

## TITLE 1

### GENERAL ADMINISTRATION<sup>1</sup>

#### CHAPTER

1. MAYOR.
2. BOARD OF ALDERMEN.
3. CODE OF ETHICS.

#### CHAPTER 1

#### MAYOR

#### SECTION

- 1-101. Compensation.
- 1-102. Full-time status.
- 1-103. Effective date.

**1-101. Compensation.** The annual salary of the Mayor of Medina shall be fifty-five thousand dollars (\$55,000.00). (as added by Ord. #07-01, May 2007, and amended by Ord. #12-03, June 2012, Ord. #16-02, April 2016, and Ord. #20-06, June 2020 *Ch 7\_06-06-22*)

**1-102. Full-time status.** For the purposes of determining eligibility for the fringe benefit program offered to certain Medina city employees, the mayor shall be considered a full-time employee of the city. (as added by Ord. #07-01, May 2007)

**1-103. Effective date.** This chapter shall be in full force and effect from and after the administration of the oath of office to the person elected mayor in the municipal election of November, 2008 at the first regularly scheduled meeting of the board of mayor and aldermen following said election. (as added by Ord. #07-01, May 2007)

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<sup>1</sup>Charter references

Board of mayor and aldermen; election , term of office: § 6.

City recorder: § 16.

Mayor; duties, etc.: § 9.

Vice-mayor: § 10.

**CHAPTER 2****BOARD OF ALDERMEN****SECTION**

1-201. Compensation.

1-202. Effective date.

**1-201. Compensation.** The compensation paid to an alderman of the City of Medina shall be three hundred dollars (\$300.00) per month. (as added by Ord. #07-02, May 2007, and amended by Ord. #14-08, Nov. 2014)

**1-202. Effective date.** For the two (2) persons elected as aldermen in the November, 2014 municipal election, and their successors, this chapter shall be in full force and effect from and after the administration of the oath of office to said persons elected aldermen at the first regularly scheduled meeting of the board of mayor and aldermen following said election. For the two (2) persons elected as aldermen in the November, 2016 municipal election, and their successors, this chapter shall be in full force and effect from and after the administration of the oath of office to said persons elected aldermen at the first regularly scheduled meeting of the board of mayor and aldermen following said election. (as added by Ord. #07-02, May 2007, and amended by Ord. #14-08, Nov. 2014)

## CHAPTER 3

### CODE OF ETHICS<sup>1</sup>

#### SECTION

- 1-301. Applicability.
- 1-302. Definition of "personal interest."
- 1-303. Disclosure of personal interests by official with vote.
- 1-304. Disclosure of personal interests in nonvoting matters.
- 1-305. Acceptance of gratuities.
- 1-306. Use of information.
- 1-307. Use of municipal time, facilities, etc.
- 1-308. Use of position or authority.
- 1-309. Outside employment.
- 1-309. Ethics complaints.
- 1-310. Violations.

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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 I 0.

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.

A brief synopsis of each of these laws appears in the appendix of the municipal code.

**1-301. Applicability.** This chapter is the code of ethics for personnel of the City of Medina. 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. The words "municipal" and "city council " or "City of Medina" include these separate entities. (as added by Ord. #07-06, June 2007, and replaced by Ord. #19-04, Oct. 2019 *Ch7\_06-06-22*)

**1-302. Definition of "personal interest."** (1) For purposes of §§ 1-103 and 1-104, "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).

(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 takes precedence over the provisions of this chapter. (as added by Ord. #07-06, June 2007, and replaced by Ord. #19-04, Oct. 2019 *Ch7\_06-06-22*)

**1-303. 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>1</sup> from voting on the measure. (as added by Ord. #07-06, June 2007, and replaced by Ord. #19-04, Oct. 2019 *Ch7\_06-06-22*)

**1-304. 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

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<sup>1</sup>Masculine pronouns include the feminine. Only masculine pronouns have been used for convenience and readability.

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. (as added by Ord. #07-06, June 2007, and replaced by Ord. #19-04, Oct. 2019 **Ch7\_06-06-22**)

**1-305. 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 city:

(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. (as added by Ord. #07-06, June 2007, and replaced by Ord. #19-04, Oct. 2019 **Ch7\_06-06-22**)

**1-306. 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. (as added by Ord. #07-06, June 2007, and replaced by Ord. #19-04, Oct. 2019 **Ch7\_06-06-22**)

**1-307. 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, except as authorized by legitimate contract or lease that is determined by the city council to be in the best interests of the city. (as added by Ord. #07-06, June 2007, and replaced by Ord. #19-04, Oct. 2019 **Ch7\_06-06-22**)

**1-308. 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. (as added by Ord. #07-06, June 2007, and replaced by Ord. #19-04, Oct. 2019 **Ch7\_06-06-22**)

**1-309. Outside employment.** A full-time employee of the city may not accept any outside employment without written authorization from the mayor. (as added by Ord. #07-06, June 2007, and replaced by Ord. #19-04, Oct. 2019 *Ch7\_06-06-22*)

**1-310. 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 or elected 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 city council 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 city council, the city council 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 city council determines that a complaint warrants further investigation, it shall authorize an investigation by the city attorney or another individual or entity chosen by the city council.

(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. (as added by Ord. #07-06, June 2007, and replaced by Ord. #19-04, Oct. 2019 *Ch7\_06-06-22*)

**1-311. Violations.** An elected or appointed 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 city council. An appointed official or an employee who violates any provision of this chapter is subject to disciplinary action. (as added by Ord. #19-04, Oct. 2019 *Ch7\_06-06-22*)