traffic Signal	To report a malfunctioning traffic signal, please select this request
<input type="button" value="Select"/> Park Pavilion Availability	To reserve the park pavilion, please select this request

Choose a category and keyword for your request.

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Support Home Find Answers Ask a Question Make a Request My Citizen Login

Category:

Keyword Search: (Optional)

Service Request Type	Description
<input type="button" value="Select"/> Report Damaged Street Sign	To report a damaged street sign, please select this request
<input type="button" value="Select"/> Report Missing Street Sign	To report a missing street sign, please select this request
<input type="button" value="Select"/> Report Street Creep	To report street creep, please select this request
<input type="button" value="Select"/> Report Street Light Outage	To report a a street light outage, please select this request
<input type="button" value="Select"/> Request Street Plowing	To request street plowing, please select this request

Select the "Service Request Type" that corresponds with the request you would like to make.

Home | Bid Opportunities | Citizens First Center | Contact City Staff | Search this Site | July 11, 2011

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Support Home Find Answers Ask a Question Make a Request My Citizen Login

Service Request Type: Report Street Creep
Description: To report street creep, please select this request
Contact E-Mail:

To use a street intersection instead of an address, start typing "int" followed by a space and street name. In most cases, the major street is listed first followed by the secondary street. (Example: int Mexico Rd and Pinehurst Club Ct)

Address 1:
Address 2:
City:
State/Province:
Zip/Postal Code:

If you are unable to provide an actual address, please provide as much information regarding the location possible:
Approximate Location:

Additional Information/Comments:

Attach a File: No file chosen

Fill in the information requested for the Service Request Type you choose. Different Service Request Types require different information. The more information provided, the easier it will be for Staff to determine the type of service needed.

Home | Bid Opportunities | Citizens First Center | Contact City Staff | Search this Site | July 11, 2011

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Service Request Type: Report Street Creep
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Address 1:
Address 2:
City:
State/Province:
Zip/Postal Code:

If you are unable to provide an actual address, please provide as much information regarding the location possible:
Approximate Location:

Additional Information/Comments:

Attach a File: No file chosen



Once you have filled in all your information and submitted your request, you will receive a reference number that corresponds with your request.



To check the status of your requests or questions submitted, you can create an account. Click on "My Citizen Login".

www.ofallon.mo.us visitors

Home | Bid Opportunities | Citizens First Center | Contact City Staff | Search this Site | July 8, 2011



Citizens First Center

citizensfirst@ofallon.mo.us

The Citizen's First Center puts you first! For street, road or snow-related requests, please use the links below to report/request a specific problem/service.

[Support Home](#) [Find Answers](#) [Ask a Question](#) [Make a Request](#) [My Citizen Login](#)

*Email Address:

*Password:

[Forgot your password?](#)

[Create Account](#) 

Click on "Create Account". Fill in the information on the next page and click submit.



Citizens First Center

O'Fallon's customer service team puts you first!

Use these tools to view our frequently asked questions, ask a question, make a service request or login to follow the status of your previous requests. **If this is an emergency, please call 9-1-1 immediately.**

[Support Home](#) [Find Answers](#) [Ask a Question](#) [Make a Request](#) [My Citizen Login](#)

[View My Issues](#) | [Update Your Contact Information](#) | [Logout](#) | [Group Login](#)

Email Address:

***Password:**

***Confirm Password:**

First Name:

Last Name:

Address 1:

Address 2:

City:

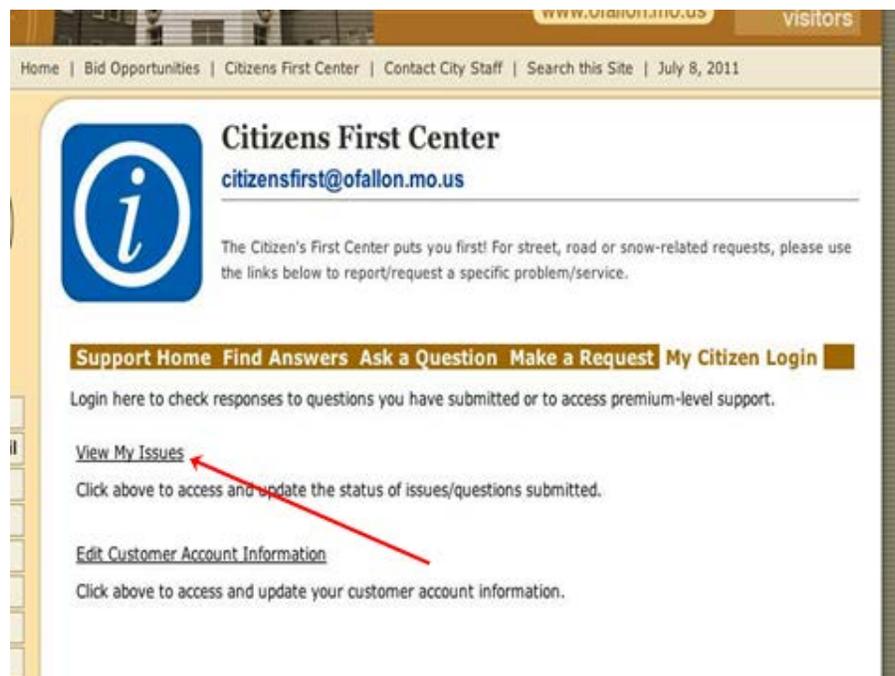
State/Province:

Zip/Postal Code:

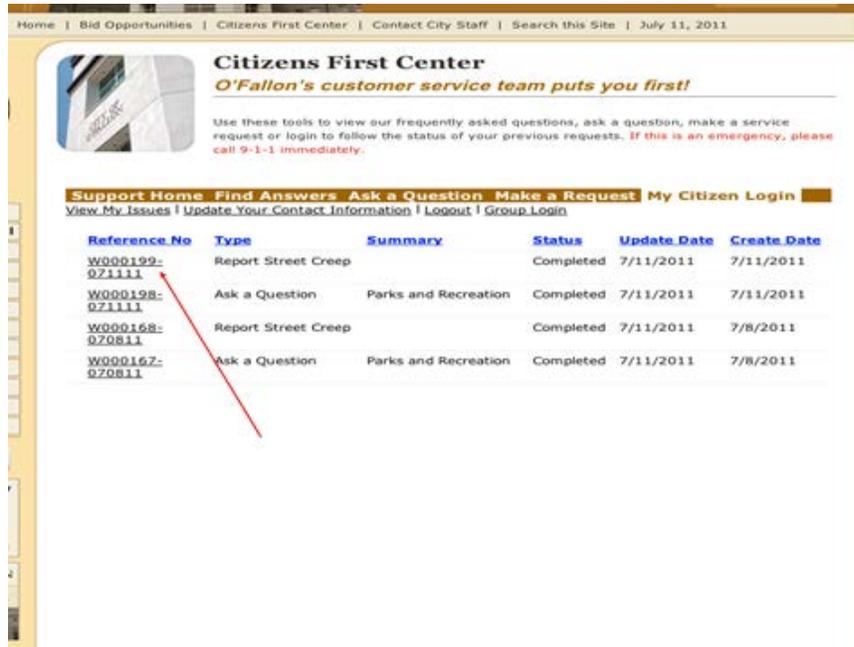
Phone:



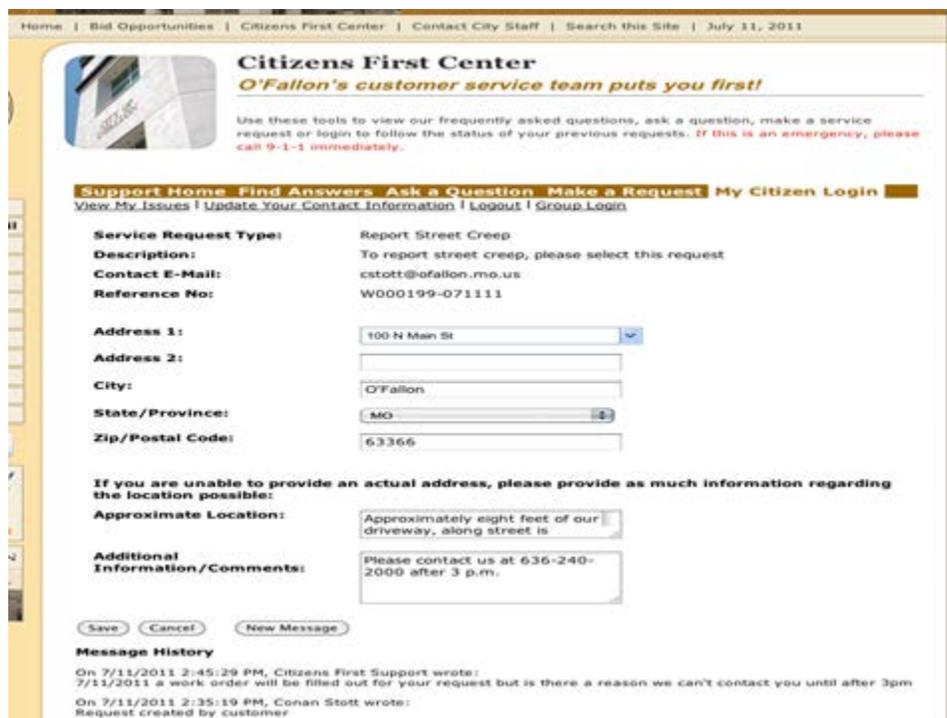
Log-in with your email address and the password you created. If you forget your password, there is a link you can hit to have it emailed to you.



Once logged in, you can view your questions and requests and edit your account information.



All of the requests and questions you have submitted will be displayed. By clicking on the individual reference number, you can zoom into that request page to check the status of the request, add information, and send messages to staff.



SAMPLE CITIZEN FIRST AUTOMATED E-MAIL RESPONSES

Sample email response

From: Citizens First Support [mailto:ofallonmo@mycusthelp.com]
Sent: Friday, July 08, 2011 3:17 PM
To: Conan L. Stott
Subject: OFALLONMO Request :: W000168-070811

Thank you for contacting Citizens First. Someone will be contacting you shortly regarding your concern.

Track the issue status and respond at: http://mygovhelp.info/OFALLONMO/_cs/RequestEdit.aspx?rid=168

From: Citizens First Support [mailto:ofallonmo@mycusthelp.com]
Sent: Friday, July 08, 2011 3:57 PM
To: Conan L. Stott
Subject: Citizens First Center :: W000167-070811

To view swim lessons offered, reference our recreation guide at www.renaudspiritcenter.com. You may register online if you have a barcode and pin number or you may register by phone by calling 636.474.2732. Thank you for submitting your question to the City of O'Fallon.

Reference Number: W000167-070811

Question Summary: What swim lessons are offered?

Please click the link below to log in and check the status of your question at any time.

http://mygovhelp.info/ofallonmo/_cs/CustomertIssues.aspx

SAMPLE REPORT

Sample Report

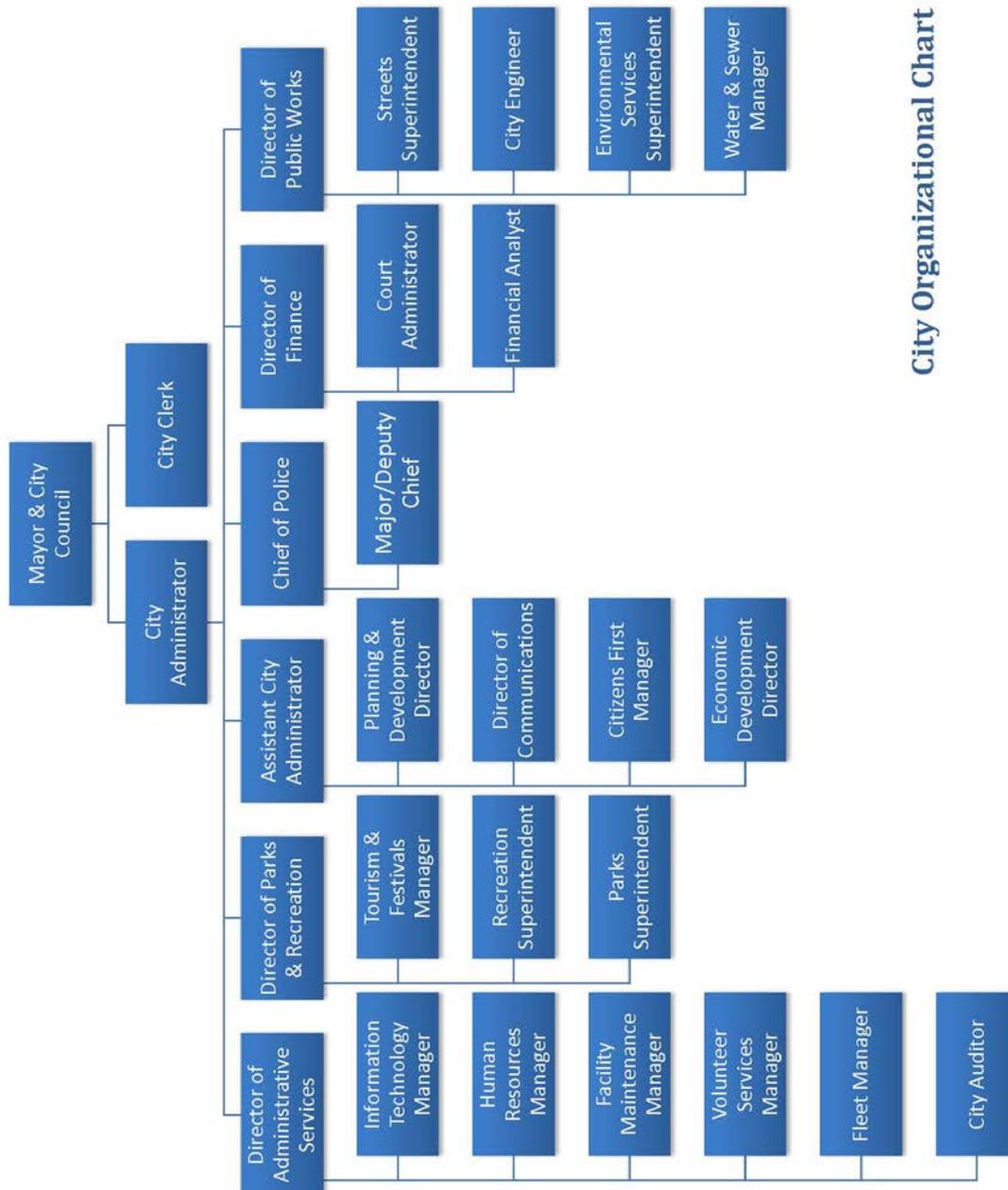
Ward 1 Report

Run Date: 7/12/2011 2:09:25 PM



Assigned Dept	Close Date	Completed /Closed	Create Date	Created By	Request Status	Ward Number	Customer Address One	Approximate Location	Request Type
Code Enforcement		No	7/7/2011	Cedric Casimiro	New	1			Report Overgrown Grass
Code Enforcement		No	7/7/2011	Cedric Casimiro	New	1	174 Fargate	Lot behind Whitegate Villas on Laura Hill Road	Report Overgrown Grass
Public Works		No	7/8/2011	Erin Mahoney	In Progress	1	643 Zuniway Crossing		Report Street Creep
Public Works	7/11/2011	Yes	7/8/2011		Completed	1	127 Sunset Villa Ct	Eight feet from driveway along street.	Report Street Creep
Site Administrator	7/11/2011	Yes	7/11/2011	Nichole Greeninger	Completed	1	410 E Elm St	Test entry for database use	Report Storm Water Concern
Public Works		No	7/11/2011	Erin Mahoney	In Progress	1	205 Fern Road Ct		Report a Pothole
Public Works	7/11/2011	Yes	7/11/2011		Completed	1	127 Sunset Villa Ct	Approximately eight feet of our driveway, along street is showing signs of street creep.	Report Street Creep

➤ Overview of City Operations
Organizational Chart



City Organizational Chart

Comprehensive Plan

The City's Comprehensive Plan can be found on the City's website at

<http://www.ofallon.mo.us/planning-and-development>

Under Key Documents tab – click on O'Fallon's Comprehensive Plan

Finance Department Manual

The Finance Department strives to ensure that O'Fallon is fiscally responsible and fair in management and safeguarding of City assets. They develop and maintain processes, systems, policies, and internal controls that ensure legal compliance and fiscal stability.

Budget

Each year the adopted budget takes into account the priorities of the Mayor and City Council as outlined in the City's Strategic Plan, which is approved via Resolution, as well as the established policies and procedures that govern the City's finances. In compliance with available resources, established policies, and sound administrative practices, the Mayor and the City Council craft the budget into a vision that charts the future course for service, change, and innovation.

Additional information regarding revenues can be found in the Revenue & Projections section of the City's Annual Budget and information regarding expenditures can be found in the General Fund section. The City's Annual Budget is published and can be viewed on the City's website at <http://www.ofallon.mo.us/finance>

Listing of Departments

The City retains over 473 full-time employees. Below is a listing of Departments throughout the City and the number of regular full-time employees in each Department.

Department/Division	Fiscal Year 2012	Fiscal Year 2013	Fiscal Year 2014	Fiscal Year 2015	Fiscal Year 2016
Administration Group					
Administration	8.00	8.00	9.00	9.00	9.00
Administrative Services Dept					
Facilities Maintenance	10.00	10.00	11.60	11.60	11.60
Fleet Maintenance	6.00	7.00	7.00	7.00	7.00
Human Resources	4.00	4.25	5.25	5.25	5.25
Information Technologies	3.00	4.00	4.00	4.00	4.00
Safety & Risk Management	n/a	n/a	n/a	n/a	n/a
Volunteer Services	2.00	2.00	2.45	2.45	2.45
Communications Dept					
Communications	5.50	5.60	5.60	5.60	5.60
Public Relations & CDBG	4.00	4.00	4.00	4.00	4.00
Economic Development Dept	3.00	3.00	4.00	4.00	4.00
Finance Dept					
Finance	15.00	15.00	15.00	15.00	15.00
Municipal Court	5.25	5.25	6.25	6.25	6.25
Parks & Recreation Dept					
Landscape	8.00	7.50	9.00	8.00	8.00
Parks	23.20	23.00	23.25	23.25	23.25
Recreation	26.00	26.60	26.90	25.00	26.50
Renaud Spirit Center (RSC)	37.60	37.25	37.30	36.40	36.40
Tourism & Festivals	3.60	3.60	3.60	3.60	3.60
Planning & Development Dept					
Building & Code Enforcement	12.00	12.00	13.00	13.00	13.00
Planning & GIS	7.00	7.00	7.50	7.00	7.00
Police Department	146.50	152.50	156.35	156.60	156.60
Public Works Dept					
Engineering	12.00	12.33	13.05	12.75	12.75
Environmental Services	26.00	26.00	26.00	26.00	27.00
Project Mgmt	7.50	7.50	7.50	7.50	7.25
Sewer System	15.00	16.00	16.00	16.00	17.00
Storm Water	4.00	5.00	6.00	6.00	7.25
Streets	32.80	38.10	37.85	34.75	34.75
Water System	16.00	16.00	16.00	16.00	19.00
Total	442.95	458.48	473.45	466.00	473.50

Operational Maps/Information

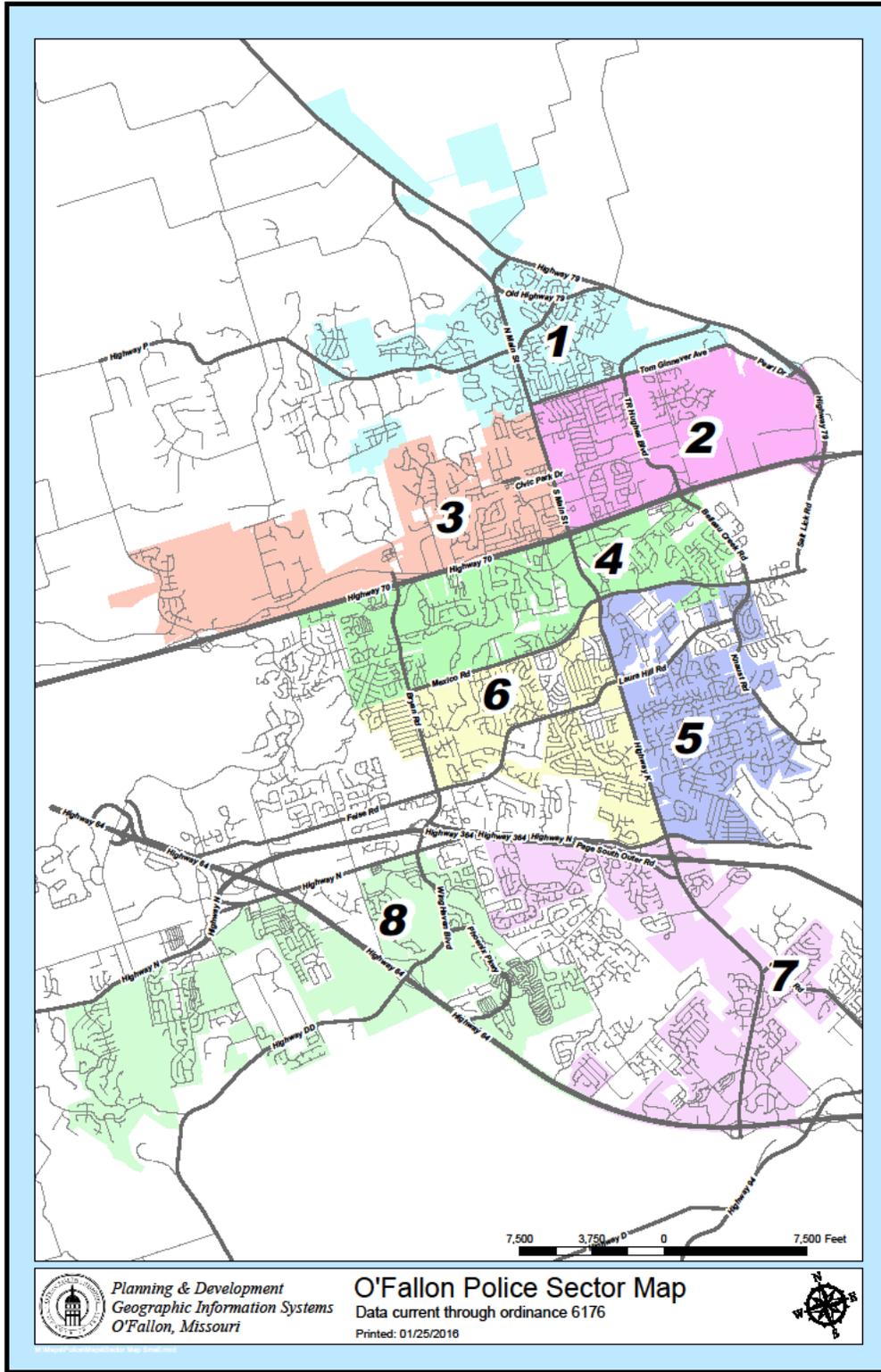
The following pages contain operational maps for various functions in the City of O'Fallon.

Maps included:

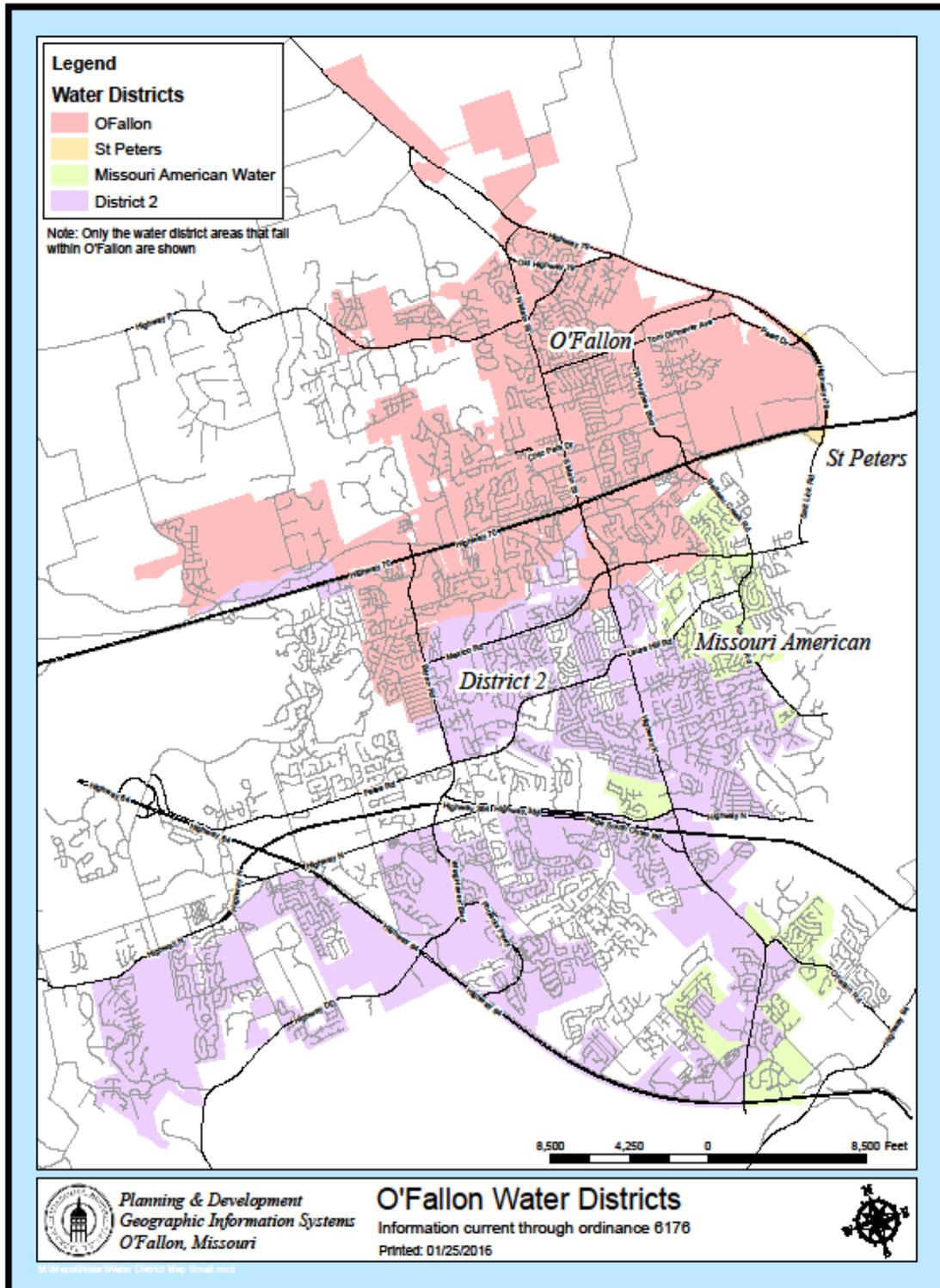
- City Owned Property
- Police Sectors
- Water/Sewer Districts
- Snow Plowing Routes

Many maps that elected officials may find helpful can be found on the City's website at <http://www.ofallon.mo.us/maps>

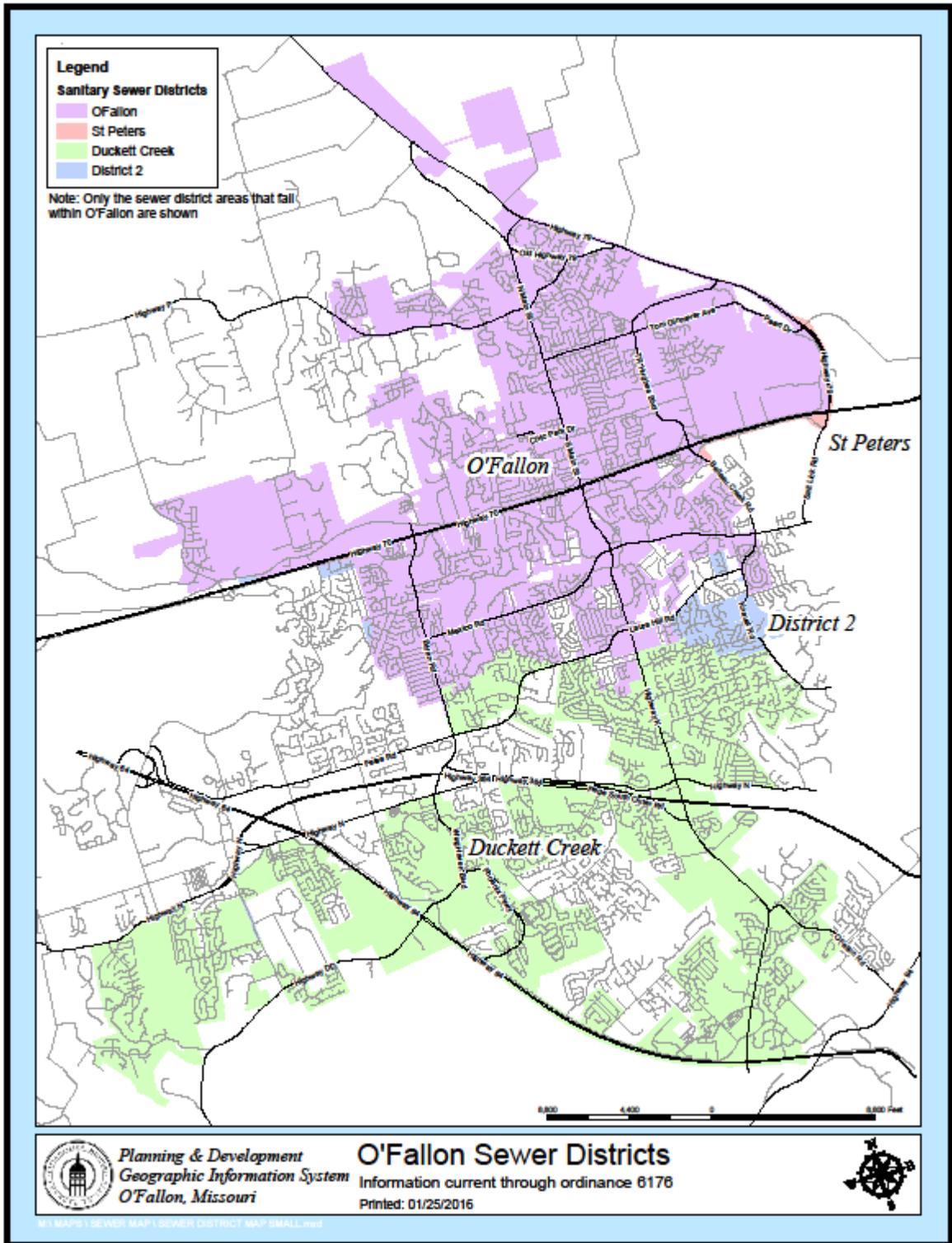
Police Sector Map



Water District Map

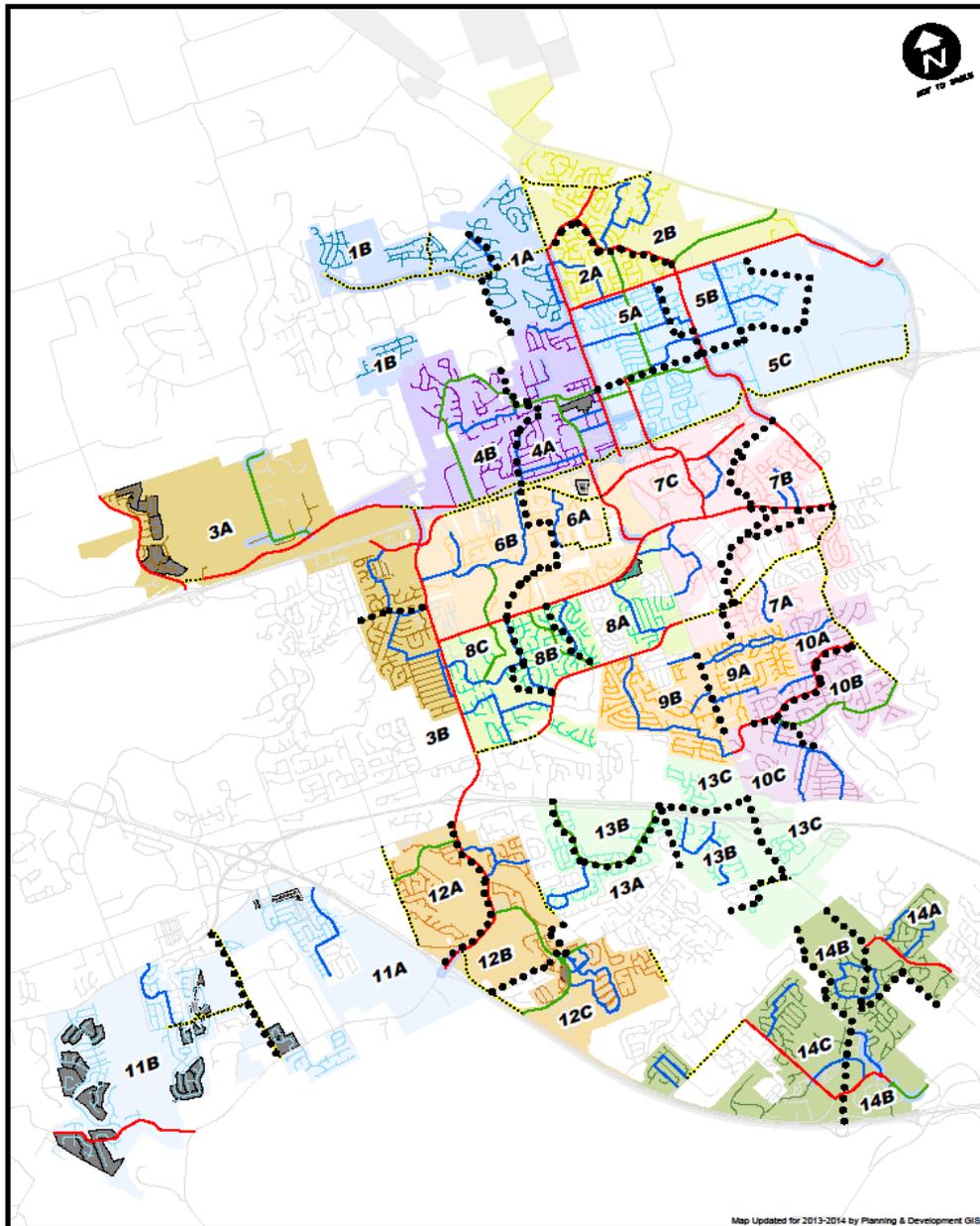


Sewer District Map



Snow Removal Routes Map

City of O'Fallon, Missouri ALL SNOW ROUTES 2015 - 2016



➤ Overview of Community

O'Fallon Chamber of Commerce

Website: www.ofallonchamber.org

2145 Bryan Valley Commercial Drive

O'Fallon, 63366

(636) 240-1818

The O'Fallon Chamber is a membership organization of civic minded, visionary businesses. The Chamber is over 500 businesses strong; each of those members has made an investment in the O'Fallon Chamber so that they can continue to carry out their mission of promoting the economic vitality of O'Fallon and the St. Charles County region.



The O'Fallon Chamber of Commerce sponsors a monthly membership luncheon that the City's elected officials are invited to and encouraged to attend. To view more information on the O'Fallon Chamber of Commerce, you can visit their website.

You can also contact the City Clerk for more information on participating in Chamber events.

Economic Development Center of St. Charles County

Website: www.edcsc.com

5988 Mid Rivers Mall Drive

St. Charles, 63304

(636) 441-6880

With more than 20 years of successful experience serving the business community, EDC core services include:

- Providing Business Financing
- Operating a Business Incubator Center
- Offering Business Counseling
- Conducting Business Training
- Coordinating Business Recruitment & Business Retention Efforts
- Promoting St. Charles County to Businesses, Residents, and Tourists
- Supporting Strategic Public Policy Initiatives



There are numerous ways to get involved with the EDC and have an impact in St. Charles County and O'Fallon. The City is a member in the Partners for Progress of Greater St. Charles and a member of the board.

You may subscribe to the monthly EDC Executive Summary e-newsletter, receive event listings, and other social media announcements about St. Charles County on their website at www.edcsc.com.

East-West Gateway Council of Governments

Website: <http://www.ewgateway.org>

One Memorial Drive, Ste. 1600

St. Louis, 63102

(314) 421-4220

(618) 274-2750



EAST-WEST GATEWAY
Council of Governments

The East-West Gateway Council of Governments (EWG or Council) provides a forum for local governments of the bi-state St. Louis area to work together to solve problems that cross jurisdictional boundaries. The geographic region that East-West Gateway has served since 1965 is the 4,500 square miles encompassed by the City of St. Louis; Franklin, Jefferson, St. Charles, and St. Louis counties in Missouri; Madison, Monroe, and St. Clair counties in Illinois.

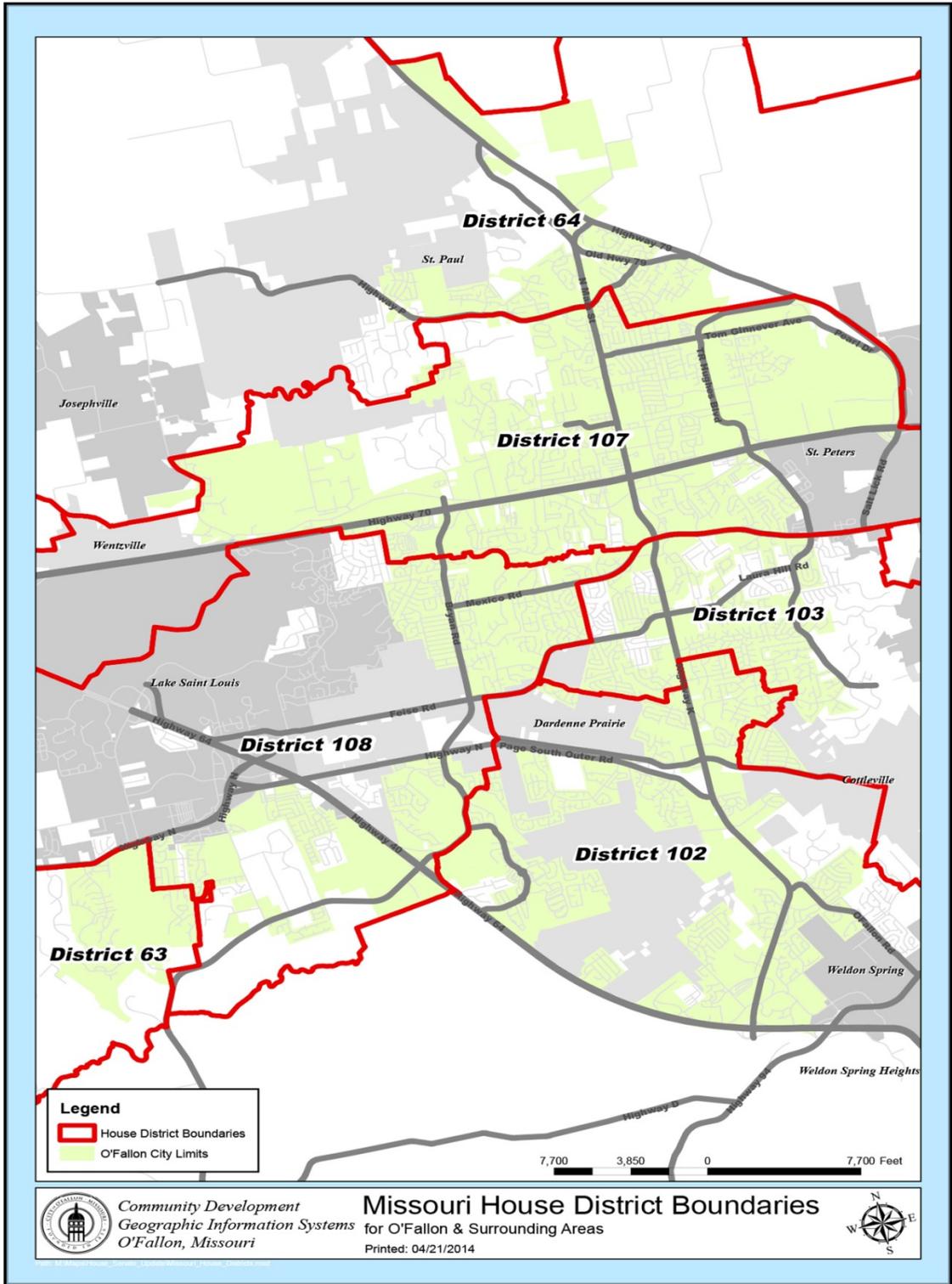
Part of their By-Laws Preamble states:

The East-West Gateway Council of Governments is an organization through which individual counties and cities can coordinate their efforts. It is not a government nor does it seek to become one. The Council shall consider only those problems which are areawide in nature and which can be solved effectively by the local governments acting in concert.

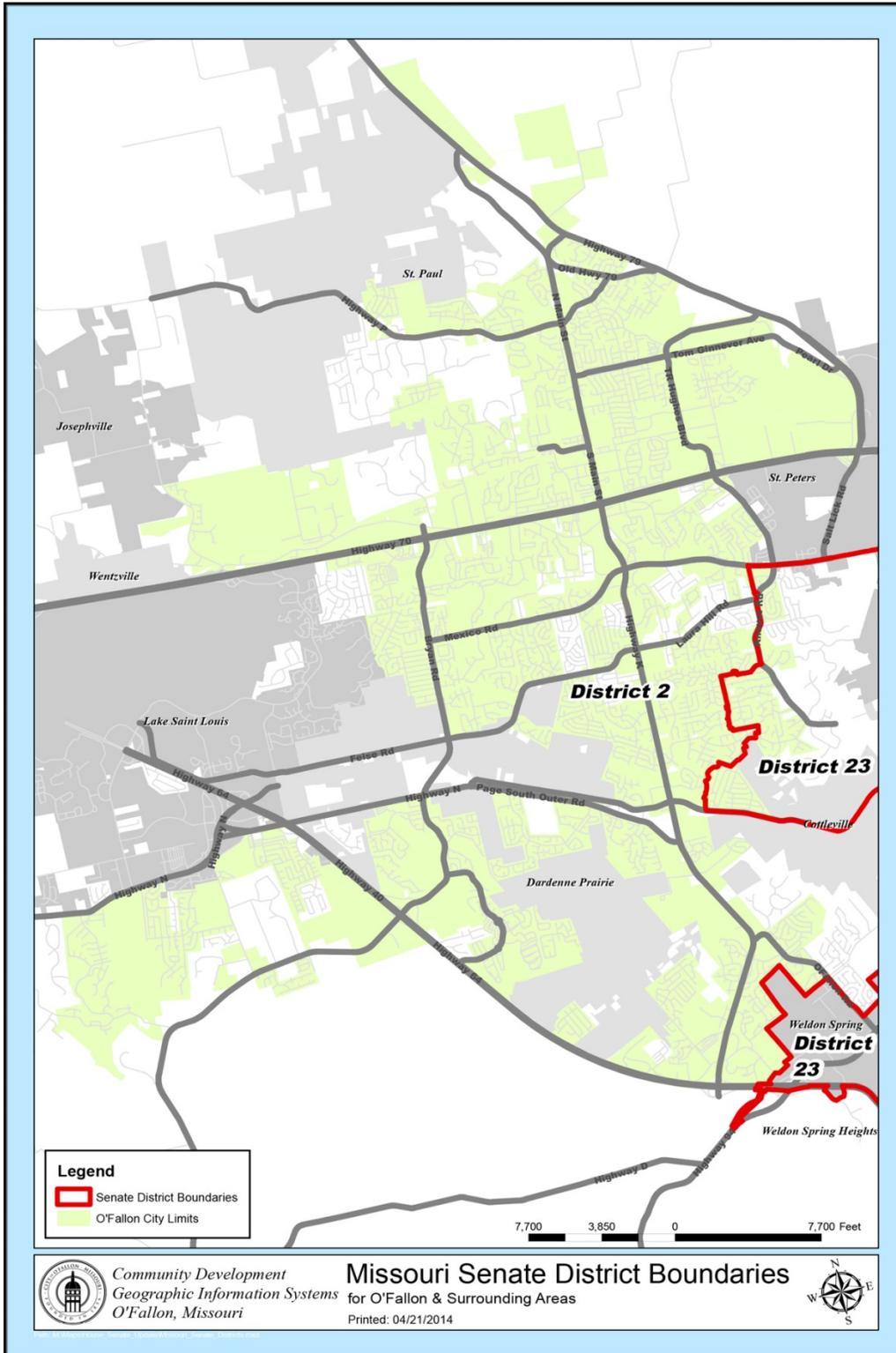
The guiding principle under which the East-West Gateway Council of Governments shall operate is that the elected officials who are closest to the people should exercise the leadership and have the primary responsibility for dealing with those problems which require action on an areawide basis.

The EWGCOG publishes a weekly bulletin titled Local Government Briefings. If you would like to subscribe to this newsletter, you can contact Gary Pondrom, Editor, at garyp@ewgateway.org or by phone at (314) 421-4220.

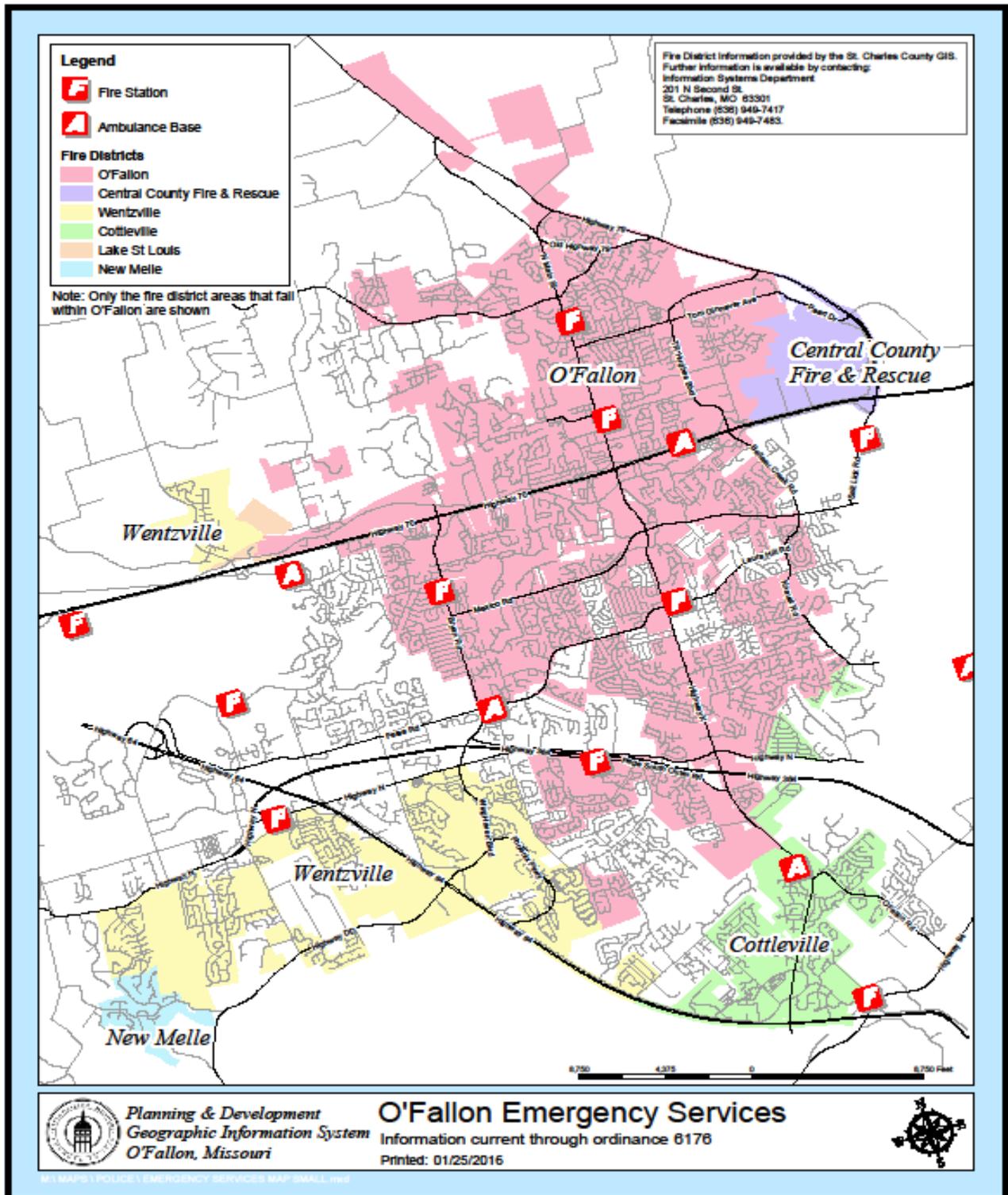
Missouri House District Boundary Map



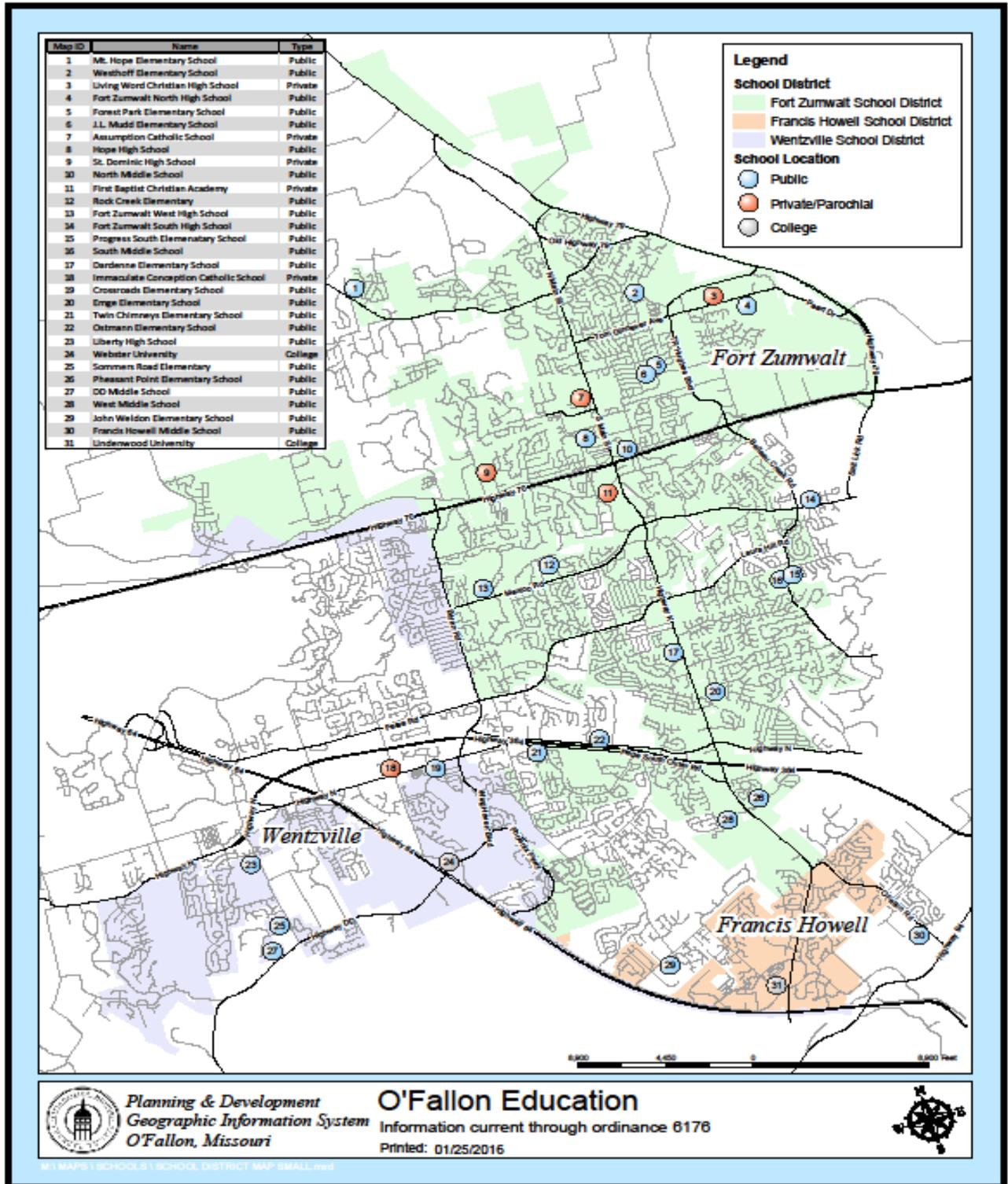
Missouri Senate District Boundary Map



Emergency Service Map



School District Map



➤ Election Authority

The Election Authority Office is located at 397 Turner Boulevard in St. Peters, MO. They are located off Highways 70 and 79 in St. Peters. Exit off of Hwy 70 and head north on Hwy 79. Get in the right lane and bear right onto the North Outer Road exit. You will come to a stop sign. Go straight, crossing over the North Outer Road and enter into Turner Boulevard. The St. Charles County Election Authority is the second building on the right. They are open Monday through Friday from 8:00 a.m. until 5:00 p.m.

You can access information for polling places in your Ward, Election Calendar, voter registration and candidate information by visiting their website at <http://election.sccmo.org/election/>

➤ Missouri Ethics Commission

Statutory Authority [Chapter 105.450 through 105.467](#). - <http://www.moga.mo.gov/mostatutes/ChaptersIndex/chaptIndex105.html> *this is intended only as a summary to aid understanding of the Conflict of Interest Law.*

Prohibited Acts

Elected or appointed officials, or employees of the state or any political subdivision, cannot use confidential information in the course of their employment or official capacity with the intent to have financial gain for him or herself, his or her spouse or dependent children, or any business with which they are associated. They cannot perform any service for any agency of the state or political subdivision where he or she is elected or employed or has supervisory power for pay of more than five hundred dollars per transaction or five thousand dollars per year, unless the service is performed under a contract made after public bid and the bid must be the lowest received.

See Conflict of Interest FAQ's for more detailed information.

<http://www.mec.mo.gov/WebDocs/PDF/Complaint/ConflictofInterestFAQs.pdf>

➤ Conflict of Interest/Financial Disclosure

When you filed your Declaration of Candidacy you were given the Guide to Ethics Law the Plain English Summary along with your Personal Financial Disclosure (PFD) and the Notice to Candidate form.

The City of O'Fallon has a conflict of interest ordinance on file with the Missouri Ethics Commission that specifically requires the position you are seeking to file a PFD/Financial Interest Statement if you or a family member (including spouse, children and/or parents) did business, or owns a substantial interest in a business that did business, with the City of O'Fallon in excess of \$500.00, other than compensation, in the preceding 12 months. *If you would like a copy of the Conflict of Interest Ordinance approved by the City Council please contact the City Clerk's office at 636-379-5555.*

If you should have any questions you can contact the Missouri Ethics Commission at 1-573-751-2020 or visit their website at www.mec.mo.gov

➤ Sunshine Law

Missouri's Sunshine Law is the embodiment of Missouri's commitment to openness in government. And Chapter 610 of the Revised Statutes of Missouri is the foundation of what has become known as Missouri's Sunshine Law.

Missouri Sunshine Law website

The Missouri Sunshine Law portion of the Attorney General's website is a resource to help Missourians understand Missouri Sunshine Law and its implications for Missouri's public and quasi-public governmental bodies, members of those bodies, those that conduct business with a public governmental body and private citizens.

In particular, this website contains:

- A summary of the Missouri Sunshine Law, in plain English so that non-lawyers can understand Chapter 610 of the Revised Statutes of Missouri - <https://ago.mo.gov/missouri-law/sunshine-law>
- An indexed text of [RSMo](#) Chapter 610, so that lawyers and others can easily locate relevant portions of the Sunshine Law
<http://www.moga.mo.gov/mostatutes/ChaptersIndex/chaptIndex610.html>
- Court decisions and Attorney General opinions that are relevant to the interpretation of Missouri Sunshine Law. <https://ago.mo.gov/missouri-law/sunshine-law/court-decisions-and-ag-opinions>
- Sample language for documents that relate to Sunshine requests and complying with Sunshine Law. - <https://ago.mo.gov/missouri-law/sunshine-law/sample-language-forms>
- The top ten list of things that you should know about Missouri Sunshine Law. <https://ago.mo.gov/missouri-law/sunshine-law/sunshine-law---top-10>
- Frequently asked questions about Missouri Sunshine Law, indexed by topic, so that you can find the answer to your question quickly. <https://ago.mo.gov/missouri-law/sunshine-law/sunshine-law-faqs>
- An online form to file a complaint about a Sunshine Law violation. <https://ago.mo.gov/missouri-law/sunshine-law/sunshine-law-complaint-form>
- A simple online form to request that one of our Assistant Attorneys General speak to your group about the Sunshine Law. <https://ago.mo.gov/about-us/request-a-speaker>

➤ Sign Code for Campaign Signage

In order to allow all parties in the political process full use of their rights to speech under the First Amendment; as well as, protecting the communal integrity of the City of O'Fallon on behalf of the residents, the City has put in place guidelines for posting and display of signage posted in conjunction with an election or political event.

Political/Campaign signs can be installed on any property regardless of zoning, provided you have the property owner's permission, and provided that the signs comply with our zoning code.

For more detailed information please refer to our Municipal Code that is available on our website at www.ofallon.mo.us – click on the Government tab and select Municipal Code tab - <http://ecode360.com/OF3382>

