

AN ORDINANCE RE-ESTABLISHING THE PROVISIONS OF SECTIONS 120.010 THROUGH 120.070 OF THE CODE OF ORDINANCES OF THE CITY OF MANCHESTER, MISSOURI WHICH ESTABLISHES THE CITY'S PROCEDURE FOR THE DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST AND SUBSTANTIAL INTEREST FOR CERTAIN MUNICIPAL OFFICIALS OF THE CITY OF MANCHESTER, MISSOURI.

WHEREAS, the Board of Aldermen of the City of Manchester, Missouri, by way of Ordinance No. 91-575, adopted on the 19<sup>th</sup> day of August, 1991, did enact Sections 120.010 through 120.070 of the Municipal Code of the City of Manchester, Missouri (the "Code"), which establishes a procedure to provide for the disclosure of potential conflicts of interest and substantial interest for certain municipal officials of the City of Manchester, and,

WHEREAS, the aforementioned sections were adopted by the City of Manchester, Missouri in response to Section 105.485.4 of the Revised Statutes of Missouri which permits political subdivisions of the State of Missouri to "opt-out" from the provisions of such statute and establish their own method of disclosing potential conflicts of interest and substantial interests biennially adopt an ordinance, order or resolution establishing and making public the method of disclosing potential conflicts of interest and substantial interests, and,

WHEREAS, the Board of Aldermen of the City of Manchester, Missouri in compliance with the provisions of Chapter 105 of the Revised Statutes of Missouri wishes to make public the City's method of disclosing potential conflicts of interest and substantial interests.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF MANCHESTER, STATE OF MISSOURI, AS FOLLOWS:

Section One: In conformance with §105.485.4 RSMo., the Board of Aldermen of the City of Manchester, Missouri hereby adopts this Ordinance re-establishing and making public the City's method of disclosing potential conflicts of interest and substantial interests and re-establishes the procedures set for in Sections 120.010 through 120.070 of the Code, attached as Exhibit 1 and incorporated herein by reference.

Section Two: The Board of Aldermen further re-adopts and re-approves the financial disclosure form available at [https://www.mec.mo.gov/WebDocs/PDF/Fillable/PFD/PFD%20Form-Short\\_06\\_2015%20-%20fillable.pdf](https://www.mec.mo.gov/WebDocs/PDF/Fillable/PFD/PFD%20Form-Short_06_2015%20-%20fillable.pdf) and attached as Exhibit 2 to be filed with the City and the Missouri Ethics Commission by each official, officer, employee, and candidate required to make such disclosures by Sections 120.010 through 120.070 of the Code (attached as Exhibit 2). The Board therefore expressly excludes the City's officials, officers, employees and candidates from the filing requirements set forth in §105.483(11) and §105.485(2) RSMo., with regard to filing of financial interest statements as required by §105.485(2) RSMo..

Section Three: The City Clerk is hereby authorized and directed to send a certified copy of this Ordinance to the Missouri Ethics Commission within ten (10) days of its adoption.

Section Four: This Ordinance shall be in full force and effect from and after its date of passage and being signed as provided by law.

PASSED AND APPROVED THIS 5<sup>th</sup> DAY OF AUGUST 2024.

INTRODUCED BY ALDERMAN STREETER

BILL NO. 24-2542

ORDINANCE NO. 24-2424

CITY OF MANCHESTER, MISSOURI

By *Paul Clement*  
Mayor

ATTEST:

*Manik Mg.*  
City Clerk

## EXHIBIT 1

**Chapter 120 Conflicts of Interest****Section 120.010 Declaration of Policy.**

The proper operation of municipal government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of the government structure; that public office not be used for personal gain; that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established a procedure for disclosure by certain officials and employees of private financial or other interests in matters affecting the City.

**Section 120.020 Conflicts of Interest.**

All elected officials, appointed officials and employees of the City shall comply, in all respects, with the applicable provisions of Sections 105.452 and 105.454 of the Revised Statutes of Missouri as such may, from time to time, be amended. In addition, the Mayor or any member of the Board of Aldermen who has a substantial personal or private interest, as defined in Chapter 105 of the Revised Statutes of Missouri, in any measure, bill, order or ordinance shall disclose on the records of the Board of Aldermen the nature of his/her interest and shall disqualify himself/herself from voting on any matters relating to this interest.

**Section 120.030 Disclosure Reports.**

A. Each official, officer or employee or candidate for office of the City and the City Administrator shall disclose in writing the following information by May first (1st) of each year if any such transactions were engaged in during the previous calendar year:

1. For such person, and all persons within the first degree of consanguinity or affinity of such person, the date and identities of the parties to each transaction with a total value in excess of five hundred dollars (\$500.00), if any, that such person had with the City, other than compensation received as an employee or payment of any tax, fee or penalty due to the City, and other than transfers for no consideration to the City; and
2. The date and the identities of the parties to each transaction known to the person with a total value in excess of five hundred dollars (\$500.00), if any, that any business entity in which such person had a substantial interest, had with the City, other than payment of any tax, fee or penalty due to the City or transactions involving payment for providing utility service to the City, and other than transfers for no consideration to the City.
3. The City Administrator shall further disclose in writing by May first (1st) each year for the previous calendar year the following information:
  - a. The name and address of each of the employers of such person from whom income of one thousand dollars (\$1,000.00) or more was received during the year covered by the statements;
  - b. The name and address of each sole proprietorship that he/she owned; the name, address and the general nature of the business conducted of each general partnership and joint venture in which he/she was a partner or participant; the name and address of each partner or co-participant for each partnership or joint

venture unless such names and addresses are filed by the partnership or joint venture with the Secretary of State of the State of Missouri; the name, address and general nature of the business conducted by any closely held corporation or limited partnership in which the person owned ten percent (10%) or more of any class of the outstanding stock or limited partnership units; and the names of any publicly traded corporation or limited partnership that is listed on a regulated stock exchange or automated quotation system in which the person owned two percent (2%) or more of any class of outstanding stock, limited partnership units or other equity interest;

c. The name and address of each corporation for which such person served in the capacity of a director, officer or receiver.

**Section 120.040 Filing of Reports.**

The reports, in a format which shall be on file in the City offices, shall be filed with the City Administrator and with the Missouri Ethics Commission. The reports shall be available at the City of Manchester City Hall for public inspection and copying during normal business.

**Section 120.050 Financial Interest Statements – Filed – When.**

A. The financial interest statements shall be filed at the following times, but no person is required to file more than one (1) financial interest statement in any calendar year.

1. Each candidate for elective office who is required to file a personal financial disclosure statement shall file a financial interest statement no later than fourteen (14) days after the close of filing at which the candidate seeks nomination or election, and the statement shall be for the twelve (12) months prior to the closing date, except that in the event an individual does not become a candidate until after the date of certification for candidates, the statement shall be filed within fourteen (14) days of the individual's nomination by caucus. The appropriate election authority shall provide to the candidate at the time of filing for election written notice of the candidate's obligation to file pursuant to Sections 105.483 to 105.492, RSMo., and the candidate shall sign a statement acknowledging receipt of such notice.

2. Each person appointed to office and each official or employee described in Section 105.483, RSMo., who is not otherwise covered in this Subsection shall file the statement within thirty (30) days of such appointment or employment.

3. Every other person required to file a financial interest statement shall file the statement annually not later than May first (1st) of each year, and the statement shall cover the calendar year ending immediately preceding December thirty-first (31st); provided, that any member of the Board of Aldermen may supplement the financial interest statement to report additional interests acquired after December thirty-first (31st) of the covered year until the date of filing of the financial interest statement.

**Section 120.060 Applicable Definitions.**

All terms used herein shall be defined, if applicable, by the laws of the State of Missouri therefore provided.

**Section 120.070 Violation.**

**INTRODUCED BY ALDERMAN STREETER**

**BILL NO. 24-2542**

**ORDINANCE NO. 24-2424**

---

Any person who knowingly violates any provisions of this Chapter shall, upon conviction therefore, be punished in the manner provided by Section 105.492 of the Revised Statutes of Missouri as such may, from time to time, be amended.

EXHIBIT 2



Missouri Ethics Commission (MEC)
PO Box 1370, Jefferson City MO 65102, (800) 392-8660, www.mec.mo.gov

Office Use:

Financial Disclosure Statement for Political Subdivisions - 105.485(4), RSMo

1. Statement Information (select one)

Type: [ ] New [ ] Amended

2. Filing Status & Time Period Covered (select one & insert time period)

A. Filing Status

- [ ] Annual Filer: file from Jan 1 to Dec 31 of prior year (if no longer serving, enter the time period served), due by May 1
[ ] Newly Appointed/Employed: file for calendar year before start date, due within 30 days
[ ] Incumbent Candidate: file from Jan 1 of prior year to closing date for candidacy (may be longer than 12-month period), due within 14 days of closing date for candidacy
[ ] New Candidate: file for the 12-month period before the closing date for candidacy, due within 14 days of closing date for candidacy

B. Time Period Covered: From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ (mm/dd/yyyy)

3. Filer Information

Form fields for Filer's name, Spouse's name, Mailing address, City, State, Zip, Dependent child's name, Political Subdivision or State Agency, Title (Position/Office Seeking)

[ ] Check if spouse is filing separate from yourself (if your spouse is not required to file a PFD, this statement MUST disclose his/her information).

\*Includes all children, stepchildren, foster children and wards under the age of eighteen residing in the person's household and who receive in excess of 50% of their support from the person.

4. Transaction Information

A. List the transactions, valued at more than \$500, you, your spouse, or any relative within the first degree of blood or marriage had with the political subdivision listed above. Do not include compensation received as an employee, payment of taxes, fees or penalties or transfers for no consideration.

Form fields for Date (mm/dd/yyyy) and Parties involved in transaction (repeated twice)

B. List the transactions for any business entity, in which you, your spouse, or dependent child(ren) held a substantial interest, that conducted business with the political subdivision listed above valued at more than \$500. Do not include payments of taxes, fees or penalties due to the political subdivision or transactions involving payment for providing utility service to the political subdivision or transfers for no consideration. (NOTE: Substantial interest includes ownership of 10% of the business entity or interest valued at \$10,000 or more, or from which a salary, gratuity or other compensation of \$5,000 or more is paid per calendar year).

Form fields for Date (mm/dd/yyyy), Name of Business, and Parties involved in transaction (repeated twice)

5. Signature (select one, sign & date)

- [ ] I affirm and attest under penalty of perjury that information and facts in this report are complete, true, and accurate. I further acknowledge that I am aware that any false statement or declaration made herein is punishable under Ch. 575 RSMo.
[ ] I affirm and attest under penalty of perjury that information and facts in this report are complete, true, and accurate and that my spouse has refused or failed to provide information concerning his or her financial interest and that I have no working knowledge of such interests. I further acknowledge that I am aware that any false statement or declaration made herein is punishable under Ch. 575 RSMo.

Form fields for Filer's Signature (Required) and Date (mm/dd/yyyy)

**INTRODUCED BY ALDERMAN STREETER**

**BILL NO. 24-2542**

**ORDINANCE NO. 24-2424**

---

**NOTE:** The following information is required from the **Chief Administrative Officer** and **Chief Purchasing Officer** only. Include information for filer, spouse and dependent child(ren).

**6. Employment**

List the name and address of each employer from whom you, your spouse, or dependent child(ren) received income of \$1,000 or more during the time period covered by this statement.

_____ Employer Name	_____ Employer Address/City/State/Zip	_____ Person's name whom received income
_____ Employer Name	_____ Employer Address/City/State/Zip	_____ Person's name whom received income

**7. Sole Proprietorships**

List each sole proprietorship owned by you, your spouse or dependent child(ren) during the time period covered by this statement.

_____ Sole Proprietorship Name	_____ Sole Proprietorship Address/City/State/Zip
_____ Sole Proprietorship Name	_____ Sole Proprietorship Address/City/State/Zip

**8. General Partnerships, Joint Ventures**

List each general partnership and joint venture in which you, your spouse or dependent child(ren) were a partner or participant, and the names of partners or co-participants, unless such names and addresses are filed with the Secretary of State, during the time period covered by this statement.

_____ General Partnership or Joint Venture Name	_____ Address/City/State/Zip	_____ Nature of Business	_____ Partner/Coparticipant's Name & Address	_____ Party Involved
_____ General Partnership or Joint Venture Name	_____ Address/City/State/Zip	_____ Nature of Business	_____ Partner/Coparticipant's Name & Address	_____ Party Involved

**9. Stocks, Bond & Other holdings**

EXCEPTION: Interest in any qualified plan or annuity pursuant to the Employees Retirement Income Security Act (ERISA) is not required to be listed.

A. *Limited Partnerships, Closely-held Corporations:* List the name of any closely-held corporation/limited partnership in which you, your spouse, or dependent child(ren) own ten percent (10%) or more of any class of the outstanding stock or units during the time period covered by this statement.

_____ Limited Partnership/Closely-held Corporation Name	_____ Address/City/State/Zip	_____ Nature of business	_____ Party Involved
_____ Limited Partnership/Closely-held Corporation Name	_____ Address/City/State/Zip	_____ Nature of business	_____ Party Involved

B. *Publicly Traded Corporation or Limited Partnership:* List the name of any publicly traded corporation or limited partnership which is listed on a regulated stock exchange or automated quotation system in which you, your spouse or dependent child(ren) own two percent (2%) or more of any class of outstanding stock, units or other equity interests during the time period covered by this statement.

_____ Corporation/Limited Partnership Name	_____ Party Involved
_____ Corporation/Limited Partnership Name	_____ Party Involved

**10. Corporations**

List the name and address of each corporation for which you, your spouse, or dependent child(ren) served in the capacity of a director, officer or receiver during the time period covered by this statement.

_____ Corporation Name	_____ Corporation Address/City/State/Zip	_____ Person's name who served in this capacity
_____ Corporation Name	_____ Corporation Address/City/State/Zip	_____ Person's name who served in this capacity

This form is required to be filed with the Missouri Ethics Commission and with the governing body of your political subdivision. All elected and appointed officials as well as employees of a political subdivision must comply with §105.454 RSMo., on conflicts of interest and their own local code of ethics.