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City Of  
**Jefferson City**

Darrell M. Helton, Mayor

John B. Johnson, City Manager

June 18, 2007

Tennessee Ethics Commission  
SunTrust Building  
201 4th Avenue North, Suite 1820  
Nashville, TN 37243

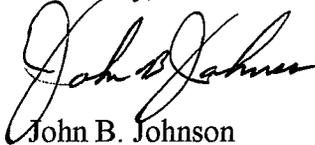
via certified mail #70033110000272523200

To Whom It May Concern:

Please find attached Ordinance 2007-05, an ordinance to adopt a code of ethics, which was adopted by the Jefferson City Council on June 4, 2007.

If any further information is needed, please contact me.

Sincerely,



John B. Johnson  
City Manager

/hdc

ETHICS COMMISSION  
2007 JUN 28 AM 11:27

P.O. Box 530 • 112 West Broadway • Jefferson City, TN 37760 • (865) 475-9071 • (865) 475-8224 Fax

For Hearing Impaired 1-800-848-0928 (TTY Only) or 1-800-848-0299 (Voice Only)

**JEFFERSON CITY, TENNESSEE**

**Ordinance No. 2007-05**

**AN ORDINANCE to add chapter 5 to title 1 of the City of Jefferson City Municipal Code to adopt a Code of Ethics for city officials and employees and to repeal sections 4-302, 4-303, 4-306, and 4-307 of the municipal code.**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF JEFFERSON CITY, TENNESSEE:**

**SECTION 1. Chapter 5 is added to title 1 of the City of Jefferson City municipal code to read as follows:**

**CHAPTER 5**

**Code of Ethics<sup>1</sup>**

**1-501. Applicability. This chapter is the code of ethics for personnel of the municipality. 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 municipality. The words "municipal" and "municipality" include these separate entities.**

**1-502. Definition of "personal interest." (1) For purposes of Sections 1-503 and 1-504, "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 spouse, parent(s), step parent(s), grandparent(s), sibling(s), child(ren), or step child(ren).**

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<sup>1</sup> State statutes dictate many of the ethics provisions that apply to municipal officials and employees. For provisions relative to the following, see the Tennessee Code Annotated (T.C.A.) sections indicated:

Campaign finance – T.C.A. Title 2, Chapter 10.

Conflict of interests – T.C.A. §§ 6-54-107, 108; 12-4-101, 102.

Conflict of interests disclosure statements – T.C.A. § 8-50-501 and the following sections.

Consulting fee prohibition for elected municipal officials – T.C.A. §§ 2-10-122, 124.

Crimes involving public officials (bribery, soliciting unlawful compensation, buying and selling in regard to office) – T.C.A. § 39-16-101 and the following sections.

Crimes of official misconduct, official oppression, misuse of official information – T.C.A. § 39-16-401 and the following sections.

Ouster law – T.C.A. § 8-47-101 and the following sections.

(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.

**1-503. 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<sup>2</sup> from voting on the measure.

**1-504. 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 recorder. 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.

**1-505. Acceptance of gratuities, etc.** An official or employee may not accept, directly or indirectly, any money, gift, gratuity, or other consideration or favor of any kind from anyone other than the municipality:

(1) For the performance of an act, or refraining from performance of an act, that he would be expected to perform, or refrain from performing, in the regular course of his duties; or

(2) That might reasonably be interpreted as an attempt to influence his action, or reward him for past action, in executing municipal business.

**1-505(A). Business dealings.** Except for the receipt of such compensation as may be lawfully provided for the performance of his municipal duties, it shall be unlawful for any municipal officer or employee to be privately interested in, or to profit, directly or indirectly, from business dealings with the city. (moved from Section 4-302)

**1-506. 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.

**1-507. 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

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<sup>2</sup> Masculine pronouns include the feminine. Only masculine pronouns have been used for convenience and readability.

person or entity, except as authorized by legitimate contract or lease that is determined by the governing body to be in the best interests of the municipality.

**1-508. 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 municipality.

(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 municipality.

**1-509. Outside employment.** An official or employee may not accept or continue any outside employment if the work unreasonably inhibits the performance of any affirmative duty of the municipal position or conflicts with any provision of the municipality's charter or any ordinance or policy.

**1-510. Ethics complaints.** (1) The city attorney is designated as the ethics officer of the municipality. Upon the written request of an official or employee potentially affected by a provision of this chapter, the city attorney shall render a written advisory ethics opinion based upon this chapter and other applicable law, and file with the City Recorder.

(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 governing body 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 municipality's governing body, the governing body 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 governing body determines that a complaint warrants further investigation, it shall authorize an investigation by the city attorney or another individual or entity chosen by the governing body.

(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 or a civil service policy, rule, or regulation, the violation shall be dealt with as a violation of the personnel or civil service provisions rather than as a violation of this code of ethics.

**1-511. 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 governing body. An appointed official or an employee who violates any provision of this chapter is subject to disciplinary action.

**SECTION 2.** Sections 4-302, "Business dealings," 4-303, "Acceptance of gratuities," 4-306, "Use of municipal time, facilities, etc.," and 4-307, "Use of position," of the Jefferson City Municipal Code are repealed.

**SECTION 3. Effective date. This ordinance shall take effect from and after its final passage, the public welfare requiring it.**

**Passed first reading** 7th day of May, 2007.

**Passed second reading** 4th day of June, 2007.

  
**Darrell M. Helton, Mayor**

  
**Monica Myers, City Recorder**