

CITY OF SOMERVILLE
ORDINANCE NO. 2014-__
In Board of Aldermen:

Be it ordained by the Board of Aldermen, in session assembled, that Section Chapter 15 of the Code of Ordinances of the City of Somerville, is hereby amended by adding new sections, as follows:

Section ____ Standards of Conduct for City Employees Relative to Improper Influence

a. Purpose

City employees are to act without improper influence. Non-elected City employees are to work in an effective, efficient, and professional manner, unfettered by political influence by elected officials, in accordance with the requirements of the Somerville Charter.

b. Disclosures Required

(1) The Mayor, members of the Board of Aldermen and School Committee shall file a disclosure of all written and/or oral communications with any person and/or his or her representative who holds or is an applicant for a license or permit issued by the City of Somerville, in connection with such license or permit, including, but not limited to, its approval, denial, modification, or termination.

(2) Members of the Board of Aldermen and School Committee shall file a disclosure of all written and/or oral and/or in person communications with an appointed City employee, outside the scope of a public hearing or public meeting, in connection with the following: 1) any pending application for a license or permit, including, but not limited, to its approval, denial, modification, or termination; 2) any reasonably anticipated application for a license or permit, including, but not limited to, its approval, denial, modification, or termination; 3) any pending citation, sanction, or violation of applicable law against an individual or entity, 4) any reasonably anticipated citation, sanction, or violation of applicable law against an individual or entity, and/or 5) any individual personnel matter, including, but not limited to, hiring, promotions, and disciplinary matters, except as provided by City Charter or applicable General Laws.

c. Form of Disclosure

The disclosure made under section (b) of this ordinance shall be made on a written form prescribed by the City Clerk, within three (3) business days of the communication. Members of

the Board of Aldermen and School Committee shall file the disclosure with the City Clerk. The Mayor shall retain his or her disclosure in the office of the Mayor. The disclosure shall include the following 1) a description of the subject matter of the communication, 2) the medium of communication, 3) the time and date of the communication, 3) identification of participants in the communication, and 4) a summary of the communication.

d. Prohibition of Communications

(1) Except as provided by City Charter of applicable General Laws, notwithstanding section (b) of this section, no communication relating to the substance of a permit and/or license, including, but not limited, to its approval, denial, modification or termination, shall occur outside the scope of a public hearing or public meeting between an elected official and a member of a City Board or Commission.

(2) Except as otherwise provided by City Charter or applicable General Laws, the Board of Alderman and School Committee, or its individual members, shall not direct non-elected City employees with respect to their official responsibilities.

Approved:

President