

ORDINANCE NO. 1170

AN ORDINANCE AMENDING TITLE 1 OF THE MANCHESTER MUNICIPAL CODE BY ADOPTING A CODE OF ETHICS FOR CITY OFFICERS AND EMPLOYEES.

BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Title 1 of the Manchester Municipal Code be, and it is hereby, amended by adding the following as Chapter 8 of that Title:

**CHAPTER 8**

**CODE OF ETHICS**

**1-801. Applicability.** This chapter is the code of ethics for personnel of the City of Manchester . It applies to all full-time and part-time elected or appointed officials and employees, whether compensated or not, including those of any separate board, commission, committee, authority, corporation, or other instrumentality appointed or created by the City of Manchester.

**1-802. Definition of "personal interest."** (1) For purposes of Sections 1-803 and 804, "personal interest" means:

(a) Any financial, ownership, or employment interest in the subject of a vote by a municipal board not otherwise regulated by state statutes on conflicts of interests; or

(b) Any financial, ownership, or employment interest in a matter to be regulated or supervised; or

(c) Any such financial, ownership, or employment interest of the official's or employee's immediate family, as defined by Section 4-201(18).

(2) The words "employment interest" include a situation in which an official or employee or a designated family member is negotiating possible employment with a person or organization that is the subject of the vote or that is to be regulated or supervised.

(3) In any situation in which a personal interest is also a conflict of interest under state law, the provisions of the state law take precedence over the provisions of this chapter.

**1-803. Disclosure of personal interest by official with vote.** An official with the responsibility to vote on a measure shall disclose during the meeting at which the vote takes place, before the vote and so it appears in the minutes, any personal interest that affects or that would lead a reasonable person to infer that it affects the official's vote on the measure. In addition, the official may recuse himself from voting on the measure.

**1-804. Disclosure of personal interest in non-voting matters.** An official or employee who must exercise discretion relative to any matter, other than casting a vote, and who has a personal interest in the matter that affects or that would lead a reasonable person to infer that it affects the exercise of the discretion shall disclose, before the exercise of the discretion when possible, the interest on a form provided by and filed with the Finance Director. In addition, the official or employee may, to the extent allowed by law, charter, ordinance, or policy, recuse himself from the exercise of discretion in the matter.

**1-805. Acceptance of gratuities.** (1) An officer or employee of the city may not directly accept any money, gift, gratuity, or other consideration or a favor of any kind with a monetary value in excess of one thousand (\$1,000.00) dollars for the performance of an act, or refraining from the performance of an act in the regular course of his duties which might reasonably be interpreted as an attempt to influence his action, or reward him for past action, in executing municipal business, subject to these exceptions:

(2) Items donated directly to the city or a department of city government that might result in an indirect benefit to an officer or employee (such as Christmas cookies or gifts to give as door prizes) are exempt from this section.

(3) Gifts or gratuities or any other favors with a monetary value of less than twenty five (\$25.00) dollars are exempt from this section.

(4) Gifts or gratuities or any other favors with a monetary value in excess of twenty five (\$25.00) dollars but less than one thousand (\$1,000.00) dollars are permitted, but the officer or employee accepting the gift, gratuity or favor must report it in writing to his department head and to the city attorney within 24 hours after it is received.

**1-806. Use of information.** (1) An official or employee may not disclose any information obtained in his official capacity or position of employment that is made confidential under state or federal law except as authorized by law.

(2) An official or employee may not use or disclose information obtained in his official capacity or position of employment with the intent to result in financial gain for himself or any other person or entity.

**1-807. Use of municipal time, facilities, etc.** (1) An official or employee may not use or authorize the use of municipal time, facilities, equipment, or supplies for private gain or advantage to himself.

(2) An official or employee may not use or authorize the use of municipal time, facilities, equipment, or supplies for private gain or advantage to any private person or entity.

**1-808. Use of position or authority.** (1) An official or employee may not make or attempt to make private purchases, for cash or otherwise, in the name of the City.

(2) An official or employee may not use or attempt to use his position to secure any privilege or exemption for himself or others that is not authorized by the charter, general law, or ordinance or policy of the City.

**1-809. Ethics complaints.** (1) The city attorney is designated as the ethics officer of the City. Upon the written request of an official or employee potentially affected by a provision of this chapter, the city attorney may render an oral or written advisory ethics opinion based upon this chapter and other applicable law.

(2)(a) Except as otherwise provided in this subsection, the city attorney shall investigate any credible complaint against an appointed official or employee charging any violation of this chapter, or may undertake an investigation on his own initiative when he acquires information indicating a possible violation, and make recommendations for action to end or seek retribution for any activity that, in the attorney's judgment, constitutes a violation of this code of ethics.

(b) The city attorney may request the Board of Mayor and Aldermen to hire another attorney, individual, or entity to act as ethics officer when he has or will have a conflict of interests in a particular matter.

(c) When a complaint of a violation of any provision of this chapter is lodged against a member of the Board of Mayor and Aldermen, it shall either

determine that the complaint has merit, determine that the complaint does not have merit, or determine that the complaint has sufficient merit to warrant further investigation. If the Board determines that a complaint warrants further investigation, it shall authorize an investigation by the city attorney or another individual or entity chosen by the Board of Mayor and Aldermen.

(3) The interpretation that a reasonable person in the circumstances would apply shall be used in interpreting and enforcing this code of ethics.

(4) When a violation of this code of ethics also constitutes a violation of a personnel policy, rule, or regulation the violation shall be dealt with as a violation of the personnel provisions rather than as a violation of this code of ethics.

**1-810. Violations.** An elected official or appointed member of a separate municipal board, commission, committee, authority, corporation, or other instrumentality who violates any provision of this chapter is subject to punishment as provided by the municipality's charter or other applicable law, and in addition is subject to censure by the Board of Mayor and Aldermen. An appointed official or an employee who violates any provision of this chapter is subject to disciplinary action.

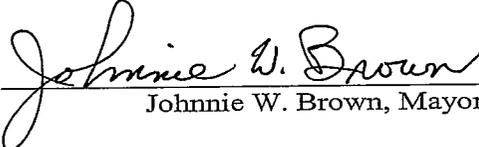
BE IT FURTHER ORDAINED BY THE BOARD MAYOR AND ALDERMEN OF THIS CITY OF MANCHESTER, TENNESSEE that this Ordinance shall take effect on and after its publication and passage, the public welfare of the City of Manchester, Tennessee requiring it.

PASSED FIRST READING: \_\_\_\_\_ November 21 \_\_\_\_\_, 2006.

PASSED SECOND READING: \_\_\_\_\_ December 5 \_\_\_\_\_, 2006.

TABLED ON DECEMBER 19, 2006 UNTIL FEBRUARY 6, 2007 AND RECONSIDERED AND TABLED AGAIN UNTIL JUNE 5, 2007 AND RECONSIDERED AND TABLED AGAIN UNTIL JUNE 19, 2007 AND PASSED THIRD AND FINAL READING, AS AMENDED: \_\_\_\_\_ June 19 \_\_\_\_\_, 2007.

  
Mark Allen, Finance Director

  
Johnnie W. Brown, Mayor