

OUR CITY'S VALUES

ETHICS AND INTEGRITY

We believe that ethics and integrity are the foundation blocks of public trust and confidence and that all meaningful relationships are built on these values.

COOPERATION AND TEAMWORK

We believe that the public is best served when elected officials, departments, commission members, and employees work cooperatively as a team in a trusting environment.

FISCAL RESPONSIBILITY

We believe that fiscal responsibility and the prudent stewardship of public funds are essential for citizen confidence in government.

OPEN AND HONEST COMMUNICATIONS

We believe that open and honest communication is essential for an informed and involved citizenry, to build trust, and to foster a positive working environment for employees.

EXCELLENCE AND QUALITY IN THE DELIVERY OF SERVICES

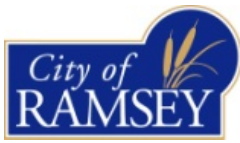
We believe that service to the public is our reason for being and strive to deliver quality services in a highly professional and cost-effective manner.

TREATING PEOPLE WITH RESPECT

We believe that all people are to be treated with courtesy and respect and deserve the best service we can provide.

ADAPTABILITY AND CONTINUOUS LEARNING

We believe that individuals need to be adaptable to changing environments and circumstances. Continuous learning, education and training of our elected and appointed officials and employees enables us to better recognize current opportunities, anticipate change, and prepare for the future.



Roles and Responsibilities

CITY COUNCIL:

- Provide leadership, direction, and long-range planning for the City
- Determine policy for the City
- Hire and evaluate the performance of the City Administrator
- Adopt an annual budget for the City
- Represent, partner and work with the citizens of the City for the best interests of the City
- Inform residents of major issues facing the City
- Make appointments to advisory committees

INDIVIDUAL COUNCILMEMBERS:

- Represent the citizens and be accessible to them
- Make leadership and policy decisions for the greater good of the City
- Be prepared for, and participate in, Council meetings
- Act professionally and listen respectfully to other Councilmembers, staff, and citizens
- Share information and communicate openly with the City Administrator, and other Councilmembers

MAYOR:

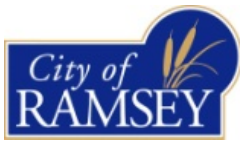
- Conduct orderly and effective City Council meetings
- Represent the City at public functions
- Provide Council leadership
- Facilitate discussions on agenda items and help resolve conflict among Councilmembers
- Sign the City's legal documents
- Also function as a Councilmember

BOARDS AND COMMISSIONS:

- Provide leadership, direction, and long-range planning for the City
- Determine policy for the City
- Represent, partner and work with the citizens of the City for the best interests of the City
- Inform residents of major issues facing the City

CITY ADMINISTRATOR:

- Prepare and provide information for the Council, to make policy recommendations based on the information, and implement adopted policies
- Recognize City needs and make recommendations to the Council for action
- Be a liaison between the Council and staff
- Provide leadership and foster a positive work environment for the City's employees
- Develop and administer the City's annual budget
- Develop and evaluate City employees
- Recommend the appointment of new City employees and discipline (when necessary)



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DEPARTMENT HEADS:

- Provide leadership and goals for their departments
- Manage the day-to-day operations of their departments
- Recognize City needs and make recommendations to the City Administrator and Council for action
- Prepare the department's annual budget
- Communicate and cooperate with other entities in the City
- Keep the City Administrator, Council, public, and staff informed
- Foster a positive work environment for department employees
- Provide training and development opportunities for department employees
- Evaluate employee performance
- Recommend "new hires" to the City Administrator and City Council

STAFF AND ALL POLICY MAKERS:

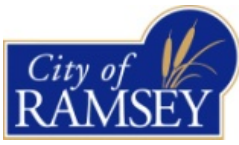
- Have a positive attitude towards their job and when dealing with the public
- Be team players
- Be fiscally responsible
- Be positive representatives and ambassadors of the City
- Have integrity and a strong work ethic
- Be adaptable
- Be receptive to, and participate in, training and development opportunities

CONSULTANTS:

- Be respectful of the process for conducting City business
- Be mindful one is hired to serve the entire City – not individual Councilmembers or staff members
- Act in an ethical and respectful manner as a representative of the City
- Communicate all actions and activities through the City Administrator
- Shall not actively support or endorse any candidate for local office (e.g. Mayor, Councilmember)

CITIZENS:

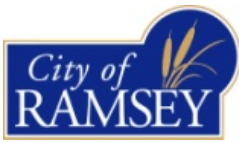
- Vote in City elections
- Provide fiscal support for City services and operations (i.e., pay taxes)
- Keep informed on issues that affect the City and to communicate their concerns to the City's officials in a respectful manner
- Be involved in community affairs
- Be positive contributors to the community



Code of Conduct

We are dedicated to promoting values and integrity of local government and democracy and committed to governing efficiently and effectively. We hereby agree to conduct ourselves in accordance with the following code of conduct:

- The professional and personal conduct of all members of our organization must be above reproach and avoid the appearance of impropriety. We should refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of members of the council, boards, commissions, staff or the public intended to disrupt and not further the city's business.
- We shall abide by applicable state laws, city ordinances and other doctrines relating to conduct of a public official, including, but not limited to: conflict of interest, data practices and the open meeting law.
- We shall maintain the confidentiality of information concerning property, personnel or legal affairs of the city. They shall neither disclose confidential information, without proper legal authorization, nor use such information to advance their personal or family financial or other private interests.
- No member of our organization shall use their official position to secure special privileges or exemptions for themselves or others.
- No member of our organization shall, except as specifically permitted by Minnesota statutes, accept or receive any gift of substance, whether in the form of money, services, loan, travel, entertainment, hospitality, promise or any other form under circumstances in which it could be reasonably expected to influence them in the performance of their official duties or intended as a reward for their official actions.
- Each member of our organization supports the maintenance of a positive and constructive work place environment for city staff, private citizens, property owners and businesses dealing with the city. We will recognize their individual roles and responsibilities as outlined above and as delineated in the city charter, city code and state statutes.
- We serve as a whole when representing the official policies and positions of the City. If speaking as an individual citizen, it is important to share that is the perspective being presented and not on behalf of the City.
- No member of our organization will testify in their capacity as a City official, before any other board, commission, administrative officer or agent of the federal government, the state of Minnesota or of any county or other municipal corporation, including cities, except as authorized by the City, or testifying in such capacity pursuant to a lawfully issued subpoena.



Conflict of Interest

Generally, state law prohibits public officers from having a personal financial interest in a sale, lease, or contract they are authorized to make in their official capacity. A “public officer” would include a mayor, council member, appointed board member, or a member of staff.

An interested officer should disclose his or her interest at the earliest stage and abstain from voting or deliberating on any contract in which he or she has an interest. There are some exceptions to the general prohibition on contracting with city officials defined in state law. When the exceptions are used, generally the contract must be approved by unanimous vote of the council. To help determine if a conflict exists consider the:

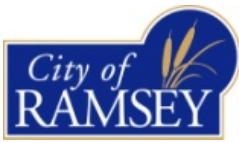
- nature of the decision being made;
- nature of the financial interest;
- effect of the individual interest on the outcome of the decision by the council.

Another conflict of interest situation may occur when the official’s own personal interest is so distinct from the public interest that the member cannot be expected to represent the public interest fairly in deciding the matter. Some common areas are planning and zoning issues, public improvements, special assessments, licenses, land purchases and vacation of streets. Some other areas are church memberships, family associations and club memberships.

There are detailed procedures that must be followed to use any exception to the conflict of interest law. State statute and the city attorney should be consulted on procedures to follow.

Incompatible Offices

Generally, individuals in elected office are prohibited from holding incompatible offices. The city attorney should be consulted on concerns about elected officials holding two separate offices. Ramsey city Councilmembers cannot hold any other city office or city employment during tenure as a council member. A former member of the city council cannot be employed by the city until one year after the term they were elected for has expired.



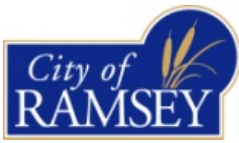
Gifts

Elected and appointed “local officials” may not receive a gift from any “interested person.” An “interested person” is a person, or representative of a person or an association, who has a direct financial interest in a decision that a local official is authorized to make. If a public official knowingly accepts a gift, the official may be guilty of a gross misdemeanor.

Some commonly encountered exceptions to the gift law include lawful campaign contributions and food or beverages given at a reception, meal, or meeting the official has been invited to attend. If there is ever any question about accepting or declining a gift, the best option may be to decline.

Liabilities

The city of Ramsey carries personal liability insurance policies on elected officials, appointed officials, employees and officers. The city defends a person who is performing job duties and is not guilty of malfeasance in office, willfully neglecting their duties or acting in bad faith.

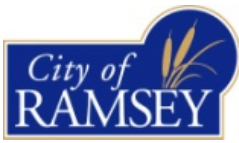


Ethical Leadership

Ethical leadership is vital to the functioning of the city and to maintain the public's trust and confidence in the city and democratic process.

Key Traits of Ethical Leaders

- ***Recognize that ethical questions may be complex.*** As a result, they are willing to seek and accept the advice of knowledgeable officials such as the city administrator, city attorney or city staff.
- ***Understand that ethical conflicts are inevitable and should be dealt with forthrightly.*** On occasion, it is expected that they members of this organization may have needs or roles in their private lives that conflict with their public obligations. Ethical officials are open about potential conflicts of interest and follow applicable rules for disclosing and dealing with the conflict (such as refraining from voting on a particular issue) to avoid even the appearance of impropriety.
- ***Driven by fairness.*** The most ethical members of our organization recognize that many city decisions will have adverse as well as positive outcomes and they, therefore, strive to make the best decision as defined by its ultimate fairness to all concerned. This often means making impartial decisions on the merits of the issues alone, while disregarding personal allegiances. It can also mean taking into account interests of citizens who are not present or who have not otherwise commented, but who are nonetheless affected by a decision. Ethical officials try to make decisions in the best interest of all in the community, not just those who show up at a meeting or protest the loudest.
- ***Know the importance of conscientious and ethical government as a value in itself.*** Ethical members of our organization do not use their office, position, or authority for revenge, prestige, or personal gain. Ethical members of our organization recognize that government is a human institution. As a result, the human motivations of those in government will determine if the government itself is effective or ineffective, good or bad, ethical or unethical. Ethical members of our organization care enough to make a positive difference and then act accordingly.



Accountability

- ***Personnel Policy/Labor Contracts***
Employees of the City shall be held accountable in accordance with procedures established by the City Personnel Policy and respective labor contracts.
- ***Public Apology***
If appropriate, appointed officials may choose to make a public statement of apology for previous conduct.
- ***Censure of a Public Official***
Censure is the public reprimanding of a public official for inappropriate behavior. When the public official is censured, it serves merely as a condemnation and has no direct effect on the validity of the office, nor are there any other particular legal consequences. *Demeter's Manual* notes, "It is a reprimand, aimed at reformation of the person and prevention of further offending acts."
- ***Recall of Elected Officers***
The city of Ramsey charter does not permit the city council to remove or recall an officer from office. The holder of any elective office may be removed at any time by registered voters under Ramsey City Charter, Chapter 5 Initiative, Referendum and Recall, available online at www.cityoframsey.com – City Code.