



## Request for City Council Committee Action from the Human Resources Department

Date: December 19, 2005

To: Ways and Means Committee

Referral to: City Council

**Subject** Appointed City official and employee positions for which statements of economic interest must be filed by a person holding the position or the title of the position.

### Recommendations

That the City Council receives and files an updated list of positions subject to the filing requirement to the City Council.

### Previous Directives

On March 21, 2004, the Minneapolis City Council adopted a revised Code of Ethics for the City of Minneapolis, Title 2 of the Minneapolis Code of Ordinances, Chapter 15, Ethics in Government. Pursuant to Section 15.80(a)(3) of the revised Ethics Code, the City Council is to determine which appointed official and employee positions of the City are subject to the statement of economic interest filing requirement. The list of these positions is to be maintained by the Department of Human Resources.

On April 29, and December 23, 2004, the Minneapolis City Council approved the appointed City official and employee lists of positions for which statements of economic interest must be filed by a person holding the position or the title of the position.

Prepared by: Brenda A. Meehl, Benefits Manager, 673-3120

Approved by: \_\_\_\_\_  
Pamela French  
Human Resources Director

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John Moir  
City Coordinator

Presenter in Committee: Brenda A. Meehl, Benefits Manager

### Financial Impact (Check those that apply)

No financial impact - or - Action is within current department budget.

(If checked, go directly to Background/Supporting Information)

Action requires an appropriation increase to the Capital Budget

Action requires an appropriation increase to the Operating Budget

Action provides increased revenue for appropriation increase

\_\_\_ Action requires use of contingency or reserves

\_\_\_ Other financial impact (Explain):

\_\_\_ Request provided to the Budget Office when provided to the Committee Coordinator

### **Background/Supporting Information**

Pursuant to both Minnesota Statute §10A.09 and Section 15.80 of the City's Ethics Code, statements of economic interest ("SEI") must be filed by the City's elected officials and by persons who are appointed to or employed in a City position in which the person has authority to make, to recommend, or to vote on major decisions regarding the expenditure or investment of public money. The City Council has the discretion and responsibility for determining which appointed and civil service employee positions in the City of Minneapolis have such authority.

Before the City's Ethics Code was amended in March 2003, the non-elected positions for which SEI's were required were department head positions and a few additional positions. Specifically, the prior ordinance specified the following appointed positions as being subject to the SEI filing requirement: city assessor; city attorney; city coordinator; city clerk; finance officer; city engineer; health commissioner; planning director; fire chief; police chief; budget director; assistant city coordinators; treasury division director; convention center general manager; and board of estimate and taxation employees.

During development of the revised Ethics Code, the Ethics Task Force recommended that the group of positions for which SEIs are required be expanded to recognize that many positions below the level of department head have authority to make or recommend major decisions regarding the expenditure or investment of public money. However, in order to more easily accommodate ongoing changes in the City's organizational structure, the revised Code does not specify which appointed or classified employee positions are subject to the SEI filing requirement; rather, it requires that the City Council make a determination of which positions should be included on a list maintained for that purpose by the Department of Human Resources.

Since enactment of the revised Ethics Code, the Ethics Officer, Human Resources and the City Clerk's Office and the Ethics Officer have worked in consultation with Department Heads to identify the positions in the City that should be included on the SEI list. Human Resources is using HRIS to record and track positions subject to the SEI filing requirement and will generate the list as needed to ensure that persons applying for and hired into these positions are notified of the SEI requirement in a timely manner. The City Clerk's Office will be notified of any change on the SEI list and will be responsible for distributing the forms to people subject to the filing requirement and for maintaining the completed forms as public data.

The list of appointed and civil service positions for which it is recommended that SEI's be required is attached.

Attachment: Proposed list of positions requiring SEI filing