



Carolen Bailey papers

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TRAINING COURSE APPLICATION
City of Saint Paul

10 OCT 90 9:51

INSTRUCTIONS

- Complete Boxes 1-11. Please Print.
- Submit all copies to supervisor for approval.
- Submit all copies to Training Representative in your Department/Division.
- Training Representative will forward all copies to Training & Development.
- Training & Development will return the white copy to you to confirm admission or to explain why you were not admitted.

1. Applicant's Name

Carolyn Bailey

2. Title

Police Lieutenant

3. Department/Division

Police/Training

4. Work Address and Zip Code

100 East 11th St. 55101

5. Social Security No.

6. Work Phone

292-3525/292-3555

7. Reason For Applying

To improve job skills.

8. Course Title

ETHICS

9. Course Date

Tues. Oct. 23, 1990

10. Course Time

0830 - 1100 hours

11. Course Location

1504 City Hall Annex

12. Supervisor's Signature

Date

13. Training Representative's Signature

Date

Capt. Ross Lundstrom

10/9/90

ADMITTED

NOT ADMITTED because:

Course Filled Other

If you have any questions, please contact your Department/Division's Training Representative or Training & Development (298-6861).

DISTRIBUTION

White

Employee Confirmation Copy

Yellow

Department/Division Copy

Pink

Training & Development Copy



Carolyn Bailey
Police Department
100 East 11th Street
St. Paul, MN 55101

MANAGEMENT DEVELOPMENT PROGRAM

ETHICS

October 23, 1990
8:30 a.m. to 11:00 a.m.
1504 City Hall Annex

COURSE INFORMATION

This seminar is designed to help mid-level managers sort through the legal and moral considerations of conducting public business. Case studies involving ethical issues will be analyzed in group discussion.

OBJECTIVES: At the end of the course, participants will be able to:

- Identify ethical issues affecting the role of the public manager
- Describe St. Paul Code of Ethics and laws regulating the conduct of City employees
- Recognize potential conflicts of interest and how public perception regulates the conduct of public managers

INSTRUCTOR

John McCormick, Deputy City Attorney

WHO SHOULD ATTEND

This seminar is intended primarily for managers and supervisors. The cases will involve middle management decisions and situations. In order to maximize group participation and discussion, the class will be limited to 22.

REGISTRATION DEADLINE: Extended to October 18

REGISTRATION INFORMATION

Submit training application to your Training Advisory Committee member.
For additional information call, 298-4221, Training and Development.

TRAINING AND DEVELOPMENT
OFFICE OF PERSONNEL AND LABOR RELATIONS

Guide:

1. Law? (seldom applies)
2. Is it fair? (common-sense)
3. In-put/dissussion/feedback to work through.
4. How will this play publicly (media response)?
Would it seem appropriate to taxpayers?
"Soucherizing" it.

Supervisors must set examples/guidelines on many ethical issues because often no rules. Management must provide job challenges, expect job to get done, & trust them.

Established values & principles.

"What's right for employees is right for supervisors, & vice-versa."

"ETHICS"

ETHICS DISCUSSION QUESTIONS

1. Sampler No. 1

- A. Some employees whom you supervise are required by their job duties to travel among a number of work sites. Several of them have asked you if it is permissible to make brief stops for personal business (like to pick up dry cleaning or to stop at the grocery for a few items) as they travel from one site to another. They have mentioned a willingness to confine their personal business to a designated break or lunch time. Discuss the legal/ethical considerations presented by their inquiry. Explain your answer to them and the reasons.
- B. Your department or division has replaced a number of old electric typewriters with typewriters with memories. One of the old typewriters is broken and you receive permission from the purchasing department to put it in the trash because the cost to fix it is prohibitive. One of your employees would like to take it out of the trash and home where he or she thinks he can fix it or at least use some of the parts. What do you tell that employee and why?

A. No for policy in uniform + no "official" breaks. Difficult to control. Always opportunity to be "on the way." Others "yes for lunch only." Difficult to make exceptions for conscientious employees.

B. Auction, donate to charity. Purchasing reviews. Devise method so city isn't wasting.

There is no law regulating use of city equipment except "political purpose." (for personal use)

2. As part of its efforts to attract the lunch crowd from downtown, a number of restaurants in the Grand Avenue and Cathedral Hill areas have joined together to provide free shuttle bus service from five different points downtown to their restaurants and back downtown. Additionally, some of these restaurants encourage patrons to put their business cards in a large bowl from which weekly drawings are held. The prize is a free hors d'oeuvre party and a reduced rate for beverages for the winner and fifty of his or her friends.

Discuss what, if any, legal/ethical considerations there may be for city employees who wish to take advantage of these offers. Would the considerations be any different for those employees and elected officials involved in the licensing process from those who are not?

3. Sampler No. 2

- A. You have spent a considerable amount of time negotiating a consultant contract with a private organization and are close to an agreement. Your counterpart in that organization offers you two complimentary tickets to an event of interest to you (like a Twins game or a concert at the Met Center or Ordway or a play at the Guthrie).

Discuss what, if any legal/ethical considerations are presented by this situation. Would it make any difference if the private firm has never done business with the City or if it has a number of other City contracts? Would it make any difference if the offer came after the contract was negotiated and signed? Would it make any difference if the offer was for four or eight or fifteen tickets?

- B. You supervise a city employee who has come to you for advice about what to do with a gift from an old friend. This friend owns a small business which provides temporary clerical services to the city when permitted by the Civil Service Rules. The contract is handled entirely by the Personnel Office. The city employee has no involvement in this business arrangement. What additional information might you need to adequately advise this employee? Discuss the legal/ethical considerations posed by this situation.

4. The powers and duties of the City's Riverfront Commission are as follows:

"to report to the Mayor and City Council upon the general issue of the riverfront promotions, such consideration to include, but not limited to the following goals: to protect and promote the river and the river corridor for multiple purposes...; to maintain the river's value and utility for transport of goods and to upgrade and protect the aesthetic, cultural, historic and scientific attributes of the river; to promote the downtown segment of the river valley as a place along the river where all of the above activities can occur within a highly intensive and active atmosphere, development efforts to focus on integrating the multiple uses..."

You supervise the city employees who provide staff assistance (non-clerical) to this Commission. Discuss the practical/legal/ethical considerations involved in the appointment to this Commission of persons who own or manage businesses located on the riverfront or who own property on the riverfront. Discuss the preparation and general advice you would provide for the city employees who are staff to this Commission.

5. An employee whom you supervise is a self-taught computer whiz and on his or her own time has developed a number of computer programs sold through a local software company. The city, through several city departments, have contracts with the software company which markets the employee's software. This employee has heard that he or she cannot be a party to any sale, lease or contract with the city and comes to you for advice and clarification as to what the city policy is. What additional information would you need? Discuss the legal/ethical considerations created by this situation.

QUESTION NO. 6.

You are a supervisor in the Division of Parks and Recreation. You supervise an employee who is a resident of the City of Saint Paul. Recently the division has announced its plans for the development and redesign of a park located in this employee's neighborhood that he thinks is totally wrong and does not meet the needs of his neighborhood. The neighbors have organized a group to oppose the division's plans for this neighborhood park. The employee wants to join this group. Is it alright? Are there limitations placed on his participation due to his employment with the Division of Parks and Recreation?

What if, as part of his job duties in the division he is assigned tasks that implement the very plans to which he objects so strongly? Assuming these tasks are legal, does he have the right to refuse to perform them?

QUESTION NO. 7.

You are a supervisor in a department that is planning an open house to provide the public with an insight and appreciation of the services provided by your department. You would like to serve some refreshments but have no money budgeted or available.

Your department uses contractors extensively. These contracts are awarded through a bidding process based on specifications determined and developed by you and your staff. As a result, you have close working relationships with these contractors. Your boss asks that you approach these successful bidders and request donations to cover the costs of providing these refreshments. Is this appropriate?

After hours you are at a social occasion and encounter an employee from your division using a controlled substance. What do you do? Do you leave the party, ignore the situation, or confront the individual? Assume you are that employee's supervisor, does that change your approach? If the individual works either in a sensitive position or drives a City vehicle in his/her job, does that influence what you do?

What if you observe this individual using a controlled substance or drinking an alcoholic beverage during the work day? What if it is during their break? What if you see them drinking or using a controlled substance while in a City building or a City vehicle? Would that make a difference to you?

What if it appears this person has a serious chemical dependency problem and it is affecting his/her work and their performance? Would that change your approach to this problem?

John McCormick
Deputy City Attorney
298-5121

CITY OF SAINT PAUL
CODE OF ETHICS

I. CREDO - St. Paul Administrative Code Section 24.02

WE BELIEVE that government service is a worthy calling. We are proud of the privilege of serving the public and our customer agencies.

WE AFFIRM the dignity and value of the service we render and strive for a constructive, creative and practical approach to our work and responsibilities.

WE DEDICATE ourselves to the highest ideals of honor and integrity and the principles of equality for all regardless of race, color, sex, age or national origin.

WE BELIEVE it is our duty continually to improve our abilities and skills in order to sustain productive and quality performance.

WE EMPHASIZE a friendly and courteous attitude and seek to present a positive image of public service.

WE RESPECT and treat as privileged information accepted in trust and believe that all matters of personnel should be handled fairly according to established rules.

WE BELIEVE that personal gain, either immediate or in the future, secured by the misuse of one's position is totally unethical. PUBLIC SERVICE IS A PUBLIC TRUST.

II. WORKING HOURS - City Charter Section 2.03

"No employee or officer of the City shall during the hours of his employment, perform any service or do any work except for the city, and shall during such hours, devote all his efforts and time to said city."

III. FINANCIAL INTERESTS

A. General Rule.

Unless otherwise permitted by law, no city officer or employee shall be a party to or have a direct financial interest in any sale, lease or contract with the city. St. Paul City Charter Section 17.04. St. Paul Administrative Code Section 24.03, Subd. 1.

B. Sanctions. Charter Section 17.04; St. Paul Administrative Code Section 24.03, Subd. 1a.

1. For wilfully concealing the direct financial interest and wilfully violating Charter Section 17.04 and St. Paul Administrative Code Section 24.03:
 - a. Employees - guilty of malfeasance in position; constitutes just cause for termination;
 - b. Elected Official - guilty of malfeasance in office; must resign.
2. Contract may be voided by action of the City Council or by Court Order.
3. Monies paid as a result of a violation may be recovered in a lawsuit.

C. Permitted Financial Interests. St. Paul Administrative Code Section 24.03, Subd. 1c.

1. collective bargaining agreements;
2. sale and purchase of surplus city property (when conducted in accordance with state law);
3. licenses;
4. zoning variances;
5. street vacations;
6. acquiring or granting of easements;
7. acquisitions of real estate (when conducted in accordance with the provisions of St. Paul Legislative Code Chapter 51.)

IV. GIFTS. St. Paul Administrative Code Section 24.03, Subd. 3.

A. Definition of Gift.

1. Any gift, favor, service or services, money or thing having any value.
2. Specifically excluded by Section 24.03, Subd. 3a:
 - a. a gift whose value does not exceed \$50.00;
 - b. campaign contributions received and accounted for in accordance with St. Paul Legislative Code Chapter 28;
 - c. the giving, receiving or exchange of gifts between officers and employees of the city;
 - d. the gift or receipt of awards, memorial plaques and trophies, having nominal intrinsic value;
 - e. the gift or receipt of tickets entitling the bearer to admission to a sporting, theatrical, musical, testimonial, exhibition or other promotional event;
 - f. the gift or receipt of a breakfast, lunch or dinner;
 - g. the giving, receiving or exchanging of gifts between spouses and among relatives up to and including the fourth degree of kindred according to civil law.

B. Rule.

Public officials and employees may not receive gifts from:

1. a person, firm or corporation having any relationship (business, administrative, legislative, contractual, etc.) with the city;

2. any person, firm or corporation where the gift would or could make the employee or officer susceptible to compromise or influence in any matter relating to office or employment;
3. any corporation, labor union, partnership or professional association.

C. Disposition of Unauthorized Gifts.

1. Return to the donor; OR
2. Transmit to the city treasurer.
3. Notify city's chief accountant of the receipt of monetary property not authorized.

D. More Restrictive Measures.

1. May be adopted by department and office directors.
2. Must be in writing, reviewed by city attorney, approved by mayor, and filed with city clerk.

E. Sanctions for Violations.

1. Criminal - misdemeanor for violation of St. Paul Administrative Code Section 24.03, Subd. 3 but not for violation of more restrictive department or office policies.
2. Civil - where permitted or required by law, grounds for discharge, suspension or other appropriate disciplinary action against a city employee or non-elected official.

V. USE OF CITY PROPERTY. St. Paul Administrative Code Chapter 29.

A. Rule.

1. It is unlawful for any person (not just an employee) to use city property for a political purpose.
2. Includes anyone who aids and abets.

B. Exclusions for the Rule.

1. Holding of precinct caucuses in accordance with law.
2. Providing registered voter lists in accordance with law.
3. Providing official records in accordance with law.

C. Sanctions.

1. Misdemeanor - using or aiding and abetting use of city property for political purpose.
2. Reimbursement.
3. Misdemeanor - failure to make reimbursement.

VI. STATEMENTS OF ECONOMIC INTEREST. St. Paul Administrative Code Section 24.03, Subd. 2.

Must be provided by all elected officials and their appointed aids, all department and office directors, and certain other exempt or unclassified employees.

Sec. 1.04. Distribution of powers.

Except as otherwise provided in this Charter or by law, the powers of the city shall be vested in an elective chief executive, the mayor, and an elective legislative body, the council. The mayor shall exercise all powers and perform all executive duties given to the office of mayor by this Charter, the ordinances of the city and the laws of the state. The council shall exercise the legislative powers.

Sec. 1.05. Charter a public act.

This Charter shall be a public act and need not be pleaded or proved.

CHAPTER 2. ELECTIVE OFFICIALS

Sec. 2.01. Elective officials.

There shall be a mayor elected by the voters of the city at large, and seven (7) councilmembers, each elected from a council district as provided herein, and such judges and other officials as are provided by statute and elected as provided therein.

Editor's note—Section 2.01 amended by Ord. No. 16363, C.F. 269922, adopted by the city council Nov. 8, 1977, pursuant to Minnesota Statutes, Sec. 410.12, abolishing office of constable for the sixth ward and at large. Section 2.01 further amended, election Nov. 4, 1980; see Resolution, C.F. 275919 and Note 1 following this chapter; further amended by Ord. No. 17412, see Note 4 following this chapter.

Sec. 2.02. Terms.

The mayor shall hold office for a term of four (4) years and each councilmember shall hold office for a term of two (2) years commencing on the first business day of January of the year following their election and until a successor is elected and qualifies.

Note—Amended, see notes 2 and 4 following this chapter.

Sec. 2.02.1.

The term of office for the mayor and each councilmember elected at the 1982 spring election shall expire on the first business day of January, 1984.

Note—Amended, see notes 2 and 4 following this chapter.
Supp. No. 2

* Sec. 2.03. Time devoted to duties.

No employee or officer of the city shall, during the hours of his employment, perform any service or do any work except for the city, and shall, during such hours, devote all his efforts and time to said city.

Sec. 2.04. Vacancy.

An elective office becomes vacant when the incumbent dies, resigns by a writing filed with the city clerk, is convicted of a felony, ceases to reside in the city, or is adjudged incompetent by a court of competent jurisdiction, or when a councilmember ceases to reside within the council district from which elected.

Editor's note—Section 2.04 amended, election Nov. 4, 1980; see Resolution, C.F. 275919 and Note 1 following this chapter; further, amended, see Note 4 following this chapter.

Sec. 2.05. Filling vacancies.

(A) *Interim appointee.* The council may within thirty (30) days of a council vacancy elect a qualified voter of the city to fill the vacancy as an interim appointee until such time as a successor is elected as set forth below or for the remainder of the unexpired term if the council vacancy occurs after the last day for the filing of affidavits of candidacy for United States Representative. If a tie vote occurs in the filling of a vacancy in the office of councilman, the mayor shall break the tie.

In the event that the council does not fill the council vacancy within thirty (30) days, the mayor shall within ten (10) days thereafter appoint a qualified voter of the city to fill the vacancy as an interim appointee until such time as a successor is elected as set forth below or for the remainder of the unexpired term if the vacancy occurs after the last day for the filing of affidavits of candidacy for United States Representative.

If a vacancy occurs in the office of mayor, the council shall within thirty (30) days elect a qualified voter of the city to fill the vacancy as an interim appointee until such time as a successor is elected as set forth below or for the remainder of the unexpired term if the vacancy occurs on or after July 1 of the third year of the mayoral term.

CHAPTER 17. GENERAL PROVISIONS

Sec. 17.01. Official publications.

The council shall designate a legal newspaper of general circulation in the city as its official newspaper in which shall be published ordinances and other matters required by law or Charter to be so published as well as such other matters as the council may deem it in the public interest to have published in this manner. At any time after a newspaper has been the official newspaper for at least one year, the council may make a new designation.

Editor's note—Section 17.01 amended by Ord. No. 16065, C.F. 26752S, adopted by the city council Aug. 12, 1976, pursuant to Minnesota Statutes, Section 410.12.

Sec. 17.02. Current files.

The city clerk shall keep a properly indexed current file of all city ordinances and resolutions, and this file shall be available for public inspection during the customary working hours observed by city employees. Copies of ordinances, resolutions and Charter amendments shall be distributed or sold to the public at reasonable prices to be fixed by the council.

Sec. 17.03. Oath of office.

Every elected or appointed official of the city shall, before entering upon the duties of his office, take and subscribe an oath in substantially the following form: "I do solemnly swear (or affirm) to support the constitutions of the United States and of the State of Minnesota and to discharge faithfully the duties devolving upon me as (. . . title of office . . .) of the City of Saint Paul to the best of my judgment and ability."

* Sec. 17.04. Financial interest.

Except as otherwise permitted by law, no city officer or employee shall be a party to or have a direct financial interest in any sale, lease or contract with the city.

Any city officer or employee who willfully conceals such a financial interest or willfully violates the requirements of this section shall be

guilty of malfeasance in office or position which shall serve as just cause for termination of an employee or which shall require resignation from city office by an elected official. Violation of this section shall render the contract voidable by the city council or by a court of competent jurisdiction. Any monies paid as the result of such violation may be recovered by a joint and several action from the parties to the sale, lease or contract and the city officer or employee interested in the same.

Editor's note—Section 17.04 amended by Ord. No. 1750S, C.F. 87-1456, adopted by city council Nov. 4, 1987, pursuant to Minnesota Statutes, Section 410.12.

Sec. 17.05. Official bonds.

The mayor and such other officers or employees of the city as may be required by administrative ordinance shall each, before entering upon the duties of his respective office or employment, give a bond to the city as security for the faithful performance of his official duties and the safekeeping of public funds. The bonds shall be in such form and amount as may be fixed by the council and may be either individual or blanket bonds at the discretion of the council. They shall be approved by the council, approved as to form by the city attorney, and filed with the city clerk. The premiums on such bonds shall be paid by the city.

Sec. 17.06. Charter amendment.

This Charter may be amended in any manner provided by law.

Sec. 17.07. On-sale liquor licenses.

The issuance and location of on-sale intoxicating liquor licenses shall be subject to the provisions of this section; provided, that this shall not apply to or include on-sale wine licenses.

Editor's note—Section 17.07 amended and to include Sections 17.07, 17.07.1, 17.07.2 and 17.07.3 by Ord. No. 17171, C.F. 84-1143, adopted by the city council Oct. 23, 1984, pursuant to Minnesota Statutes, Section 410.12.

(ii) A contribution or expenditure for activities related to qualifying a question for placement on the ballot is a contribution or expenditure to promote or defeat the ballot question.

(Code 1956, § 382.03; Ord. No. 16886, 2-18-82; Ord. No. 17158, 9-10-84; Ord. No. 17257, § 3, 7-25-85; Ord. No. 17501, § 4, 10-13-87)

Sec. 28.04. Violations.

(a) *Candidates.* Any candidate, or secretary of a personal campaign committee or treasurer of a committee or political fund who receives, accepts, benefits from, or expends any campaign contributions which said candidate, secretary or treasurer knows to have been contributed or expended in violation of this chapter is guilty of a misdemeanor.

(b) *Contributors.* Any person or responsible officer of an entity who makes a contribution in violation of this chapter is guilty of a misdemeanor. For purposes of this section, "responsible officer" means that person having final decision-making authority to make a contribution where the contributor is some entity other than a person.

(c) *Records and reports.* Any person who is required by this chapter to make reports or keep records and who fails to do so is guilty of a misdemeanor.

(Code 1956, § 382.04; Ord. No. 17501, § 5, 10-13-87)

Sec. 28.05. Contribution limitations.

(a) There shall be no limitations placed on contributions made during the period prior to the time a pre-election, whether primary or general, report is required to be filed.

(b) Between the time not included in a pre-election report and the election, whether primary or general, no individual or committee or political fund shall make contributions to any candidate or committee or political fund with respect to any election, whether primary or general, for a city office which, in the aggregate, exceed the following limitations:

- (1) One thousand dollars (\$1,000.00) per annum, in the case of a candidate for mayor; and

- (2) Seven hundred fifty dollars (\$750.00) per annum, in the case of a candidate for any other city office. (Ord. No. 17158, 9-10-84; Ord. No. 17257, § 4, 7-25-85; Ord. No. 17501, § 6, 10-13-87)

Chapter 29. Unlawful use of city property. *

Sec. 29.01. Prohibition.

It shall be unlawful for any person to use city property for a political purpose.

(Code 1956, § 398.01)

Sec. 29.02. Definitions.

(a) The word "person," as used in Section 29.01, shall include not only the person unlawfully using city property in violation of this chapter, but also any person who intentionally aids, advises, hires, counsels or conspires with or procures another to use city property unlawfully.

(b) *To use.* The phrase "to use," as used in Section 29.01, includes, without limitation by reason of this specification, to operate, to consume, to expend, to employ, to take, to make use of in any way, or to make available to another for the purpose of use, operation, consumption, expenditure, employment, taking or any utilization.

(c) *Property.* The word "property," as used in Section 29.01, includes, without limitation by reason of this specification, any supplies, equipment, materials, machines, machinery, vehicles, stationery, personal services, office or building space, or anything whatever of value.

(d) *City property.* The phrase "city property," as used in Section 29.01, includes, without limitation by reason of this specification, any property which is owned by, leased to, rented by, dedicated to, purchased by, or under the jurisdiction or control of the City of Saint Paul, or any property for which the City of Saint Paul pays a fee or charge. It does not include public lands or areas which are or can be used by permit of the appropriate city department or agency for public meetings or political activities; nor does it include those portions of public buildings open to and used by

members of the public; nor does it include telephones. It does not include any property under the jurisdiction and control of the civic center authority.

(e) *Political purpose.* The phrase "political purpose," as used in Section 29.01, means and includes, without limitation by reason of this specification, the support of or assistance to any candidate for election or reelection to any public office, whether federal, state or local; the support of or assistance to the success or defeat of any petition for initiative, recall or referendum, whether federal, state or local; or such support of or assistance to a committee or group of persons supporting or assisting any candidate or petition for initiative, recall or referendum.
(Code 1956, § 398.02)

Sec. 29.03. Not applicable in certain cases.

Section 29.01 shall not apply to the holding of precinct caucuses in accordance with law; nor to the provision of registered voter lists in accordance with law; nor to the provision of official records in accordance with law.
(Code 1956, § 398.03)

Sec. 29.04. Misdemeanor; reimbursement.

(a) Any person who violates Section 29.01 shall be guilty of a misdemeanor.

(b) Any person who violates Section 29.01 shall make full reimbursement to the City of Saint Paul for such unlawful use or uses in an amount equal to the reasonable value of such use or uses as determined by the department of finance and management services, over such period of time or in such installments as the court shall determine.

(c) Any person who fails to make reimbursement as required by paragraph (b) herein shall be guilty of a misdemeanor.
(Code 1956, § 398.04)

Chapters 30, 31. Reserved

ADMINISTRATIVE CODE

OFFICERS AND EMPLOYEES

§ 24.03

employees and their exclusive representatives comply with outlined procedures. Accordingly, they shall:

- (1) Conduct discussions and negotiations concerning terms and conditions of employment only with the designated representative of the city.
- (2) Submit written demands concerning desired changes in the terms and conditions of employment in accordance with a timetable to be established by the mayor and approved by the city council.
- (3) Present grievances concerning terms and conditions of employment only in accordance with procedures outlined in the collective bargaining agreements or by other grievance procedure established by administrative ordinance of this council.

Sec. 23.05. Supervision of consultants.

Labor relations consultants selected in accordance with Section 23.03(1) herein and approved by the city council shall take direction and be under the supervision of the office of the mayor. The specific duties and responsibilities of consultants shall be set forth in an agreement to be approved by resolution of the city council.

* Chapter 24. Code of Ethics*

Sec. 24.01. Policy.

The public judges its government by the way its public officials and employees conduct themselves in the posts to which they are elected or appointed. City officials and employees hold positions of public trust under the scrutiny of public opinion, and their actions must be above suspicion. The public has a right to expect that city officials and employees will conduct themselves in a manner that will preserve public confidence

*Editor's note—Section 1 of Ord. No. 17499, adopted Oct. 13, 1987, amended the Administrative Code by repealing Ch. 24, §§ 24.01—24.06, pertaining to the code of ethics for city official, and derived from Ord. No. 16391, adopted Jan. 19, 1978; Ord. No. 16628, adopted Jan. 3, 1980; and Ord. No. 17418, §§ 1—4, adopted Dec. 16, 1986. In addition, Ord. No. 17499 enact new provisions designated and included as a new Ch. 24, §§ 24.01—24.03.

Supp. No. 2

in and respect for government. In order to continue the public confidence and the integrity of governmental officials and to promote trust of the people in the objectivity of their public servants, this code of ethics for public officials and employees of the City of Saint Paul is adopted.
(Ord. No. 17499, § 1, 10-13-87)

Sec. 24.02. Credo.

We believe that government service is a worthy calling. We are proud of the privilege of serving the public and our customer agencies.

We affirm the dignity and value of the service we render, and strive for a constructive, creative and practical approach to our work and responsibilities.

We dedicate ourselves to the highest ideals of honor and integrity and the principles of equality for all regardless of race, color, sex, age or national origin.

We believe it is our duty continually to improve our abilities and skills in order to sustain productive and quality performance.

We emphasize a friendly and courteous attitude and seek to present a positive image of public service.

We respect and treat as privileged information accepted in trust, and believe that all matters of personnel should be handled fairly according to established rules.

We believe that personal gain, either immediate or in the future, secured by the misuse of one's position, is totally unethical. PUBLIC SERVICE IS A PUBLIC TRUST.

(Ord. No. 17499, § 1, 10-13-87)

Sec. 24.03. Rules.

(A) Financial Interests:

(1) *Prohibition.* Except as otherwise permitted by law, no city official or employee shall be a party to or have a direct financial interest in any sale, lease or contract with the city.

Any city official or employee who willfully conceals such a financial interest or willfully vio-

lates the requirements of this section shall be guilty of malfeasance in office or position which shall serve as just cause for termination of an employee or which shall require resignation from office by an elected official. Violation of this section shall render the contract voidable by the city council or by a court of competent jurisdiction. Any monies paid as the result of such violation may be recovered by a joint and several action from the parties to the sale, lease or contract and the city official or employee interested in the same.

(2) *Definitions:*

- (a) "City official" shall mean an elected official of the City of Saint Paul.
- (b) "City employee" shall mean a person who holds a classified or unclassified title in the city service. "City employee" shall not include a city official or an independent contractor.

(3) *Permitted interests.* A city official or employee may be a party to or have a financial interest in the following sales, leases or contracts with the city:

- (a) Collective bargaining agreements;
- (b) Pursuant to the provisions of state law, sales and purchases of surplus city property;
- (c) Licenses;
- (d) Zoning variances;
- (e) Street vacations;
- (f) Acquiring or granting of easements;
- (g) Acquisitions of a real estate interest pursuant to the provisions of Chapter 51 of the Saint Paul Legislative Code.

(B) *Statements of Economic Interest:*

(1) *Definitions:*

- (a) "Association." Business, corporation, firm, partnership, limited partnership, committee, labor organization, club or any other group of two (2) or more persons, which includes more than an immediate family, acting in concert.

(b) "Business with which an individual is associated."

1. Any association doing business in Minnesota in connection with which an individual is compensated in excess of fifty dollars (\$50.00) except for actual and reasonable expenses in any month as a director, officer, owner, member, partner, employer or employee, or is holder of securities worth two thousand five hundred dollars (\$2,500.00) or more at fair market value.
2. Any association doing business in Minnesota in connection with which an individual owes money except for customary household expenses, retail credit accounts and mortgage contracts on the principal place of dwelling.

(c) "Financial interest." Any interest which shall yield, directly or indirectly, a monetary or other material benefit (other than duly authorized salary or compensation for services to the city) to the public official, the spouse of the public official and all minor children within the custody and control of the public official.

(d) "Public official." For purposes of this subdivision, "public official" shall include:

1. Members of the city council and their appointed aides;
2. The mayor and the mayor's appointed assistants and aides;
3. The following individuals for as long as their titles are exempt or unclassified:
 - Affirmative action director.
 - Budget director.
 - Chief of police.
 - Deputy chief of police.
 - City attorney.
 - Deputy city attorney.
 - City clerk.
 - City information and complaint officer.
 - Director of community services.
 - Director of finance and management services.
 - Property manager.

Director of human rights.
 Director of planning and economic development.
 Deputy director—Community development.
 Deputy director—Downtown development.
 Deputy director—Housing.
 Deputy director—Neighborhood development.
 Deputy director—Planning.
 Director of public works.
 Fire chief.
 Assistant fire chief.
 Labor relations director.
 Personnel director.

(2) *Contents.* A statement of economic interest required by this section shall be on a form prescribed by the city clerk. The individual filing shall provide the following information:

- (a) Name, address, occupation and principal place of business.
- (b) The name of each business with which the individual is associated and the nature of that association.
- (c) A listing of all real property within the city, excluding homestead property, in which the individual has a fee simple interest, a contract for deed, an option to buy, or any other financial interest, whether direct or indirect, and which interest is valued in excess of two thousand five hundred (\$2,500.00). The filing shall indicate the location of such property.
- (d) The public official's signature and certification of the veracity of the statement.

(3) *Filing.* An individual shall file a statement of economic interest with the city clerk:

- (a) Within ten (10) days of accepting employment as a public official; or
- (b) Within fourteen (14) days after filing an affidavit of candidacy or petition to appear on the ballot for an elective public office; or
- (c) In the case of a public official whose appointment requires the advice and consent

of the city council, prior to the submission of the official's name to the city council; and if there is insufficient time to file the statement before the name is submitted to the city council, within ten (10) days after the duties of the office are undertaken; or

- (d) In order to comply with any amendments to this chapter, within fourteen (14) days after the effective date of those amendments or within fourteen (14) days after the city clerk issues revised statement of economic interest forms where such revised forms are necessary to comply with the adopted amendments.

Each individual who is required to file a statement of economic interest shall file a supplementary statement on April 15 of each year except those who file a statement during that calendar year under item (3)(a) of this subdivision.

Any official who nominates or employs a public official required by this section to file a statement of economic interest shall notify the city clerk of the name of the individual required to file a statement and the date of the nomination or commencement of employment.

(4) *Sanctions:*

- (a) The city clerk shall notify by registered mail any individual who fails to file a statement of economic interest as required by this subdivision. Except for elected officials and candidates, an individual who knowingly fails to submit a statement of economic interest within seven (7) days after receiving notice from the city clerk shall be suspended by his or her appointing officer.
- (b) Any individual who is required to file a statement of economic interest and fails to do so after receiving notice from the city clerk or who signs and certifies to be true a statement which he or she knows contains false information or who knowingly omits required information is guilty of a petty misdemeanor.

(C) *Gifts:*

(1) *Definition.* The word "gift," as used in this subdivision, shall mean and include any gift, favor,

service or services, money, or thing having any value, but shall not include any of the following:

- (a) A gift whose value does not exceed fifty dollars (\$50.00);
- (b) The gift or receipt of otherwise permissible campaign contributions by or to candidates for elective office, which contributions are disclosed and reported as required by Chapter 28 of the Saint Paul Legislative Code and any other applicable provisions of law;
- (c) The giving, receiving or exchange of gifts between officers and employees of the city;
- (d) The gift or receipt of awards, and memorial plaques and trophies, having nominal intrinsic value;
- (e) The gift or receipt of tickets entitling the bearer to admission to a sporting, theatrical, musical, testimonial, exhibition or other promotional event;
- (f) The gift or receipt of a breakfast, lunch or dinner; or
- (g) The giving, receiving or exchange of gifts between spouses and among relatives up to and including the fourth degree of kindred according to the civil law.

(2) *Prohibition.* No public official or employee of the City of Saint Paul shall receive any gift:

- (a) From a person, firm or corporation having any business, administrative, legislative, contractual or any other relationship with the city or any of its departments or agencies; or
- (b) From any person, firm or corporation where such gift would render or tend to render the officer or employee susceptible to compromise or influence in any matter relating to his office or employment with the city; or
- (c) From any corporation, labor union, partnership or professional association.

(3) *Disposition of gifts.* Any gift not authorized by this subdivision may be returned to the donor or transmitted to the city treasurer or turned

over to the city to be used by the city or to be sold, with the proceeds of such sale deposited into the general fund of the city. The chief accountant for the city shall be notified within seven (7) days of the receipt of any nonmonetary property not authorized by this subdivision.

(4) *More restrictive measures.* Department and office directors may adopt more restrictive measures dealing with definition of gift and prohibition on gifts. Such measures must be in writing, reviewed by the city attorney, approved by the mayor, and filed in the office of the city clerk.

(5) *Sanctions:*

- (a) It shall be a misdemeanor for any public official or employee to do an act in violation of this subdivision. It shall not be a misdemeanor to violate more restrictive measures adopted by department or office directors.
- (b) Where permitted or required by law, it shall be grounds for discharge, suspension or other appropriate disciplinary action against a city employee or nonelected public official for such employee or official to do any act in violation of this subdivision.

(Ord. No. 17499, § 1, 10-13-87)

Chapter 25. Reserved*

Chapter 26. Mandatory Retirement—Uniformed Division of Fire Department

Sec. 26.01. Legislative background.

In 1978 Congress passed an act which amended the present Age Discrimination Act. This new law provides that as of January 1, 1979, the city can no longer require mandatory retirement for its employees at age sixty-five (65). However, this act also provides that it is not unlawful to have a mandatory retirement age under age seventy (70) if age is a bona fide occupational qualification reasonably necessary to the normal operation of

*Editor's note—Chapter 25, §§ 25.01—25.04, pertaining to gifts to city officers and employees, and derived from Ord. No. 16546, adopted July 10, 1979, and Ord. No. 16678, adopted July 29, 1980, was repealed by § 1 of Ord. No. 17499, adopted Oct. 13, 1987.

WHITE - CITY CLERK
PINK - FINANCE
CANARY - DEPARTMENT
BLUE - MAYOR

CITY OF SAINT PAUL

Council File NO. 88-906

Ordinance

Ordinance NO. _____

Presented By B. J. Jones _____

(2)

Referred To _____ Committee: _____ Date _____

Out of Committee By _____ Date _____

An Administrative Ordinance amending the Saint Paul Administrative Code by adding a new chapter thereto governing solicitation by City officers and employees.

Effective Date:
11/14/88

THE COUNCIL OF THE CITY OF SAINT PAUL DOES ORDAIN:

Section 1.

That the Saint Paul Administrative Code is hereby amended by adding a new chapter identified as Chapter 41 which shall read as follows:

Chapter 41. Solicitation by employees.

Section 41.01. Solicitation prohibited.

No officer or employee of the City of Saint Paul shall solicit any funds, property, or other object or instrument of value for any employer related or occupational related purposes. This shall include solicitation for groups or organizations which exist because of an employee/employer relationship and organizations which are sponsored primarily by City funds.

Sec. 41.02. Definitions.

1. Solicit shall mean requesting donations, funds, or other financial assistance by any method. This shall not include any federal government, state government, or foundation grants that require a formal application process, and receipt of which is acknowledged by the City Council.

COUNCIL MEMBERS

Yeas		Nays	
	Dimond		
	Long	_____	In Favor
	Goswitz		
	Rettman		
	Scheibel	_____	Against
	Sonnen		
	Wilson		

Adopted by Council: _____ Date 11/14/88

Certified Passed by Council Secretary

By _____

Approved by Mayor: _____ Date _____

By _____

Requested by Department of: _____

By _____

Form Approved by City Attorney

By Jane A. McPeak 9-23-88

Approved by Mayor for Submission to Council

By _____

2. Employee means any person who has an employment relationship with the City in any way and in either the classified or unclassified service. The term officer or employee shall not include a City Council person or the Mayor.

3. Donations shall include cash, checks, or any item or act of value.

Sec. 41.03. This provision shall not prohibit the City from accepting donations. The City may accept any form of donation subject to the following provisions:

A. All donations of any type and in any amount of value shall be received and processed in accordance with proper and accepted accounting processes.

B. All donations shall be received and accepted by City Council action.

C. All donations shall be made public and subject to periodic audit.

Sec. 41.04.

Nothing contained in this chapter shall prohibit or prevent the Mayor or his or her designated person, or any Council person or his or her designated person, from soliciting funds on behalf of the city or on behalf of any city sponsored function or organization. Nothing contained herein shall prohibit nonemployment related groups, organizations, or societies of any type, from soliciting funds on behalf of the city or on behalf of any city sponsored functions or organizations. The names of designees created by either a council member or the mayor pursuant to the provisions of this section, the specific project or purpose of the solicitation, and the beginning and ending dates of the solicitation shall be filed with the city clerk at the time of the designation.

Sec. 41.05.

Nothing contained in this chapter shall prohibit or prevent any union representing any city employee from soliciting on behalf of an activity directly related to that particular union and involving only

WHITE - CITY CLERK
PINK - FINANCE
CANARY - DEPARTMENT
BLUE - MAYOR

CITY OF SAINT PAUL

Council File NO. 88-906

Ordinance

Ordinance NO. _____

Presented By Bob Amy

Referred To _____ Committee: _____ Date _____

Out of Committee By _____ Date _____

members of that unit represented by that union, providing that such funds shall be used only for union purposes and not for any city purposes. Nothing contained in this chapter shall prohibit any such union from soliciting on behalf of a city employees' picnic.

Sec. 41.06.

Notwithstanding the provisions of this chapter, any charter department of the city, the office of the Mayor, and the City Council may enter into a contract with a fund raising agency to raise donations or funds for department or city wide purposes. Such agencies must agree to be subject to audit by city appointed auditors at the request of either the Mayor or the Council.

Section 2.

This ordinance shall take effect and be in force thirty days from and after its passage, approval and publication.

Section 3.

This ordinance shall be deemed a part of the Saint Paul Administrative Code and shall be incorporated therein and given an appropriate chapter and/or section number at the time of the next revision of the Administrative Code.

COUNCIL MEMBERS

Yeas	_____	Nays	_____
	Dimond		
	Long	_____	In Favor
	Goswitz		
	Rettman		
	Scheibel	_____	Against
	Sonnen		
	Wilson		

Adopted by Council: _____ Date _____

Certified Passed by Council Secretary

By _____

Approved by Mayor: _____ Date _____

By _____

Requested by Department of:

By _____

Form Approved by City Attorney

By Jane A. McPeak 9-23-88

Approved by Mayor for Submission to Council

By _____

* Chapter 100. City Committees—
Conflicts of Interest*

Sec. 100.01. Definitions.

The terms used in this chapter are hereby defined as follows:

- (1) *Association.* Business, corporation, firm, partnership, limited partnership, committee, labor organization, club or any other group of two (2) or more persons, which includes more than an immediate family, acting in concert.
- (2) *Business with which an individual is associated.*
 - (a) Any association doing business in Minnesota in connection with which an individual is compensated in excess of fifty dollars (\$50.00) except for actual and reasonable expenses in any month as a director, officer, owner, member, partner, employer or employee, or is holder of securities worth two thousand five hundred (\$2,500.00) or more at fair market value.
 - (b) Any association doing business in Minnesota in connection with which an individual owes money except for customary household expenses, retail credit accounts, and mortgage contracts on the principal place of dwelling.
- (3) *Financial interest.* Any interest which shall yield, directly or indirectly, a monetary or other material benefit (other than duly authorized salary or compensation for services to the city) to the appointed member, the spouse of the appointed member and all minor children within the custody and control of the appointed member.
- (4) *Appointed member.* A person appointed by the mayor and approved by the city council to any advisory body, including, but not limited to, boards, commissions, committees and task forces established by the city.

(Ord. No. 17503, § 1, 10-20-87)

*Cross reference—Code of ethics, Ch. 24.

Sec. 100.02. Conflicts of interest.

(a) Any appointed member who in the discharge of official duties would be required to take an action or make a decision substantially affecting financial interests or those of a business with which the appointed member is associated shall take the following actions:

- (1) Within forty-eight (48) hours of an appointed member's discovery that he has a conflict of interest, he shall prepare a written statement describing the matter requiring action or decision and the nature of the conflict of interest.
- (2) File copies with the city clerk and the chair of the advisory body.
- (3) If a conflict of interest presents itself and there is insufficient time to deliver a written statement as required herein, the appointed member shall verbally advise the advisory body of the potential conflict. A written statement shall then be delivered to the city clerk and the chair of the advisory body within one week after the conflict of interest presents itself.

(b) The appointed member who has a conflict of interest, as defined in paragraph (a) of this section, shall refrain from voting on or otherwise participating in the action or decision with which there is a conflict of interest. An appointed member is specifically exempted from the prohibitions of this paragraph when the action to be taken or the decision to be rendered is one which is solely advisory.

(Ord. No. 17503, § 1, 10-20-87)

Sec. 100.03. Sanction.

Any appointed member violating the provisions of Section 100.02 may be removed from the appointive position by the mayor with the consent of the city council. Violation of this section may render the action taken voidable by the city council or by a court of competent jurisdiction. Any monies paid as a result of such violation may be recovered by a joint and several action from the parties to the action and the appointed member interested in the same.

(Ord. No. 17503, § 1, 10-20-87)



CITY OF SAINT PAUL
INTERDEPARTMENTAL MEMORANDUM

CITY ATTORNEY'S OFFICE
Gene McPeak, City Attorney
47 City Hall
Saint Paul, MN 55102

RECEIVED

JUN 7 1990

CITY ATTORNEY

TO: Department and Office Directors
FROM: Mayor Scheibel *[Signature]*
DATE: June 5, 1990
RE: SOLICITATION POLICY

The City Council has finally approved amendments to Chapter 41, which sets out policies for solicitation by city employees. Enclosed is a copy of the revised ordinance and the administrative procedures approved by the Council.

Your departments should start to follow the new procedures as soon as possible. If you have any questions, please call my assistant, Molly O'Rourke, at 298-4736.

In addition, I would like to receive a list of solicitation activities planned by your department for the remainder of 1990. This list should also include potential grant requests to foundations--corporation giving officers. Your report should include the information outlined under Item 2 in the Administrative Procedures. Reports should be submitted to Molly O'Rourke by June 20, 1990.

JS:drm

cc: Lisa Clemens
Marcia Keller
Molly O'Rourke
Tom Welna

Mally

RESOLUTION CITY OF SAINT PAUL, MINNESOTA

Presented By _____

Referred To _____ Committee: Date _____

A resolution approving the reporting procedures to be used in regard to solicitation of donations as controlled by Chapter 41 of the Saint Paul Administrative Code.

WHEREAS, solicitation for the donation of funds to city related activities is controlled and governed by Chapter 41 of the Saint Paul Administrative Code; and

WHEREAS, the provisions of said Chapter 41 provide that all donations shall be received and accepted by the City Council acting according to reporting procedures established by the administration and approved by the City Council; and

WHEREAS, the City administration has established procedures to be used in accordance with this provision and are set forth as attached hereto; now, therefore, be it

RESOLVED, that the administrative reporting procedures attached hereto shall be approved and accepted by the Council of the City of Saint Paul in receiving and accepting donations pursuant to the provisions of Section 41.03 of the Saint Paul Administrative Code.

	Yeas	Nays	Absent
Dimond			
GOSWITZ			
Long			
Maccabee			
Rettman			
Thune			
Wilson			

Requested by Department of:

Managers Office

By: M. O.!

Form Approved by City Attorney

By: R. Sule

Approved by Mayor for Submission to Council

By: [Signature]

Adopted by Council: Date _____

Adoption Certified by Council Secretary

By: _____

Approved by Mayor: Date _____

By: _____

ADMINISTRATIVE PROCEDURE

SOLICITATION AUTHORIZATION AND REPORTING

1. Nothing contained herein shall prohibit nonemployment-related groups, organizations or societies of any type from soliciting funds on behalf of the city or on behalf of any city-sponsored functions or organizations.
2. Solicitation of funds and/or property where the city is to provide either funds or services in kind may be sought only upon prior approval by resolution of the city council. Department or Office Directors must secure authorization from the Mayor prior to submitting a resolution to the Council.

Requests for authorization shall include:

- the estimated value of the donation, the type of donation to be solicited,
 - the names of individuals, organizations or companies to be solicited,
 - the names of the individuals designated to perform the solicitation
 - the program or activity for which the solicitation will be used
 - the type and amount of in-kind service required by the city
 - the length of time the solicitation will occur
 - positive and negative aspects to the city of participating in the solicitation
3. In those cases involving solicitations in the amount of \$500.00 or less, the mayor or designee, or the council as a whole or designee, or any department head or designee may solicit funds on behalf of the city or on behalf of any city sponsored function or organization.
 4. In those cases involving solicitations of more than \$500.00, only the mayor or designee or the council as a whole or designee of the council can make such solicitation.
 5. The names of designees created by either the council, the mayor or department head shall at the time of designation be filed with the city clerk. In those cases where the solicited donations are \$500.00 or less the designees may be filed by title. In those cases where the solicited donations are over \$500.00 the designee shall be filed specifically by name.

ADMINISTRATIVE PROCEDURE
SOLICITATION AUTHORIZATION AND REPORTING

6. Unsolicited donations under \$500.00 can be accepted by any department head or designee.
7. Unsolicited donations over \$500.00 will require approval by the Mayor prior to a department or office accepting the donations.
8. All departments or offices shall submit quarterly reports of all solicitations to the city clerk, mayor and each councilperson. Each solicitation activity on the list shall designate the name or title of the individual who performed the solicitation, the estimated value of the donation, and the name and address of the donor.
9. All unsolicited donations must be included in the quarterly report to the city clerk, mayor and each councilmember.
10. All solicitation efforts will utilize accepted city accounting procedures.

ORDINANCE
CITY OF SAINT PAUL, MINNESOTA

Presented By _____

Referred To _____

Committee: _____ Date _____

An ordinance amending Chapter 41 of the Saint Paul Administrative Code pertaining to solicitation by employees.

The Council of the City of Saint Paul Does Ordain:

Section 1

That section 41.02 of the Saint Paul Administrative Code is hereby amended as follows:

Sec. 41.02. Definitions.

The following definitions shall apply in interpretation and enforcement of this chapter.

Donations shall include cash, checks or ~~any items~~ property of value.

Employee means any person who has an employment relationship with the city in any way and in either the classified or unclassified service. The term "officer or employee" shall not include a city council person or the mayor.

Solicit shall mean requesting donations of funds or property ~~other financial assistance~~ by any method. This shall not include any federal government, state government or foundation grants that require a formal application process, and receipt of which is acknowledged by the city council ~~nor shall it include donations of personal time to the city.~~

Section 2

That section 41.03 of the Saint Paul Administrative Code is hereby amended to read as follows:

Sec. 41.03. Donations.

This provision shall not prohibit the city from accepting donations. The city may accept any form of donation subject to the following provisions:

- (a) All donations of any type in any amount of value shall be received and processed in accordance with proper and accepted accounting ~~processes~~ practices.
- (b) All donations shall be received and accepted by city council action according to the provisions of this ordinance and according to

reporting procedures established by the administration and approved by the city council.

- (c) All donations shall be made public and subject to periodic audit.

Section 3

That section 41.04 of the Saint Paul Administrative Code is hereby amended to read as follows:

Sec. 41.04. Solicitations by mayor, councilpersons, department heads, and non-employment related groups.

Solicitation by councilpersons and/or the mayor shall be subject to the following requirements:

~~Nothing contained in this chapter shall prohibit or prevent the mayor or his or her designated person, or any councilperson or a person designated by the council acting as a whole from soliciting funds on behalf of the city or on behalf of any city-sponsored function or organization.~~

- (a) Nothing contained herein shall prohibit nonemployment-related groups, organizations or societies of any type from soliciting funds on behalf of the city or on behalf of any city-sponsored functions or organizations.

~~The names of designees created by either council action or the mayor pursuant to the provisions of this section, the specific project or purpose of the solicitation, and the beginning and ending dates of the solicitation shall be filed with the city clerk at the time of the designation.~~

- (b) Solicitation of funds and/or property where the city is to provide either funds or services in kind may be sought only upon prior approval by resolution of the city council.

(c) In those cases involving solicitations in the amount of \$500.00 or less, the mayor or designee, or the council as a whole or designee, or any department head or designee may solicit funds on behalf of the city or on behalf of any city sponsored function or organization.

(d) In those cases involving solicitations of more than \$500.00, only the mayor or designee or the council as a whole or designee of the council can make such solicitation.

(e) The names of designees created by either the council, the mayor or department head shall at the time of designation be filed with the city clerk. In those cases where the solicited donations are \$500.00 or less the designees may be filed by title. In those cases where the solicited donations are over \$500.00 the designee shall be filed specifically by name.

(f) All solicitors shall submit quarterly reports of all solicitations to the city clerk, mayor and each councilperson.

Section 4

This ordinance shall take effect and be in force thirty days from and after its passage, approval and publication.

	Yeas	Nays	Absent
Dimond			
Goswitz			
Long			
Maccabee			
Rettman			
Thune			
Wilson			

Adopted by Council: Date _____

Adoption Certified by Council Secretary

By: _____

Approved by Mayor: Date _____

By: _____

Requested by Department of:

Manufacturing

By: [Signature]

Form Approved by City Attorney

By: [Signature]

Approved by Mayor for Submission to Council

By: [Signature]