

RESOLUTION NO. 2014-R- 15

RESOLUTION ADOPTING AND/OR AMENDING CITY COUNCIL RULES ON WHISTLEBLOWER COMPLIANCE/PROTECTION; CODE OF ETHICS AND PROFESSIONAL CONDUCT; WORKPLACE VIOLENCE; ANTI-BULLYING POLICY; AND SOCIAL MEDIA

BE IT RESOLVED, by the Council of the City of Marshall that,

WHEREAS, the City prides itself on its adherence to all federal, state, and local laws/regulations including business policies and ethics policies; and

WHEREAS, the City has had an occasion to have its existing policies reviewed by counsel; and

WHEREAS, it has been recommended that the City update its policies in several areas involving elected officials; and

NOW THEREFORE, BE IT RESOLVED by the City Council of:

SECTION 1. That the City shall and hereby adopt the following policies which shall be included in the elected officials rules and shall also be applicable to all elected officials to the extent allowed by law, to wit:

A. WHISTLEBLOWER COMPLIANCE/PROTECTION

The City of Marshall prides itself on its adherence to all federal, state and local laws/regulations, including business ethics policies. Therefore, asks that any violation of federal, state or local law or regulation or City policy witnessed or learned of by an elected official of the organization be reported immediately to the Office Manager to allow to investigate and, if applicable, correct the situation or condition.

If the Office Manager is involved or believed to be involved in the matter being reported, elected officials may, in the alternative, make a report to the Mayor. The City of Marshall will conduct an investigation and take appropriate action within a reasonable period of time. Such complaints will be held in confidence to the extent the needs of the investigation permit.

If any elected official reports in good faith what the elected official believes to be a violation of the law or policy to the City of Marshall or to a federal, state or local agency or assists in an investigation, it is the City's policy that there will be no retaliation taken against the elected official, including but not limited to harassment, or disciplinary action, by or any of its elected officials. Retaliation against an elected official who makes

a good-faith report pursuant to this policy is grounds for discipline up to and including termination.

Elected officials with questions should contact the Office Manager.

B. CODE OF ETHICS AND PROFESSIONAL CONDUCT

The City of Marshall's Code of Ethics and Professional Conduct is intended to promote and maintain the highest standards among its elected officials, Council Members, appointed officials and others acting on behalf of the City of Marshall. By virtue of employment with the City of Marshall, each and every elected official and Council Member acknowledges their individual responsibility to act in accordance with the following.

In relation to my duties with the City of Marshall, I will:

- Maintain the highest standards of professional and personal conduct.
- Ensure that all interactions with others are conducted with honesty, integrity and openness. I will treat those I come in contact with fairly and with respect.
- Instill in employee, elected and appointed officials, visitors, guests and the public a sense of confidence about my conduct and intentions.
- Uphold all ordinances, laws and regulations relating to my activities.
- Refrain from using my official position and employment to secure special privileges, gain or benefits for myself.
- Seek out information and enlist the help of others if I am unsure about how to proceed with a particular situation.

C. WORKPLACE VIOLENCE

The City of Marshall is concerned about the increased violence in society, which has also filtered into many workplaces throughout the United States, and has taken steps to help prevent incidents of violence from occurring at the City. It is the policy of the City to expressly prohibit any acts or threats of violence by any employee, supervisor, elected or appointed official, vendor, contractor, guest, or other visitor of the City against any other supervisor, employee, elected or appointed official, vendor, contractor, guest, or other regular visitor of the City in or about the City's facilities or elsewhere at any time. The City will not condone any acts or threats of violence against the City's employees, supervisors, elected or appointed officials, vendors, contractors, guests, or other regular visitors of the City on the City's premises at any time or while they are engaged

in business with or on behalf of the City, on or off City premises.

In keeping with the spirit and intent of this policy, and to ensure that the City's objectives in this regard are attained, is the commitment of the City:

- To provide a safe and healthful work environment.
- To take prompt remedial action up to and including immediate termination, against any elected official who engages in any threatening behavior or acts of violence or who uses any obscene, abusive, or threatening language or gestures.
- To take appropriate action when dealing with elected or appointed officials, vendors, contractors, guests, or other visitors to the City who engage in such behavior. Such action may include, but is not limited to, notifying the police or other law enforcement personnel and prosecuting violators of this policy to the maximum extent of the law.
- To prohibit any employee, supervisor, elected or appointed official, vendor, contractor, guest, or other visitor of the City from bringing unauthorized firearms or other weapons onto City premises, unless authorized under Illinois law.
- To establish viable security measures to ensure that the City's facilities are safe and secure to the maximum extent possible and to properly handle access to City facilities by the public, employees, supervisors, elected or appointed officials, vendors, contractors, guests, or other visitors of the City.

All employees, supervisors, elected or appointed officials, vendors, contractors, guests, or other visitors of the City are responsible for maintaining a workplace that is free from threatening behavior and violence. Accordingly, all individuals have a duty to report any threat, instance of harassment or offensive conduct, or violent act observed or experienced at work. In addition, any elected official who has a reason to believe that a violent act may be committed on the worksite or against an individual related to the City in any way, must promptly report that belief or suspicion to the elected official's immediate supervisor or Office Manager. No elected official who in good faith either makes a report or participates in an investigation under this policy will experience retaliation of any kind.

Any elected official of the City who displays a tendency to engage in violent, abusive, or threatening behavior, or who otherwise engages in behavior that the City, in its sole discretion, deems offensive or inappropriate may be sanctioned, barred from City property, disciplined or otherwise appropriately admonished.

Any elected official who applies or obtains a protective or restraining order which lists City premises as being protected areas should inform the Office Manager. The City may require the elected official to furnish it with a copy of the order.

D. ANTI-BULLYING POLICY

The City prohibits acts of harassment or bullying. The organization has determined that a safe and civil environment is necessary for elected officials to be successful and productive. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both an elected official's ability to positively contribute to the organization on a day-to-day basis and the organization's ability to successfully run its business and service the community. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of all employees, supervisors, elected or appointed officials, vendors, contractors, guests and other regular visitors of the City.

"Bullying" is conduct that meets the following criteria:

- is directed at one or more employees;
- substantially interferes with work/prevents work from being accomplished; and
- adversely affects the ability of an employee to contribute in a positive manner in the workplace by placing the employee in reasonable fear of physical harm and/or by causing emotional distress.

Examples of bullying behavior may include but are not limited to:

- spreading malicious rumors, gossip, or innuendo
- excluding or isolating someone socially
- intimidating a person
- undermining or deliberately impeding a person's work
- physically abusing or threatening abuse
- removing areas of responsibilities without cause
- constantly changing work guidelines
- establishing impossible deadlines that will set up the individual to fail
- withholding necessary information or purposefully giving the wrong information

- making jokes that are 'obviously offensive' by spoken word or e-mail
- intruding on a person's privacy by pestering, spying or stalking
- assigning unreasonable duties or workload which are unfavorable to one person (in a way that creates unnecessary pressure)
- underwork - creating a feeling of uselessness
- yelling or using profanity
- criticizing a person persistently or constantly
- belittling a person's opinions
- unwarranted (or undeserved) punishment
- blocking applications for training, leave or promotion
- tampering with a person's personal belongings or work equipment.

The organization expects all employees, supervisors, elected or appointed officials, vendors, contractors, guests and other regular visitors of the City to conduct themselves in a manner that displays proper regard for the rights and welfare of other employees, supervisors, co-workers, elected or appointed officials, vendors, contractors, guests and other regular visitors of the City. All individuals have a responsibility to stop bullying in the workplace. Bystander support of bullying can encourage further bullying; therefore, the City prohibits both active and passive support for acts of bullying. Elected officials are encouraged to report acts of bullying to the appropriate person as described below.

An elected official of the City who believes that he or she has experienced or witnessed bullying is encouraged to report the incident as soon as possible to the Office Manager unless the complaint involves the Office Manager, in which case the elected official should inform the Mayor. Reports may be made anonymously, but formal disciplinary action *may not* be based solely on the basis of an anonymous report. Elected officials are also encouraged to review the City's policies concerning "Anti-Harassment and Anti-Discrimination" and "Workplace Violence" for further guidance.

A prompt, thorough, and complete investigation of each alleged incident will be conducted.

The City prohibits reprisal or retaliation against any person who reports an act of bullying. The City prohibits any person from falsely accusing another as a means of bullying. An elected official found to have violated this policy may be sanctioned, barred from City property, disciplined or otherwise appropriately admonished.

E. SOCIAL MEDIA POLICY

At the City of Marshall, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

These rules apply to all elected officials who work for the City.

Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the City, as well as any other form of electronic communication.

The same principles and guidelines found in the City policies and three basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of employees or otherwise adversely affects employees, supervisors, vendors, elected or appointed officials who work on behalf of the City or The City's legitimate business interests may result in disciplinary action.

Know and follow the rules

Carefully read these guidelines, the City Statement of Ethics Policy, the City Information Policy and the Discrimination & Harassment Prevention Policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action.

Be respectful

Always be fair and courteous to employees, residents, fellow officials, vendors or people who work on behalf of The City. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with the individual than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs,

video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, members, associates or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or city policy.

Be honest and accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about The City, employees, fellow elected officials, residents, vendors or people working on behalf of The City.

Post only appropriate and respectful content

- Maintain the confidentiality of the City. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- Do not create a link from your blog, website or other social networking site to the City website without identifying yourself as the City elected official.
- Express only your personal opinions. Never represent yourself as a spokesperson for the City. If the City is a subject of the content you are creating, be clear and open about the fact that you are an associate and make it clear that your views do not represent those of the City, fellow officials, employees or people working on behalf of the City. If you do publish a blog or post online related to the City, make it clear that you are not speaking on behalf of the City. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the City."

Retaliation is prohibited

The City prohibits taking negative action against any employee or city official for reporting a possible deviation from this policy or for cooperating in an investigation. Anyone who retaliates against another for reporting a possible deviation from this policy or for cooperating in an investigation may be subject to disciplinary action.

Dated November 10, 2014

AYES

NAYS

ABSENT

Beverly K. Church
Warren J. Le Fever
James McKittrick
Cathy Macke
Cheryl A. Raisner
Tim J. Sanders
Mark Strait
Vickie Wallace

PASSED this 10 day of November, 2014.

APPROVED this 10 day of November, 2014.


MAYOR

ATTESTED, filed in my office,
this 10 day of November, 2014.


CITY CLERK

(SEAL)

RESOLUTION NO. 2014-R- 14

RESOLUTION ADOPTING AND/OR AMENDING CITY POLICIES FOR EMPLOYEES AND APPOINTED OFFICIALS ON WHISTLEBLOWER COMPLIANCE/PROTECTION; CODE OF ETHICS AND PROFESSIONAL CONDUCT; WORKPLACE VIOLENCE; ANTI-BULLYING POLICY; AND SOCIAL MEDIA

BE IT RESOLVED, by the Council of the City of Marshall that,

WHEREAS, the City prides itself on its adherence to all federal, state, and local laws/regulations including business policies and ethics policies; and

WHEREAS, the City has had an occasion to have its existing policies reviewed by counsel; and

WHEREAS, it has been recommended that the City update its policies in several areas involving employees; and

NOW THEREFORE, BE IT RESOLVED by the City Council of:

SECTION 1. That the City shall and hereby adopt the following policies which shall be included in the employee policy handbook and shall be applicable to all employees and to appointed officials to the extent allowed by law, to wit:

A. WHISTLEBLOWER COMPLIANCE/PROTECTION

The City of Marshall prides itself on its adherence to all federal, state and local laws/regulations, including business ethics policies. Therefore, asks that any violation of federal, state or local law or regulation or City policy witnessed or learned of by an employee of the organization be reported immediately to the Office Manager to allow to investigate and, if applicable, correct the situation or condition.

If the Office Manager is involved or believed to be involved in the matter being reported, employees may, in the alternative, make a report to the Mayor. The City of Marshall will conduct an investigation and take appropriate action within a reasonable period of time. Such complaints will be held in confidence to the extent the needs of the investigation permit.

If any employee reports in good faith what the employee believes to be a violation of the law or policy to the City of Marshall or to a federal, state or local agency or assists in an investigation, it is the City's policy that there will be no retaliation taken against the employee, including but not limited to discharge, harassment, or disciplinary action, by or any of its employees. Retaliation against

an employee who makes a good-faith report pursuant to this policy is grounds for discipline up to and including termination.

Employees with questions should contact the Office Manager.

B. CODE OF ETHICS AND PROFESSIONAL CONDUCT

The City of Marshall's Code of Ethics and Professional Conduct is intended to promote and maintain the highest standards among its employees, Council Members, appointed officials and others acting on behalf of the City of Marshall. By virtue of employment with the City of Marshall, each and every employee, Council Member, and appointed official acknowledges their individual responsibility to act in accordance with the following.

In relation to my employment and/or duties with the City of Marshall, I will:

- Maintain the highest standards of professional and personal conduct.
- Ensure that all interactions with others are conducted with honesty, integrity and openness. I will treat those I come in contact with fairly and with respect.
- Instill in employees, visitors, guests and the public a sense of confidence about my conduct and intentions.
- Uphold all ordinances, laws and regulations relating to my activities.
- Refrain from using my official position and employment to secure special privileges, gain or benefits for myself.
- Seek out information and enlist the help of others if I am unsure about how to proceed with a particular situation.

C. WORKPLACE VIOLENCE

The City of Marshall is concerned about the increased violence in society, which has also filtered into many workplaces throughout the United States, and has taken steps to help prevent incidents of violence from occurring at the City. It is the policy of the City to expressly prohibit any acts or threats of violence by any employee, former employee, supervisor, coworker, elected or appointed official, vendor, contractor, guest, or other visitor of the City against any other employee, supervisor, co-worker, elected or appointed official, vendor, contractor, guest, or other regular visitor of the City in or about the City's facilities or elsewhere at any time. The City will not condone any acts or threats of violence against the City's employees, supervisors, elected or appointed officials, vendors, contractors, guests, or other regular visitors of the City on the City's premises at any

time or while they are engaged in business with or on behalf of the City, on or off City premises.

In keeping with the spirit and intent of this policy, and to ensure that the City's objectives in this regard are attained, is the commitment of the City:

- To provide a safe and healthful work environment.
- To take prompt remedial action up to and including immediate termination, against any employee who engages in any threatening behavior or acts of violence or who uses any obscene, abusive, or threatening language or gestures.
- To take appropriate action when dealing with elected or appointed officials, vendors, contractors, guests, or other visitors to the City who engage in such behavior. Such action may include, but is not limited to, notifying the police or other law enforcement personnel and prosecuting violators of this policy to the maximum extent of the law.
- To prohibit any employee, former employee, supervisor, co-worker, elected or appointed official, vendor, contractor, guest, or other visitor of the City from bringing unauthorized firearms or other weapons onto City premises, unless authorized under Illinois law.
- To establish viable security measures to ensure that the City's facilities are safe and secure to the maximum extent possible and to properly handle access to City facilities by the public, employees, former employees, supervisors, elected or appointed officials, vendors, contractors, guests, or other visitors of the City.

All employees, supervisors, appointed officials, vendors, contractors, guests, or other visitors of the City are responsible for maintaining a workplace that is free from threatening behavior and violence. Accordingly, all individuals have a duty to report any threat, instance of harassment or offensive conduct, or violent act observed or experienced at work. In addition, any employee who has a reason to believe that a violent act may be committed on the worksite or against an individual related to the City in any way, must promptly report that belief or suspicion to the employee's immediate supervisor or Office Manager. No employee who in good faith either makes a report or participates in an investigation under this policy will experience retaliation of any kind.

Any employee, former employee, supervisor, appointed official, vendor, contractor, guest, or other visitor of the City who displays a tendency to engage in violent, abusive, or threatening behavior, or who otherwise engages in behavior that the City, in its sole discretion, deems offensive or inappropriate may be sanctioned, barred from City property, disciplined up to and including termination of employment, or otherwise appropriately admonished.

Any employee who applies or obtains a protective or restraining order which lists City premises as being protected areas should inform the Office Manager. The City may require the employee to furnish it with a copy of the order.

D. ANTI-BULLYING POLICY

The City prohibits acts of harassment or bullying. The organization has determined that a safe and civil environment is necessary for employees to be successful and productive. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both an employee's ability to positively contribute to the organization on a day-to-day basis and the organization's ability to successfully run its business and service the community. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of all employees, supervisors, elected or appointed officials, vendors, contractors, guests and other regular visitors of the City.

"Bullying" is conduct that meets the following criteria:

- is directed at one or more employees;
- substantially interferes with work/prevents work from being accomplished; and
- adversely affects the ability of an employee to contribute in a positive manner in the workplace by placing the employee in reasonable fear of physical harm and/or by causing emotional distress.

Examples of bullying behavior may include but are not limited to:

- spreading malicious rumors, gossip, or innuendo
- excluding or isolating someone socially
- intimidating a person
- undermining or deliberately impeding a person's work
- physically abusing or threatening abuse
- removing areas of responsibilities without cause
- constantly changing work guidelines
- establishing impossible deadlines that will set up the individual to fail

- withholding necessary information or purposefully giving the wrong information
- making jokes that are 'obviously offensive' by spoken word or e-mail
- intruding on a person's privacy by pestering, spying or stalking
- assigning unreasonable duties or workload which are unfavorable to one person (in a way that creates unnecessary pressure)
- underwork - creating a feeling of uselessness
- yelling or using profanity
- criticizing a person persistently or constantly
- belittling a person's opinions
- unwarranted (or undeserved) punishment
- blocking applications for training, leave or promotion
- tampering with a person's personal belongings or work equipment.

The City expects all employees, supervisors, elected or appointed officials, vendors, contractors, guests and other regular visitors of the City to conduct themselves in a manner that displays proper regard for the rights and welfare of other employees, supervisors, co-workers, elected or appointed officials, vendors, contractors, guests and other regular visitors of the City. All individuals have a responsibility to stop bullying in the workplace. Bystander support of bullying can encourage further bullying; therefore, the City prohibits both active and passive support for acts of bullying. Employees are encouraged to report acts of bullying to the appropriate person as described below.

An employee, supervisor, appointed official, vendor, contractor, guest and other regular visitor of the City who believes that he or she has experienced or witnessed bullying is encouraged to report the incident as soon as possible to his or her supervisor or, in the alternative, to the Office Manager. A supervisor who receives a report under this policy must immediately inform the Office Manager unless the complaint involves the Office Manager, in which case the supervisor should inform the Mayor. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report. Employees are also encouraged to review the City's policies concerning "Anti-Harassment and Anti-Discrimination" and "Workplace Violence" for further guidance.

A prompt, thorough, and complete investigation of each alleged incident will be conducted.

The City prohibits reprisal or retaliation against any person who reports an act of bullying. The City prohibits any person from

falsely accusing another as a means of bullying. An employee, supervisor, appointed official, vendor, contractor, guest or other regular visitor of the City found to have violated this policy may be sanctioned, barred from City property, disciplined up to and including termination of employment, or otherwise appropriately admonished.

E. SOCIAL MEDIA POLICY

At the City of Marshall, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

This policy applies to all employees who work for the City.

Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the City, as well as any other form of electronic communication.

The same principles and guidelines found in the City policies and three basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects residents, customers, suppliers, people who work on behalf of the City or The City's legitimate business interests may result in disciplinary action up to and including termination.

Know and follow the rules

Carefully read these guidelines, the City Code of Ethics Policy, the City Employee Handbook and the City Anti-Bullying Policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be respectful

Always be fair and courteous to fellow employees, appointed or elected officials, customers, vendors, contractors or people who work on behalf of The City. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your coworkers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, members, associates or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

Be honest and accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about The City, fellow employees, residents, customers, vendors, appointed or elected officials, people working on behalf of The City or competitors.

Post only appropriate and respectful content

- Maintain the confidentiality of the City. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- Do not create a link from your blog, website or other social networking site to the City website without identifying yourself as a City employee.
- Express only your personal opinions. Never represent yourself as a spokesperson for the City. If the City is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the City, fellow employees, residents, customers, vendors or people working on behalf of the City. If you do publish a blog or post online related to the work you do or subjects associated with the City, make it clear that you are not speaking on behalf of the City. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the City."

Using social media at work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your

supervisor or consistent with the City Policy. Do not use The City email addresses to register on social networks, blogs or other online tools utilized for personal use.

Retaliation is prohibited

The City prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Media contacts

Employees should not speak to the media on the City's behalf without contacting the City Office Manager or the Mayor. All media inquiries should be directed to them.

Dated November 10, 2014

AYES NAYS ABSENT

Beverly K. Church
Warren J. Le Fever
James McKittrick
Cathy Macke
Cheryl A. Raisner
Tim J. Sanders
Mark Strait
Vickie Wallace

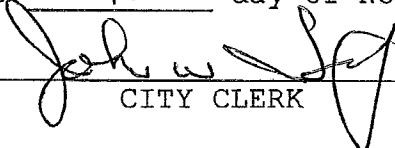
PASSED this 10 day of November, 2014.

APPROVED this 10 day of November, 2014.



MAYOR

ATTESTED, filed in my office,
this 10 day of November, 2014.



CITY CLERK

(SEAL)