



## CITY OF LAREDO ETHIS CODE PROVISIONS WITH POTENTIAL IMPACT ON NON-PROFIT FUNDING

### I. PROHIBITION ON USING OR ALLOWING THE USE OF ANY CITY RESOURCE FOR A NON-MUNICIPAL PURPOSE

**Section 2.07 Public Property and Resources** *A city official or employee shall not use, request, or permit the use of city facilities, resources, equipment, supplies, or personnel while on city duty for private purposes (including political purposes), except: (a) those that serve a public purpose and that are directly related to the governmental responsibilities of the City; Or (b) those resources are lawfully available to the public.*

### II. REQUIREMENT FOR DISCLOSURE OF KNOWN CONFLICTS OF INTEREST

#### Section 4.02 Disclosure of Association with City Official or Employee

**(a) Disclosures During Appearances.** A person appearing before a city board or other city body shall disclose to it any known facts which, reasonably understood, raise a question as to whether any member of the board or body would violate Section 2.01 (Conflicts of Interest) by participating in official action relating to a matter pending before the board or body.

**(b) Disclosures in Proposals.** Any individual or business entity seeking a Discretionary Contract/Purchase Order with the city shall disclose, on a form provided by the city, any known facts which, reasonably understood, raise a question as to whether any city official would violate Section 2.01 (Conflicts of Interest) by participating in official action relating to any contract.

**(c) Disclosure of Benefit.** If a person who requests official action on a matter knows that the requested action will confer an economic benefit on any city official or employee that is distinguishable from the effect that the action will have on members of the public in general or a substantial segment thereof, he or she shall disclose that fact in a signed writing to the city official, employee, or body that has been requested to act in the matter, unless the interest of the city official or employee in the matter is apparent. The disclosure shall also be made in a signed writing filed with the City Secretary.

**(d) Definition.** For purposes of this rule, facts are “reasonably understood” to “raise a question” about the appropriateness of official action if a disinterested person would conclude that the facts, if true, require recusal or require careful consideration of whether or not recusal is required.

### II. PROHIBITION ON COMMUNICATION WITH CITY OFFICIAL ABOUT A 3<sup>RD</sup> PARTY FUNDING CONTRACT

**Section 4.03 Prohibited Contacts During Contract Solicitation Period.** *A person or entity who seeks or applies for a city contract or any other person acting on behalf of such person or entity, is prohibited from contacting city officials and employees regarding such a contract after a Request for Proposal (RFP), Request for Qualification (RFQ) or other solicitation has been released. This no-contact provision shall conclude when the contract is awarded. If contact is required, such contact will be done in accordance with procedures incorporated into the solicitation document. Violation of this provision by respondents or their agents may lead to disqualification of their offer from consideration.*

### III. POTENTIAL CONFLICT OF INTEREST FOR EXISTING MEMBERS OF 3<sup>RD</sup> PARTY FUNDING COMMITTEE

#### Section 2.01 Conflicts of Interest

**(a) General Rule.** *To avoid the appearance and/or risk of impropriety, an official or employee shall not take any action that he or she knows is likely to affect the economic interests of:*

**(8)** *A business entity or nonprofit entity for which the city official or employee serves as an official or director or in any other policy making position; or*

**(b) Recusal and Disclosure.** *A city official or employee whose conduct violates Subsection (a) must recuse himself or herself, and from the time that the conflict is, or should have been recognized, he or she shall, if applicable,*

**(1)** *immediately refrain from further participation in the matter, including discussions with persons likely to consider or participate in the matter;*

**(2)** *file within 3 business days with the City Secretary the appropriate form for disclosing the nature and extent of the prohibited conduct;*

**(3)** *promptly bring the conflict to the attention of his or her supervisor who will then, if necessary, reassign responsibility for handling the matter to another employee; and*

**(4)** *promptly disclose the conflict to other members of the council, board or commission in which he or she serves and shall not be present during the board’s discussion of, or voting on, the matter.*