

Glossary

Bonds

General Obligation Bonds (GO Bonds): A bond secured by the "full faith and credit" of the issuing government and backed by taxing power.

Industrial Revenue Bonds: Bond proceeds are used to finance the purchase or construction of facilities or equipment to be leased to a private corporation. The bonds are backed by the revenue generated by the lease payment and ultimately by the credit of the corporation.

Tax Increment Finance Bonds (TIF): Bonds sold to investors to raise capital for development activities. Interest paid to bond purchasers is usually exempt from state and federal taxation, although TIF bonds can also be sold to investors with no interest exemption from state and federal taxes.

Call-In

A Call-in is a hearing conducted by a Hearing Panel consisting of three members of the Public Safety and Regulatory Services Committee to consider complaints and evidence that a licensee has violated City ordinances governing the license.

A Call-in is a quasi-courtroom proceeding. The City is represented by an Assistant City Attorney. The licensee may be represented by an attorney. The City Attorney sets forth charges and presents evidence through documentation and witnesses. The licensee has the opportunity to respond to and challenge charges, to cross-examine the City's witnesses, submit evidence, and call witnesses. The City Attorney can cross-examine licensee's witnesses and challenge the documents.

This hearing may result in non-renewal, revocation or suspension of the license. The Public Safety and Regulatory Services Committee makes a recommendation at the end of the hearing. Information gathered during the hearing may be used in future court actions.

Charter

The document that defines the powers of the city and the basic structure of government.

City Council Rules

Rules governing City Council meeting procedures which take precedence over Robert's Rule of Order.

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Claims

Requests for reimbursement for damages resulting from fault or liability of the City.

Conflicts of interest. (a) Definition of conflicts of interest. A local official or employee, whether paid or unpaid, shall avoid any situation that might give rise to a conflict of interest. A conflict of interest is present when, in the discharge of official duties, a local official or employee participates in a governmental decision, action or transaction in which he or she has a financial interest, except when that financial interest is no greater than that of another member of his or her business classification, profession or occupation. A financial interest is any interest, including loans, which shall yield, directly or indirectly, a monetary or other material benefit to the local official or employee (other than monetary or material benefits authorized by the city). A financial interest of a local official's or employee's employer (other than the City of Minneapolis), his or her associated business, or his or her spouse, domestic partner, or dependent, and their employers or associated businesses shall also be considered a financial interest of the local official or employee. The following assets shall not be considered a financial interest for purposes of this section:

1. Ownership of shares in a diversified mutual fund.
2. Membership in a pension plan or employee benefit plan.
3. Ownership of bonds or publicly traded securities with a market value of less than two thousand five hundred dollars (\$2,500.00).
4. Ownership of a whole life insurance policy.

(b) Addressing conflicts of interest. To address conflicts of interest:

(1) A local official or employee shall not participate in making or attempt to use his or her position to influence any city governmental decision, action, or transaction in which the local official or employee knows or has reason to know that he or she has a conflict of interest. To participate or participation means making the decision, taking action, entering into a transaction, providing advice or a recommendation, introducing, sponsoring, debating, voting on, approving, and investigating the decision, action, or transaction. Participation includes the direct and active supervision of the participation of a subordinate in the matter. Participation is more than official responsibility, knowledge, perfunctory involvement, or involvement on an administrative or peripheral basis.

(2) A local official or employee may participate in a city governmental decision, action, or transaction involving an organization or entity when the local official or employee, or his or her spouse, domestic partner, or dependent is an officer, director, board member, or trustee, if the local official or employee does not have a financial interest in the governmental decision, action, or transaction. However, the local official or employee must disclose his or her affiliation with the organization or entity as though it were a conflict of interest.

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(3) A local official or employee may participate in a city governmental decision involving a related person, other than his or her spouse, domestic partner, or dependent, if the local official or employee does not have a financial interest in the governmental decision, action, or transaction. However, the local official or employee must disclose his or her relationship with the related person as though it were a conflict of interest.

(4) Any lobbyist (other than an employee of the city) who is lobbying on behalf of the city must disclose a complete list of his or her principals, the principal's clients, and the project or projects on which he or she is working on a principal's behalf, to all elected officials of the city and the city clerk. The ethics officer will report to the intergovernmental relations committee on what projects, if any, create, or may create a professional conflict of interest for the lobbyist. A professional conflict of interest is a situation where the interests of a principal of the lobbyist are or may be adverse to the interests of the city. The lobbyist must update the list any time there is a change in his or her list.

(c) Disclosure of conflicts of interest. If a local official or employee, in the discharge of his or her official duties, recognizes that his or her participation would create a conflict of interest, the local official or employee shall disclose the conflict of interest as follows:

(1) The mayor and members of the city council shall disclose the conflict of interest to each other as soon as they become aware of the conflict. If such official becomes aware of a conflict during a meeting of the city council, or one (1) of its committees, or the executive committee, the official shall immediately disclose the conflict of interest orally. The mayor or city council member shall also prepare, on a form prescribed by the city clerk, a written statement describing the matter requiring action or decision and the nature of his or her conflict of interest. The written statement shall be distributed to the mayor and the members of the city council and filed with the city clerk. After the first time the official has orally disclosed a conflict of interest and filed the form, the elected official may subsequently orally disclose a conflict by referring to the form. Because the mayor or city council members may not attend all city council or committee meetings, oral disclosure may consist of the written statement being read into the record by the presiding officer at the first regular meeting of the city council after the form has been filed.

(2) A department head shall disclose a conflict of interest to the mayor and the city council by preparing, on a form prescribed by the city clerk, a written statement describing the matter requiring action or decision and the nature of his or her conflict of interest. The form shall be distributed to the mayor and the members of the city council and filed with the city clerk.

(3) A local official or employee who is not covered by paragraphs (1) and (2) above shall disclose a conflict of interest (i) orally to his or her supervisor; and (ii) in writing as described below. If there is no supervisor, a local official or employee shall disclose a conflict of interest in writing as described below. A local official or

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employee who is required to disclose a conflict of interest in writing under this paragraph (3) shall prepare a written statement, on a form prescribed by the city clerk, describing the matter requiring action or decision and the nature of his or her conflict of interest. The written statement shall be distributed to the employee's immediate supervisor and department head, or in the case of these local officials, to the mayor and city council, any department head whose jurisdiction or agency could be affected, and filed with the city clerk.

(4) All initial written statements required by this section shall be filed not later than June 1, 2003. Thereafter, they shall be filed and distributed within one (1) week after the local official or employee becomes aware of the conflict of interest.

(5) If the local official or employee has a supervisor, the supervisor shall assign the matter, if possible, to another person who does not have a conflict of interest. If they have no immediate supervisor, the local official or employee shall remove himself or herself from participating in the action or decision in question. If the local official is a member of the city council or the mayor, the local official shall not participate in any discussion or vote on any matter involving the conflict of interest. Although the mayor or city council member must abstain from voting on the matter, he or she shall be counted present for purposes of a quorum. (2003-Or-034, § 1, 3-21-03)

Conditional use permit

Permit required for properties which do not conform to the City's Zoning Code. Permission is granted only if the property meets certain criteria and conditions.

Consent item

Committee agenda item which has been designated by the Committee Chair as non-controversial and requiring no discussion

Council cycle

The two weeks before the regularly scheduled Council meeting, excluding free weeks.

Council Proceedings

The official Council actions which have been published in Finance and Commerce, the official newspaper of the City.

Council Proceedings Index

A guide to official Council actions.

Dates

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Approval Dates:

Regular approval is five business days after the Council meeting.

Early approval is one business day after the Council meeting and subject to the Mayor's consideration.

Effective Dates: All Council actions become effective upon publication.

Regular publication is the second Saturday following the Council meeting.

Early publication is one business day after obtaining the Mayor's signature (exception for holidays).

Executive Committee

The Executive Committee was created in 1984, by Charter change, to oversee day-by-day operations of the City. Members include the Mayor, the Council President and three Council Members (one of the minority party). Staffing is provided by the City Coordinator's office.

League of Minnesota Cities

The League is the official organization of Minnesota cities. Its purposes are to: 1) provides a cooperative approach at the local, state and national level on issues that affect cities; 2) serve as an information source through meetings, conferences, and publications, and through prompt answers to questions using a library of research memos and sample ordinances; 3) offer technical assistance and training, either alone or in concert with other governments, organizations, or groups.

Meetings

Adjourned Session: The meeting is recessed and continued with time and place for an adjourned session established before the meeting is concluded. No further publishing or mailed notice is required.

Closed Meeting: A meeting exempt from the MN Open Meeting Law when exercising quasi-judicial functions involving disciplinary procedures, to consider strategy for labor negotiations, and to discuss litigation strategy with legal counsel.

Emergency Meeting: A meeting called because circumstances require immediate consideration. The public body shall be given notice by telephone or any other method. A good-faith effort is required to provide notice to the media. Posted or published notice is not required.

Meetings - Council

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Regular Council Meeting: A scheduled meeting, provided by Charter, with dates and time set by the City Council before the beginning of each year. Any deviation, other than recessed to date certain, requires notice as with a special meeting.

Special Council Meeting Called By The Mayor: A Council meeting other than a regular or emergency meeting. Written notice, posted and mailed/delivered a minimum of three days before the meeting, is required. No other business shall be transacted other than as designated in the call for the special meeting.

Meetings - Committees

Standing And Special Committees Of The Council: Scheduled meetings with dates and times established by the President of the Council or by the City Council at the organization meeting held the first working day of each even-numbered year.

Organization meeting

A meeting for transacting business relating to the organization of the City Council held at 9:30 a.m. on the first business day in January of each even-numbered year.

Open meeting

MN Statute [471.705](#) covers all meetings that transact official public business (if a quorum is present) to discuss, decide or receive information. Votes are required to be recorded and all printed material is to be available for public review.

Minutes

City Council: The minutes are the published proceedings of the City Council meeting which include a record of the actions taken on agenda items.

Petitions

Petitions are the official record of the City. Petitions consist of formal written requests or communications directed to the City Council.

Records - Government records are those that document official transactions and contribute to the understanding of City operations and decision-making processes – regardless of form.

Active Record: Records referred to more than once a month.

Archives: An area used to store historical documents of the City located in Room 300M City Hall - The Tower.

Disposition: The systematic transfer of records no longer required for day to day operation, from a department to a storage area and then to destruction.

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Permanent Record: A record determined by MN Statute or the State Records Disposition Panel to be retained indefinitely.

Records: As defined in MN Statute [138.17](#), records are all cards, correspondence, computer discs, maps, memoranda, microfilm, paper, photographs, recordings, reports, plates, writings and other data information or documentary material regardless of physical characteristics, storage media or conditions of use.

Record Center: A centralized area in the Tower for storage and servicing of inactive or semi-inactive records.

Retention Period: Length of time a record must be kept.

Vital Record: Records essential to resume or continue operations, to recreate legal financial status of the organization, and to fulfill obligations to employees or to the public.

Referrals

Sends a Council or Committee action to another Committee or to staff for investigation.

Tax increment

Tax increment consists of real property within a municipality whose assessed valuation for tax purposes is frozen when the tax increment district is certified. The proceeds from the tax increment bond sale are used to develop this distressed or under-utilized property. Taxes collected from the frozen assessed valuation continue to be distributed to the various taxing districts. As development causes the valuation of the property to rise, the difference or increment between the frozen valuation levels and increased value after development provides the needed payment to pay off the bonds.

UDAG

Urban Development Action Grants were developed by President Carter's administration for use in America's urban regions. They are monies that can be used for commercial and economic development projects. They require maximum leverage of private dollars and do have, in spite of the word "grant" in their name, provisions that require eventual repayment by the benefited project of the entire grant amount. UDAG funds are distributed to cities and can be re-loaned on a revolving basis.

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