

Golden Valley



MAYOR/COUNCIL CANDIDATE *Information Packet*

2019



Welcome To Golden Valley

The City of Golden Valley believes in and stands for the values of social equity, inclusion, and justice.

We embrace diversity and recognize the rights of individuals to live their lives with dignity, free of discrimination, fear, violence, and hate.

We welcome individuals to Golden Valley regardless of race, color, creed, religion, national origin, immigration status, gender, gender identity, marital status, age, disability, economic status, sexual orientation, familial status, or cultural background.

We strive to provide fair and unbiased services and programs, giving opportunities for all.

We are dedicated to being a supportive and united community, strengthened by the diversity of our residents and visitors.

Values

- Communication
- Community
- Inclusion
- Integrity
- Respect
- Innovation
- Courage
- Accountability

Vision

Golden Valley strives to creatively connect people and places, preserve and enhance community resources, and nurture opportunities for all.

Mission

The City of Golden Valley delivers high-quality, responsive services to ensure the community remains a vibrant and welcoming environment in which to live, work, and play.



City of Golden Valley • 7800 Golden Valley Road • Golden Valley, MN 55427
763-593-8000 • TTY 763-593-3968 • Fax 763-593-3969



Interested Candidate:

Thank you for your interest in serving as a public official for the City of Golden Valley. The City is committed to providing a fair and impartial election process that is responsive and accessible to candidates and voters. This guide will provide you general information regarding candidate filing, the election process, and life as a council member. We encourage active participation in the election and voting processes and welcome constructive feedback.

The Golden Valley City Code and Minnesota State Statutes govern the conduct of elections in the City. Municipal elections are nonpartisan, and candidate names are placed on the ballot without party designation. The filing period for municipal offices opens at 8 am July 30, 2019 and closes at 5 pm Aug 13, 2019.

For further information, go to www.goldenvalleymn.gov/elections or call or email me at 763-593-8012 or kluedke@goldenvalleymn.gov.

*Kris Luedke
City Clerk/Election Official*



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City Government 101

How The City Of Golden Valley Works

Golden Valley is a Statutory “Plan B” city, with a part-time Mayor and City Council empowered by law to legislate city-wide policy and a full-time City Manager who serves as chief executive.

Plan B Statutory City

Golden Valley is one of 18 Plan B statutory cities in Minnesota and operates under a council-manager governing system. The City Council consists of an elected Mayor and four elected Council Members who all have an equal vote.

Although the City Council has legislative and policy-making authority, it appoints a City Manager to administer City matters and implement Council policies and directives.

For more information about Plan B cities, go to www.lmnc.org or in the Minnesota Statutes at www.revisor.mn.gov/statutes/?id=412.611.

Elected Officials

City Council elections are held in November in odd-numbered years. Residents elect a Mayor for a four-year term and four Council Members for staggered four-year terms. All Council members serve at large to represent the entire community, so residents may contact any one of them to express concerns and opinions. All elected offices are nonpartisan.

Appointed Officials

Advisory Boards and Commissions recommend policy to the City Council and advise the Council on a variety of diverse issues. They are staffed by citizen volunteers appointed by the Council and include the following:

- Board of Zoning Appeals hears requests for variances from the Zoning Code
- Civil Service Commission controls and supervises the employment, promotion, discharge, and suspension of Golden Valley Police officers
- Environmental Commission advises and makes recommendations to Council in matters relating to and affecting the environment
- Human Rights Commission advises, recommends, and assists Council in matters of human rights
- with a mission to help promote and nourish a safe, respectful, and welcoming community
- Human Services Commission plans and holds fundraisers and events to help raise money to meet previously identified human service needs in the community and advises Council on allocation of funds
- Open Space and Recreation Commission advises, recommends, and assists Council in policies and plans relating to open space needs, parks and recreation programs, trail systems, and Brookview Golf Course
- Planning Commission advises, recommends, and assists Council in matters relating to planning and growth of the City, including issues relating to the social, economic, and physical environment. The Planning Commission recommends Council approval or denial of proposed land use changes, taking into consideration land use ordinances and the Comprehensive Plan.

Staff

The City Manager appoints a management team and staff to help carry out the policies and directives of the City Council and do the work in the City. This includes:

- safety, firefighting, and law enforcement
- taking care of the streets, parks, and water and sewer systems
- planning projects to maintain and improve streets, parks, and water and sewer systems
- making sure laws are followed so buildings are safe
- making sure land is used in the best and safest ways
- planning and running recreation programs
- handling finances, communications, elections, hiring, computer systems, licensing, and more

City Government 101

How The City Of Golden Valley Works

Staff takes pride in providing a high level of services to the community, most of which affect quality of life, such as a safe and reliable water supply and sewer system, safe and well-maintained streets, responsive police and fire protection, and clean, safe, and engaging parks and trails.

Citizen Involvement

The public is encouraged to attend all open meetings and can address the Council during public hearings and an open forum held before each Council meeting. Meetings are televised live on City Cable Channel 16 and replayed daily at 6:30 pm. Meetings are also webcast live and are available for replay on demand on the City website at www.goldenvalleymn.gov/council/meetings.php.

Golden Valley residents interested in becoming more active in city government are encouraged to apply for positions on the City's Advisory Boards and Commissions at www.goldenvalleymn.gov/boards/index.php.

The City regularly solicits citizen input on various proposed projects and services through open house meetings, task forces, and public information campaigns. One current example is the 2040 Comprehensive Plan.

Every 10 years, the City of Golden Valley updates the long-term vision for the community's future to incorporate new census data, projections for population and employment growth, and community preferences. The 2040 Comprehensive Plan will be crafted in 2016–2018 with the input of residents, businesses, and City Commissions. The City hosted a kick-off open house in September 2016 and is soliciting further citizen input through monthly community conversations centered on each segment of the Comprehensive Plan. Citizens are also invited to host their own Comp Plan In A Box group discussions as well as fill out comment cards online. For more information, go to www.goldenvalleymn.gov/planning/comprehensiveplanupdate/index.php.

Contact Us

Both elected officials and City staff are available to answer questions and hear citizen concerns in person or via phone call or email.

For detailed contact information (phone numbers and email addresses for Council and staff), go to www.goldenvalleymn.gov/council/members.php or www.goldenvalleymn.gov/contact.

Quick Contacts By Department

City Council Voice Mail Message System:

763-593-8001

City Hall:

763-593-8000

Administrative Services (Finance, General Services, Information Technology, Elections):

763-593-8013

City Manager's Department (City Manager, Communications, Human Resources, Legal):

763-593-8002

Department of Motor Vehicles:

763-593-8111

Fire Department:

763-593-8057

Parks and Recreation Department:

763-512-2345

Police Department:

763-593-8079

Physical Development Department (Engineering, Inspections, Planning, Public Works Maintenance):

763-593-8030

Life On The Council

Serving on the City Council is not a full-time job, but it does involve a significant time commitment. The Mayor and Council Member Position Overviews in Appendix C provide an outline of expectations and requirements. For 2020, the annual pay rate is \$13,530 for the Mayor and is \$10,126 for Council Members.

To review current City Council Guiding Principles and Organizational Priorities, see Appendix C or go to www.goldenvalleymn.gov/government/index.php.

Schedule Of Required Meetings

The City Council holds bi-monthly City Council Meetings and monthly Council/Manager work sessions. In addition, Council members and the Mayor serve as commissioners on the Golden Valley Housing and Redevelopment Authority (HRA), which holds four regular meetings each year.

2020 Meeting Schedule (Subject To Change)

City Council Meetings

The City Council meets the first and third Tuesdays of the month at 6:30 pm, or immediately after an HRA meeting, in the Council Chambers.

January 7	May 5	September 1
January 21	May 19	September 15
February 4	June 2	October 6
February 18	June 16	October 20
March 4 (Wednesday)	July 7	November 4 (Wednesday)
March 17	July 21	November 17
April 7	August 5 (Wednesday)	December 1
April 21	August 18	December 15

Housing And Redevelopment Authority (HRA) Meetings

The HRA meets the third Tuesday of every third month at 6:30 pm in the Council Chambers.

January 21	July 21
April 21	October 20

City Council/Manager Meetings

Council/Manager meetings are held the second Tuesday of the month at 6:30 pm in the Council Conference room.

January 14	May 12	September 8
February 11	June 9	October 13
March 10	July 14	November 10
April 14	August 12 (Wednesday)	December 8

Filing For Office

What You Need To Know

Golden Valley City Offices On The Ballot This Year

- Mayor (1)
- Council Members (2)—At Large (represent entire city)

All offices are nonpartisan. Candidates are placed on the ballot without party designation. Candidates who are elected will take office in January 2020.

Eligibility To Hold Office

According to Article VII, Section 6, of the Constitution of the State of Minnesota, candidates for public office must:

- be an eligible voter in Minnesota
- be 21 years old upon assuming office
- have resided in the district 30 days previous to the General Election

Important Dates

- **Filing Deadline:** Candidate filing opens July 30, 2019 at 8 am and closes Aug 13, 2019 at 5 pm. Candidates who will be absent from the state during the filing period may arrange with Golden Valley Elections to file prior to departure by contacting the City Clerk at 763-593-8012.
- **Withdrawal Deadline:** To remove your name from the ballot, you must withdraw by Aug 15 at 5 pm.

Filing Location

Submit filing forms to the City Manager's Office (second floor of City Hall), 7800 Golden Valley Road, Golden Valley, MN 55427.

Filing Fee

The filing fee is \$5. Candidates may present a petition with the signatures of eligible voters in lieu of the filing fee (Minnesota Statutes, section 204B.07–204B.11). Contact the City Clerk for more information on petition and signature requirements.

Filing Checklist

You must file several documents and pay a \$5 fee to run for office. All forms and the filing checklist are included in Appendix A to this packet. Please refer to the candidate filing checklist and the instructions on each form for additional information about how to file.

Local Elections Calendar

This calendar is for informational purposes only. In all matters, Minnesota Election Law is the final authority, not this calendar.

- July 30 Candidate filings open 8 am
- Aug 13 Candidate filings close at 5 pm
- Aug 15 Last day to withdraw from ballot in Cities (before 5 pm)
- Sept 20 Absentee voting begins for General Election
- Oct 15 Voter pre-registration for the General Election closes at 5 pm. Voter registrations must be in the hands of election officials.
- Nov 2 Open for absentee voting 10 am–3 pm
- Nov 4 Open for absentee voting until 5 pm
- Nov 5 LOCAL GENERAL ELECTION—Polls are open 7 am–8 pm
For a voter who is incapacitated for health reasons, disabled, a patient in a health care facility, or a resident of assisted living, adult care, or shelter for battered women, agent designated to deliver absentee ballot must return voted ballot no later than 3 pm (MS 203B.11, Subd. 4).

6 am–8 pm: No public meetings or school events
- Nov 11 Office closed: Veterans Day Holiday observed
- Nov 15 Last regularly scheduled City Council meeting to canvass City Election results
- Jan 7, 2020 Terms begin for officers elected

Campaign Finance Reporting

General Information

Candidates and their committees are responsible for following the provisions of City Code and Minnesota Statutes, chapters 211A and 211B, regarding campaign financial reporting and fair campaign practices. The following information is intended to help you understand these requirements; however, please keep in mind that the City cannot interpret laws or provide campaign or financial advice to candidates.

Required Reports

The following reports are required:

1. Initial Report

A candidate or committee must submit an initial report to the City Clerk within 14 days after receiving or making disbursements of more than \$750 in a calendar year. This means a candidate may be required to file an initial report before filing as a candidate. The Campaign Financial Report form is included in Appendix A of this packet.

2. After filing an initial report, candidates and committees must submit the following reports using the Campaign Financial Report in Appendix A.

- 2nd Report—due by Oct 25, 2019 (10 days before General Election)
- 3rd Report—due by Dec 5, 2019 (30 days after General Election)
- 4th Report—due Jan 31, 2020

3. Final Report

A candidate or committee must file a final report after settling all debts and disposing of all assets in excess of \$100. The final report may be filed at any time and must include the kinds of information contained in the financial statements required by Minnesota Statutes, section 211A.02, for the period from the last report to the date of the final report.

4. Campaign Financial Report Certification of Filing

Candidates and committees must file a Certification Of Filing by Nov 12, 2019 (no later than seven days after the General Election). This form certifies to the City Clerk that the candidate or committee has filed all required reports or that the candidate or committee has not received contributions or made disbursements exceeding \$750 in the calendar year.

Additional Resources

The following resources, located in Appendix A, provide additional information regarding campaign finance and financial reporting requirements:

- Minnesota Campaign Manual (Rev 2018)
- State IRS Fact Sheet

Campaign Signs:

Regulations & Enforcement

Campaign sign placement is regulated by the City and the State. If a sign is in violation of City ordinance, the City will take enforcement action. The State takes enforcement action for violations of State law

For information on enforcement of Golden Valley ordinances, contact the City Inspections Department at 763-593-8090 (leave a detailed message) or the Golden Valley Elections line at 763-593-8012.

State Campaign Sign Regulation Advisory From The State of Minnesota Department of Transportation (April 30, 2018)

TO: CANDIDATES FOR PUBLIC OFFICE

The Minnesota Department of Transportation reminds the public that placing signs, including campaign signs, along trunk highways is prohibited. State law (Minnesota Statutes, section 160.2715) prohibits the placement, painting, printing, or affixing of advertisements on any object within the limits of a trunk highway. This restriction includes driving lanes, inside and outside shoulders, ditches, and sight corners at intersections. The trunk highway system includes state, US, and interstate highways in Minnesota.

The Minnesota Outdoor Advertising Control Act (Minnesota Statutes, section 173.15), which applies to land next to trunk highway right of way, prohibits placing advertising devices on private land without consent of the owner or occupant; on trees, shrubs, or public utility poles; or by painting on rocks or other natural features.

These laws protect the safety of the traveling public and those who might place signs. They ensure Minnesota complies with federal highway beautification laws. Right-of-way is used for a variety of purposes, including providing a safe place for vehicles that leave travel lanes, snow storage, location for public utilities, draining excess water away from roads, vegetation growth for aesthetics and erosion control, and even pollinator habitat. Unauthorized signs and people stopping to place signs within the limits of the highway can compromise these functions.

County, city, and township employees administer applicable laws on roads under their jurisdiction. MnDOT is responsible for the trunk highway system. Please contact local Mn DOT offices for assistance when placing signs where trunk highway right of way cannot be clearly identified. Make sure those who place signs on your behalf know the law. Illegally placed signs will be removed by Mn DOT employees and temporarily stored; please contact local MnDOT offices (<http://www.dot.state.mn.us/maintenance/district.html>) promptly to retrieve signs that have been removed.

Thank you for your cooperation,

Charles A. Zelle
Commissioner

Campaign Signs:

Regulations & Enforcement

City Campaign Sign Regulation

Golden Valley City Code, section 24-24, subd. D.

Corner Visibility

Visibility shall be maintained at all street intersections. No person shall erect, construct, plant, nurture or maintain any building, structure or vegetation, except low lying plants and grasses, in the corner visibility zone without the appropriate right-of-way permit to do so. Existing trees, shrubs, and grasses must be maintained to provide, as determined by the City Manager, clear lines of sight through the corner visibility zone. This clear line of sight is generally considered to be between 30 inches above the gutter line and eight (8) feet above the gutter line. The corner visibility zone is considered that area between the edge of pavement of intersecting streets and a line adjoining points on such lines 45 feet distant from their point of intersection, or in the case of a rounded corner, point of intersection of the tangents at the end points of the curve.

Upon information that any person is in violation of this Chapter, the City Manager or his/her designee shall give written notice to have the items restricting visibility removed. If after receiving written notice to remove the items restricting visibility, the person fails to remove the offending object within the time specified in the notice, not less than 10 days, the City Manager shall remove the offending objects with city forces. All costs associated with this removal shall be billed to the property owner responsible for the obstruction. If the bill is not paid within thirty (30) days of the invoice date, the unpaid costs may be assessed against the property pursuant to Chap. 429, Minnesota Statutes.

State Campaign Sign Regulation

Minnesota State Statute, section 211B.045

Non-commercial Signs Exemption

All noncommercial signs of any size may be posted in any number beginning 46 days before the state primary in a state general election year until ten days following the state general election. Municipal ordinances may regulate the size or number of noncommercial signs at other times.

Precinct Polling Places

Precinct #1

Northeast Fire Station
3700 Golden Valley Rd
Golden Valley, MN 55422

Precinct #2

Valley Presbyterian Church
3100 North Lilac Dr
Golden Valley, MN 55422

Precinct #3

Meadowbrook Elem School
5430 Glenwood Ave
Golden Valley, MN 55422

Precinct #4

LOGIS
5750 Duluth St
Golden Valley, MN 55427

Precinct #5

Southeast Fire Station
400 Turners Crossroad S
Golden Valley, MN 55416

Precinct #6

Golden Valley City Hall
7800 Golden Valley Rd
Golden Valley, MN 55427

Precinct #7

Sandburg Middle School
2400 Sandburg Lane
Golden Valley, MN 55427

Precinct #8

Brookview
316 Brookview Parkway S
Golden Valley, MN 55426

Precinct Map is located at www.goldenvalleymn.gov/elections/pdf/precinct-map.pdf.

Contact Information

City of Golden Valley Elections

City Clerk 763-593-8012
Fax 763-593-3969
TTY 763-593-3968
Web www.goldenvalleymn.gov/elections

Hennepin County Elections

Phone 612-348-5151
Fax 612-348-9677
TTY 612-348-3461
Email HC.Vote@co.hennepin.mn.us
Web www.hennepin.us/residents#elections

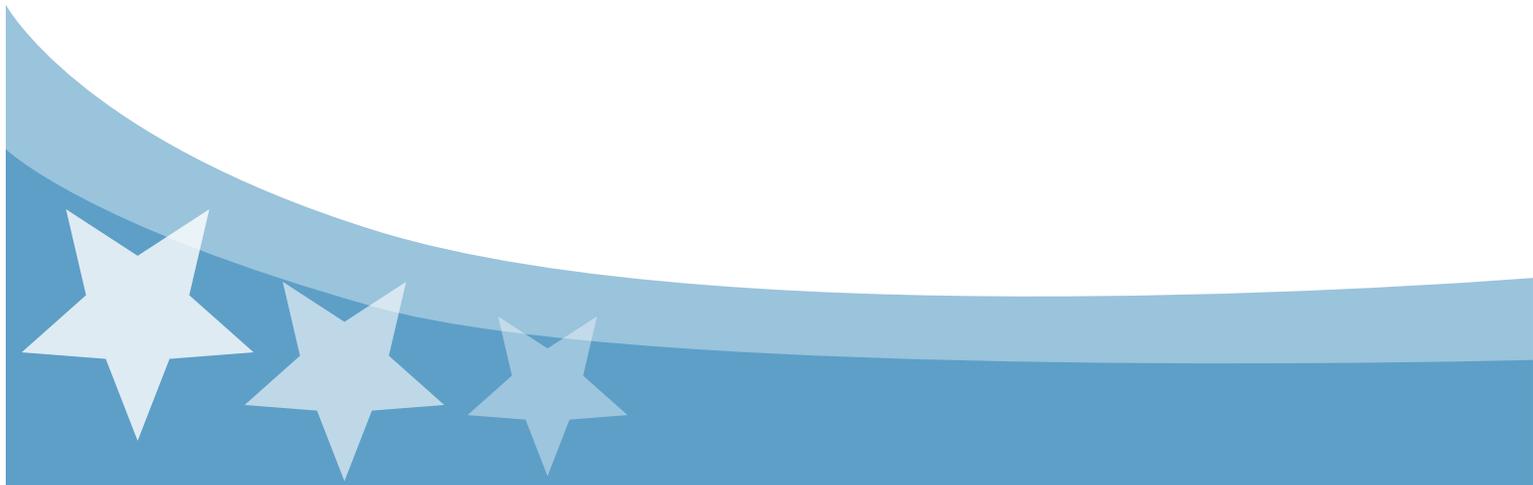
League of Minnesota Cities

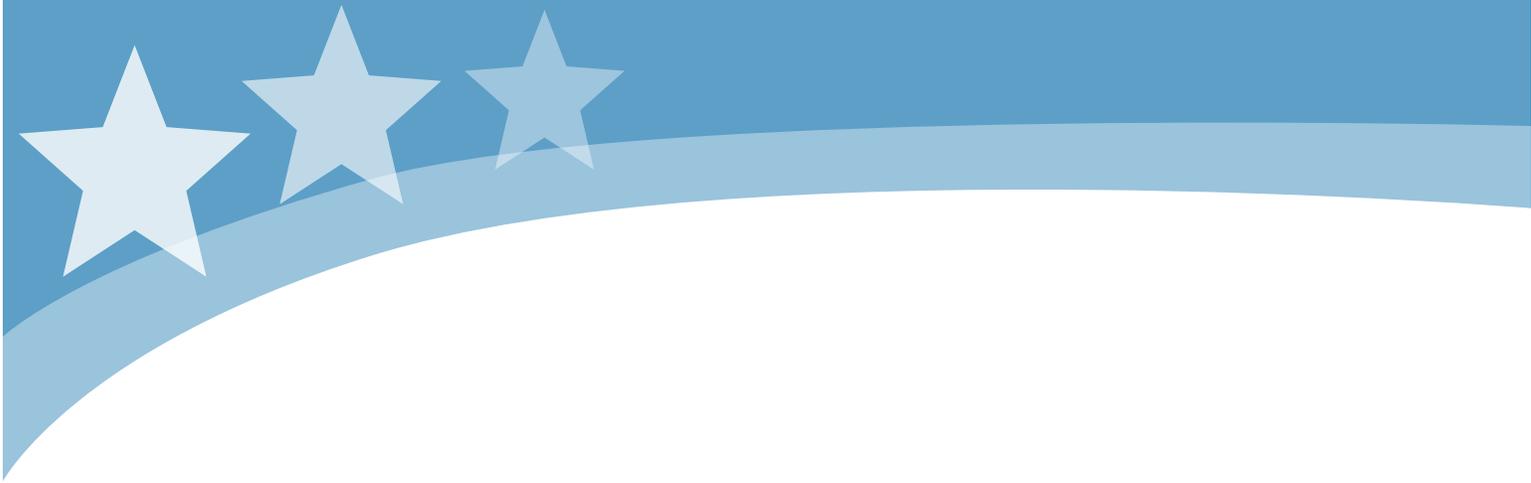
Web www.lmnc.org

Information about cities and regulations

Secretary of State Elections Office

Phone 612-215-1440
Fax 651-296-9073
TTY *Contact Minnesota Relay Service at 800-627-3529 and ask them to place a call to 651-215-1440.*
Email elections.dept@state.mn.us
Web www.sos.state.mn.us/elections-voting





Appendix A.

Filing Forms Checklist

Submit

- Affidavit of Candidacy
- Address Of Residence Form (if applicable)
- Filing Fee (\$5) payable to the City of Golden Valley
- City Council Candidate Disclosure Statement
- Campaign Financial Reports (required if and when candidates receive contributions or make disbursements of more than \$750 in a calendar year)
 - Initial Report—due within 14 days of receiving more than \$750
 - 2nd Report—due by Oct 25, 2019 (10 days before General Election)
 - 3rd Report—due by Dec 5, 2019 (30 days after General Election)
 - 4th Report—due Jan 31, 2020
 - Final Report—due after candidate has settled all debts and disposed of all assets in excess of \$100
- Campaign Financial Report Certification Of Filing—due by Nov 12, 2019 (no later than seven days after the General Election)

Review

- [Minnesota Campaign Manual \(Rev 2018\)](#)
- Campaign Finance Reporting (page 10 of this packet)
- Campaign Signs: Regulations & Enforcement (page 11 of this packet)
- [IRS Fact Sheet: Section 527 Political Organizations Revised Tax Filing Requirements](#)



Office of the Minnesota Secretary of State
AFFIDAVIT OF CANDIDACY

Filing # _____
Cash/Check # _____
Amount \$ _____

Instructions

All information on this form is available to the public. Information provided will be published on the [Secretary of State's website](#). If filing for partisan office and not a major party candidate, you must file both an affidavit of candidacy and a nominating petition. (*Minn. Stat.* 204B.03)

Candidate Information

Name and Office

Candidate Name (as it will appear on the ballot)

Office Sought

District #

For Partisan Office, Provide Political Party or Principle

For Judicial Office, Provide Name of Incumbent

Residence Address

Do not complete if residence address is to be private and checkbox below is marked. All address and contact information is optional for federal, judicial, county attorney, and county sheriff office candidates.

Street Address

City

State

Zip Code

My residence address is to be classified as private data. I certify a police report has been submitted or I have an order for protection for my (or my family's) safety, or my address is otherwise private by Minnesota law. I have attached a separate form listing my residence address.

Campaign Address and Contact

Candidate Phone Number (Required)

Campaign Contact Address (Required for those who have checked the box above):

Street Address

City

State

Zip Code

Website

Email

Affirmation

For all offices, I swear (or affirm) that this is my true name or the name by which I am generally known in the community.

If filing for a state or local office, I also swear (or affirm) that:

- I am eligible to vote in Minnesota;
- I have not filed for the same or any other office at the upcoming primary or general election (except as provided in *M.S.* 204B.06, subd. 1 (2));
- I am, or will be on assuming office, 21 years of age or more;
- I will have maintained residence in this district for at least 30 days before the general election; and
- If a major political party candidate, I either participated in the party's most recent precinct caucuses or intend to vote for a majority of that party's candidates at the next general election.

If filing for one of the following offices, I also swear (or affirm) that I meet the requirements listed below:

- **United States Senator** – I will be an inhabitant of this state when elected and I will be at least 30 years old and a citizen of the United States for not less than nine years on the next January 3rd, or if filled at special election, within 21 days after the election.
- **United States Representative** – I will be an inhabitant of this state when elected and I will be at least 25 years old and a citizen of the United States for not less than seven years on the next January 3rd, or if filled at special election, within 21 days after the election.
- **Governor or Lieutenant Governor** – I will be at least 25 years old on the first Monday of the next January and a resident of Minnesota for not less than one year on election day. I am filing jointly with _____
- **Supreme Court Justice, Court of Appeals Judge, District Court Judge, or County Attorney** – I am learned in the law and licensed to practice law in Minnesota. My Minnesota attorney license number is _____ and a copy of my license is attached.
- **State Senator or State Representative** – I will be a resident of Minnesota not less than one year and of this district for six months on the day of the general or special election.
- **County Sheriff** – I am a licensed peace officer in Minnesota. My Board of Peace Officer Standards and Training license number is _____ and a copy of my license is attached.
- **School Board Member** – I have not been convicted of an offense for which registration is required under *Minn. Stat.* 243.166.
- **County, Municipal, School District, or Special District Office** – I meet any other qualifications for that office prescribed by law.

Candidate Signature _____ Date _____

Subscribed and sworn to before me this _____ day of _____, 20_____.

 Notary public or other officer empowered to take and certify acknowledgement

(Notary stamp)

Office of the Minnesota Secretary of State

ADDRESS OF RESIDENCE FORM

Instructions

This form is to be attached to the Affidavit of Candidacy when a candidate has checked the Private Data box.

The address of residence is classified as private data at the request of the candidate. The address of residence is used by the filing officer who received the affidavit of candidacy, upon written request of a registered voter, to determine whether the address of residence listed by the candidate is actually located in the area represented by the office sought, pursuant to *Minnesota Statutes*, section 204B.06, subd. 1b (b). While the candidate is not required to provide the address of residence, failure to provide the address of residence will result in an incomplete affidavit of candidacy and the rejection of the affidavit of candidacy, which will result in the omission of the candidate's name from any ballot in the election for which the candidate attempts to file the affidavit of candidacy and pay the filing fee. This information will be available to the filing officer to whom the written request is delivered, to employees of that filing officer and to other elections officials with whom that filing officer consults in order to obtain information necessary to make the determination whether the address of residence listed by the candidate is actually located in the area represented by the office sought.

Candidate and Address of Residence

Candidate Name

Office Sought

Street Address

City

MN ZIP Code

Statement

Pursuant to *Minnesota Statutes* 204B.06, subd. 1b (c), I have requested that my address of residence be classified as private data. I certify that a police report has been submitted, or I have an order for protection regarding my safety or my family's safety.

Signature of candidate

Date

3. List here the names of all business corporations, governmental agencies, companies, firms or partnerships or other business enterprises doing business with or at some location within the City of Golden Valley in which you have any financial interest through the ownership of stocks, bonds and other securities:

4. List here all your interests in real property, or rights with respect to real property, as pertains to all such real property located within the City of Golden Valley:

The above disclosure information is correct and complete to the best of my knowledge and belief as of this _____ day of _____, 2019.

(date)

(signature)

CAMPAIGN FINANCIAL REPORT

(All of the information in this report is public information)

Name of candidate, committee or corporation _____

Office sought or ballot question _____ District _____

Type of report _____ Candidate report
 _____ Campaign committee report
 _____ Association or corporation report
 _____ Final report

Period of time covered by report:
 from _____ to _____

CONTRIBUTIONS RECEIVED

Give the total for all contributions received during the period of time covered by this report. Contributions should be listed by type (money or in-kind) rather than contributor. See note on contribution limits on the back of this form. Use a separate sheet to itemize all contributions from a single source that exceeded \$100 during the calendar year. This itemization must include name, address, employer or occupation if self-employed, amount and date for these contributions.

CASH \$ _____ TOTAL CASH-ON-HAND \$ _____
 IN-KIND + \$ _____
 TOTAL AMOUNT RECEIVED = \$ _____

DISBURSEMENTS

Include the amount, date and purpose for all disbursements made during the period of time covered by report. Attach additional sheets if necessary.

<i>Date</i>	<i>Purpose</i>	<i>Amount</i>
TOTAL		

CORPORATE PROJECT EXPENDITURES

Corporations must list any media project or corporate message project for which contribution(s) or expenditure(s) total more than \$200. Submit a separate report for each project. Attach additional sheets if necessary.

Project title or description _____

<i>Date</i>	<i>Purpose</i>	<i>Name and Address of Recipient</i>	<i>Expenditure or Contribution Amount</i>
TOTAL			

I certify that this is a full and true statement. _____

Signature _____ Date _____

Printed Name _____ Telephone _____ Email (if available) _____

Address _____

Report

Office

Name

For Office Use Only:

INSTRUCTIONS

(Reference: Minnesota Statutes, Chapters [211A](#) and [211B](#))

This CAMPAIGN FINANCIAL REPORT is for use by candidates and committees for county, municipal, school district and special district office who receive contributions or make disbursements of more than \$750 in a calendar year; committees or corporations spending more than \$750 for or against a ballot question in a calendar year; and corporations spending more than \$200 on activities to encourage participation in precinct caucuses, voter registration or voting.

Where to file this report:

Hospital Districts	The municipal (city or town) clerk – same place where filed affidavit of candidacy
Park Districts	The county auditor or municipal clerk – same place where filed affidavit of candidacy
School Districts	School district clerk
Townships	Town clerk
Cities	City clerk
Soil & Water Conservation Districts	County auditor
Counties	County auditor

Candidate or committee report: The initial report must be filed within 14 days after the candidate or committee receives contributions or makes disbursements of more than \$750 in a calendar year. Subsequent reports must be filed.

During an Election Year - An "election year" is any year in which the candidate's name or a question appears on the ballot.

In such a year (if an initial report has been filed) reports are required to be filed:

- 10 days before the primary or special primary
- 10 days before the general election or special election
- 30 days after a general election or special election
- By January 31 of each year following the year when the initial report was filed.

During a non-election year - By January 31 of each year following the year when the initial report was filed.

Once a final report* is filed, no further subsequent reports are required to be filed.

CONTRIBUTIONS: Means anything of monetary value that is given or loaned to a candidate or committee for a political purpose. "Contribution" does not include a service provided without compensation by an individual. **Each candidate or committee must list the total amount of cash-on-hand designated to be used for political purposes as of the close of the reporting period.**

CONTRIBUTION LIMITS: Candidates or candidate's committees for county, municipal, school district offices may not accept aggregate contributions in excess of \$600 in an election year or in excess of \$250 in a non-election year made or delivered by an individual or committee. However, candidates seeking election from districts with a population in excess of 100,000 may not accept aggregate contributions in excess of \$1,000 in an election year and \$250 in a non-election year.

BALLOT QUESTIONS: Any political committee, association or corporation that makes a contribution or expenditure to promote or defeat a ballot question as defined in Minnesota Statutes, section [211A.01](#) shall file reports with the filing officer responsible for placing the question on the ballot. Reports must be filed within 14 days of receiving contributions or making disbursements of more than \$750 in one calendar year, using the same schedule as above.

CONGRESSIONAL CANDIDATES: Candidates for election to the United States House of Representatives and Senate and any committee raising funds exclusively on behalf of any one of those candidates may file copies of the reports required by federal law in lieu of those required by Minnesota Statutes Chapter [211A](#).

CORPORATE ACTIVITIES TO ENCOURAGE PARTICIPATION: Corporations may contribute to or conduct public media projects to encourage individuals to attend precinct caucuses, register or vote if the projects are not controlled by or operated for the advantage of a candidate, political party or committee. The total amount of expenditures or contributions for any one project greater than \$200, together with the date, purpose and the names and addresses of the persons receiving the contribution or expenditures must be reported. Reports must be filed with the Secretary of State, 180 State Office Building, St. Paul, MN 55155-1299, using the same schedule as above.

***FINAL REPORT:** A final report may be filed any time after the candidate, committee or corporation has settled all debts and disposed of all assets in excess of \$100 in the aggregate. Check final report under "type of report".

PROHIBITED TRANSFERS: Candidates for county, municipal, school district or special district offices may not accept contributions from the principal campaign committees of any candidate for legislative, judicial or state constitutional office. In addition, a candidate may not make contributions to the principal campaign committee of any candidate for legislative, judicial or state constitutional office unless the contributions are made from the candidate's personal funds.

STATE CANDIDATES: Candidates and committees for state constitutional offices, the state legislature, supreme court, court of appeals, district court and committees for state constitutional amendments are governed by Minnesota Statutes Chapter [10A](#). Contact the State [Campaign Finance and Public Disclosure Board](#) for further information at (651) 539-1180.

Note: The filing officer must restrict public access to the address of any individual who has made a contribution that exceeds \$100 and who has filed with the filing officer a written statement signed by the individual that withholding the individual's address from the financial report is required for the safety of the individual or the individual's family.

Office of the Minnesota Secretary of State

CAMPAIGN FINANCIAL REPORT CERTIFICATION OF FILING

Instructions

Each county, municipal or school district candidate or treasurer of a committee formed to promote or defeat a ballot question shall certify to the filing officer that all reports required by *Minnesota Statutes* 211A.02 have been submitted to the filing officer or that the candidate or committee has not received contributions or made disbursements exceeding \$750 in the calendar year. The certification shall be submitted to the filing officer not later than seven days after the general or special election. (*Minnesota Statutes* 211A.05, subdivision 1)

Campaign Information

Name of candidate or committee

Office sought by candidate (if applicable)

Identification of ballot question (if applicable)

Certification

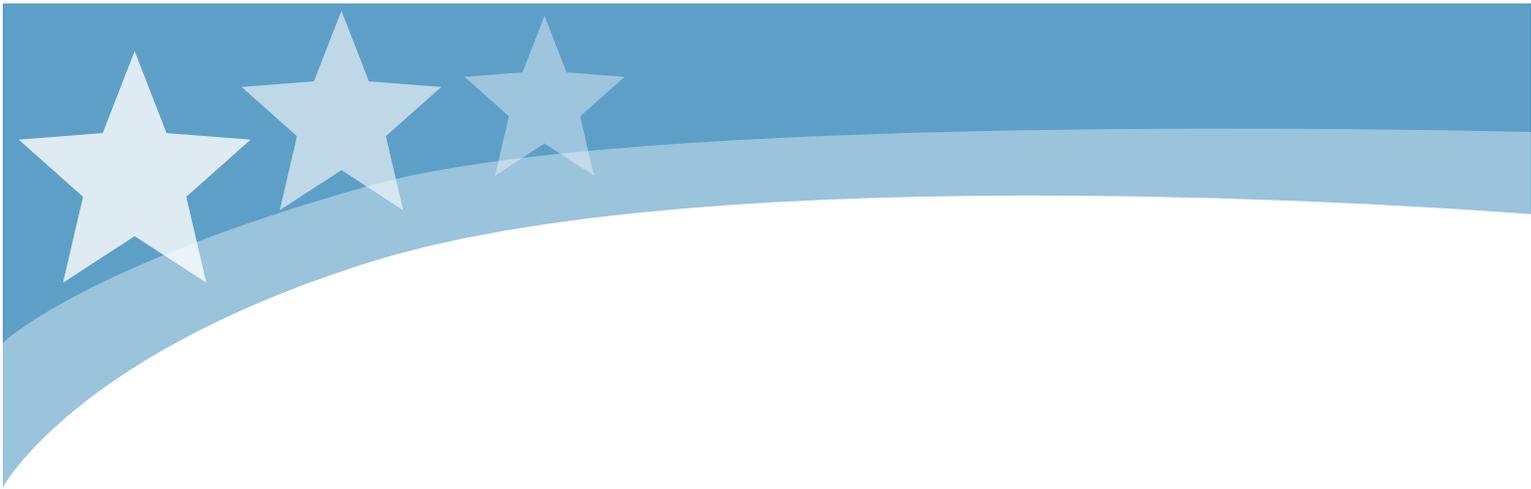
Select the appropriate choice below, and sign.

I do swear (or affirm) that all campaign financial reports required by Minnesota Statutes 211A.02 have been submitted to the filing officer.

I do swear (or affirm) that all campaign contributions or disbursements did not exceed \$750 in the calendar year.

Signature of candidate or committee treasurer

Date



Appendix B. Optional Forms

State Map Order Form

State Polling Place List Request

State Registered Voter List Request

State Affidavit of Withdrawal

Office of the Minnesota Secretary of State
Map Order Form

Contact Information

Name

Address

City, State and Zip Code

Phone or email

Order will be picked up from State Office Building

Ship to address above via UPS Ground (\$3.50)

Available Maps

Maps usually include congressional district, legislative district, county, city, township, and precinct boundaries, and physical features such as roads, railroads, rivers and lakes, depending on scale.

Please select from the following available maps and indicate quantity, size and desired jurisdiction, as applicable. Available sizes are large (36" by 48"), medium (17" by 22") and small (8.5" by 11"), unless otherwise indicated.

- Statewide legislative and congressional districts. **Quantity and size**
- Metropolitan area legislative and congressional districts (large size only). **Quantity**
- Individual congressional districts (large size only). **Quantity and district(s)**
- Individual state house or senate districts. **Quantity, size and district(s)**
- County, showing legislative districts (large size only). **Quantity and county**
- County, showing commissioner districts (large size only). **Quantity and county**
- Individual school district (large size only). **Quantity and school district**
- Individual city or town (large size only). **Quantity and municipality**
- Additional information

Cost, delivery and payment

- Map prices are \$11 per large map, \$9 per medium map, and \$7 per small map.
- Maps may be shipped via UPS for \$3.50 per order, or picked up from the State Office Building (address below).
- Full payment must be submitted with this request. Checks or money order are accepted via mail. Cash is also accepted when ordering in person. Allow five to ten days for processing. Return completed form and payment to:
Minnesota Secretary of State
Elections Division
180 State Office Building
100 Dr. Rev. Martin Luther King, Jr. Blvd.
Saint Paul MN 55155
- For questions, call 651-215-1440 or email elections.dept@state.mn.us

Disclaimer

This document can be made available in large print by calling (651) 296-2803/Voice, or on our Web site at www.sos.state.mn.us. For TTY communication, contact the Minnesota Relay Service at 1-800-627-3529 and ask them to place a call to (651) 215-1440. The Secretary of State's Office does not discriminate on the basis of race, creed, color, sex, sexual orientation, national origin, age, marital status, disability, religion, reliance on public assistance or political opinions or affiliations in employment or the provision of services.



Office of the Minnesota Secretary of State

POLLING PLACE LIST REQUEST

Instructions

Use this form to request a list of polling places for an upcoming election. The list is provided on a CD-ROM either in a pdf format ready for printing, or in a comma-delimited text format which can be opened in most spreadsheet and database programs. The report will be current as of the time the report is run. This office may take up to 10 days to produce the report.

Requestor Contact Information

Name

Street Address

City State Zip Code

Email Phone

Report Information

Choose a geographic area for your report:

- Statewide (\$46) – MUST CHOOSE TEXT FORMAT BELOW
Single Jurisdiction (\$30) – Specify name (of county, city, district, etc.)

Choose a specific election for your report:

- Next State Primary (available May before the primary)
Next State General Election (available August before the election)
Other Election (Specify Election Name & Date)

Choose a format for your report:

- PDF (ready for printing)
Text (comma-delimited, for use in spreadsheets or databases)

Delivery Information

I will pick up my order at the: Retirement Systems of Minnesota Building
60 Empire Drive, Suite 100, Saint Paul MN 55103

Ship my order via UPS Ground Service to this address (\$5):

Name

Street Address (no PO Boxes)

City State Zip Code

Payment Information

Total Cost

- Payment via cash (in-person orders only. Note: orders are not produced "while you wait")
Payment via check
Payment via money order

Mail or hand-deliver your order to: Office of the Secretary of State, 60 Empire Drive, Suite 100, Saint Paul MN 55103

OFFICE USE ONLY

Table with 5 columns: Date - Fiscal, Date - Media Prod, Client Acct, Amt Paid, Work Order #

Rev. 3/2019



Office of the Minnesota Secretary of State
REGISTERED VOTER LIST REQUEST

Instructions

Use this form to request a list of registered voters. For multiple orders, submit a new form for each list. Lists are provided in a ready-to-print pdf format, or in a comma-delimited text format which can be opened in most spreadsheet and database programs. Examples of these formats are available on the [Secretary of State's website](http://www.sos.state.mn.us) (http://www.sos.state.mn.us). This office may take up to 10 days to produce the report. The report will be current as of the time the report is run. The use of the list of registered voters for purposes unrelated to elections, political activities or law enforcement is a violation of Minnesota law. ([Minn.Statutes. 201.091](#))

Voter Information

Name (as it would appear on your voter record)

Street Address

City State Zip Code

Email Phone

Report Information

1) Choose **one** geographic area for your report:

Statewide (\$46) – Must choose Text format below

Single Jurisdiction (\$30) – PDF format may be unavailable for jurisdictions with large numbers of registered voters

Specify Jurisdiction Name (city, county, district, etc.)

2) Choose **one** format for your report:

Voter Lists with Voting History

PDF (ready for printing)

Text (comma-delimited)

Walking List (sorted by street)

Summary Voting History for All Elections

not available

Detailed Voting History for All Elections

Detailed Voting History for One Election – Specify:

Election Date

Voter Lists for Mailing Labels

PDF (ready for printing)

Text (comma-delimited)

One label per registered voter

One label per household

Delivery Information

I will pick up my order at the: Retirement Systems of Minnesota Building
60 Empire Drive, Suite 100, Saint Paul MN 55103

Ship my order on CD via UPS Ground Service to this address (\$5). Orders submitted together may be shipped for one fee.

Name

Street Address (no PO Boxes)

City State Zip Code

Payment Information

Total Cost: \$51 Statewide Report with Shipping \$46 Statewide Report with Pickup \$35 Local Report with Shipping \$30 Local Report with Pickup

Payment via cash (in-person orders only. Orders are not produced "while you wait")

Payment via check or money order

Mail or hand-deliver your order to: Office of the Secretary of State, 60 Empire Drive, Suite 100, Saint Paul MN 55103

Certification

I certify that I am a registered voter in the State of Minnesota and that the information in this list of registered voters will be used only for purposes related to elections, political activities, or law enforcement (M.S. 201.091).

Signature

Date

OFFICE USE ONLY

Date - Fiscal	Date - Media Prod	Client Acct	Amt Paid	Work Order #
---------------	-------------------	-------------	----------	--------------

Rev. 5/2018

Registered Voter List Ordering Information

Registered voter information is only available to registered Minnesota voters, and may only be used for purposes related to elections, political activities, or law enforcement. ([Minnesota Statutes 201.091](#)) All data on registered voter reports is current as of the time the report was run. Only currently registered voters are included in the report. Voting history may not be updated for up to six weeks after an election.

Geographic Area

Reports can be requested for different geographic areas such as statewide, county, city, town, or precinct. Reports can also be requested by election district, such as congressional district, state senate district, state house district, judicial district, county commissioner district, soil & water conservation district, city ward, hospital district, school district, or school board member district.

Note that statewide reports may only be ordered in text format below. These reports will be divided into separate files for each congressional district.

Report Format

Reports are available in pdf format, text format, or sometimes both. Pdf reports come ready to print, but cannot be edited, sorted or filtered. Text files come in a comma-delimited format, ready to import into spreadsheet or database software. In that software, the data can be edited, sorted, and filtered, and also used in other ways, such as for mail merges. This office does NOT offer support for using this data with specific software application.

Report Information

Report	Voter Name	Address	Phone	Birth Year	Voter ID	Legacy ID	Registration Date	County	MCD	Precinct Code	School District Code	Other District Codes	Voting History
Walking List (pdf or text)	X	X	X	X									X
Summary History for All Elections (pdf)	X	X	X	X	X	X		X	X	X	X		X
Detailed History for All Elections (pdf)	X	X	X	X	X	X		X	X	X	X	X	X
Detailed History for All Elections (text)	X	X	X	X	X		X	X	X	X	X	X	X
Detailed History for One Election (pdf or text)	X	X	X	X	X	X		X	X	X	X	X	X
Voter Mailing Labels (pdf or text)	X	X	X	X				X		X	X		
Household Mailing Labels (pdf or text)		X	X	X				X		X	X		

- Detailed history reports include election date, election description, and voting method.
- Summary history and walking list reports include abbreviated election description for each year.
- Text files with voter history have two files: one is a list of voters, the second is a list of elections the voters have history of voting in. The Voter ID can be used as a primary key to cross-reference the records.
- Walking Lists are sorted by street name, then street number
- Mailing label pdf reports are formatted to print on Avery 5160 (or similar) label sheets.
- Household mailing labels include one label per address with at least one registered voter. All labels are addressed to "Registered Voters."

Ordering and Payment

Submit your order by mail or in person to Office of the Secretary of State, 60 Empire Drive, Suite 100, Saint Paul MN 55103. Orders may not be submitted online at this time. If ordering multiple lists, submit a separate order form for each list. Orders submitted together may be paid for with one payment.

- To order by mail, send your order form(s) and payment to the address above, "Attention: Voter Registration Lists". Payment may be by check or money order, payable to the Office of the Secretary of State.
- To order in person, come to the address above and submit your order form(s) and payment. You may pay with cash or check payable to the Office of the Secretary of State. Note that orders are not produced "while you wait."

Delivery

Ordered files will be burned onto a CD, and are current as of the time the file is produced. Completed orders may be picked up or shipped.

- Orders may be picked up from Office of the Secretary of State, 60 Empire Drive, Suite 100, Saint Paul MN 55103. The Business Services Counter is open Monday-Friday (excluding holidays) from 8am-4pm.
- Orders may be shipped via UPS Ground for \$5. Orders submitted together may be shipped together for one fee. UPS does not deliver to PO Boxes, so please give a street address.

Office of the Minnesota Secretary of State

AFFIDAVIT OF WITHDRAWAL

Instructions

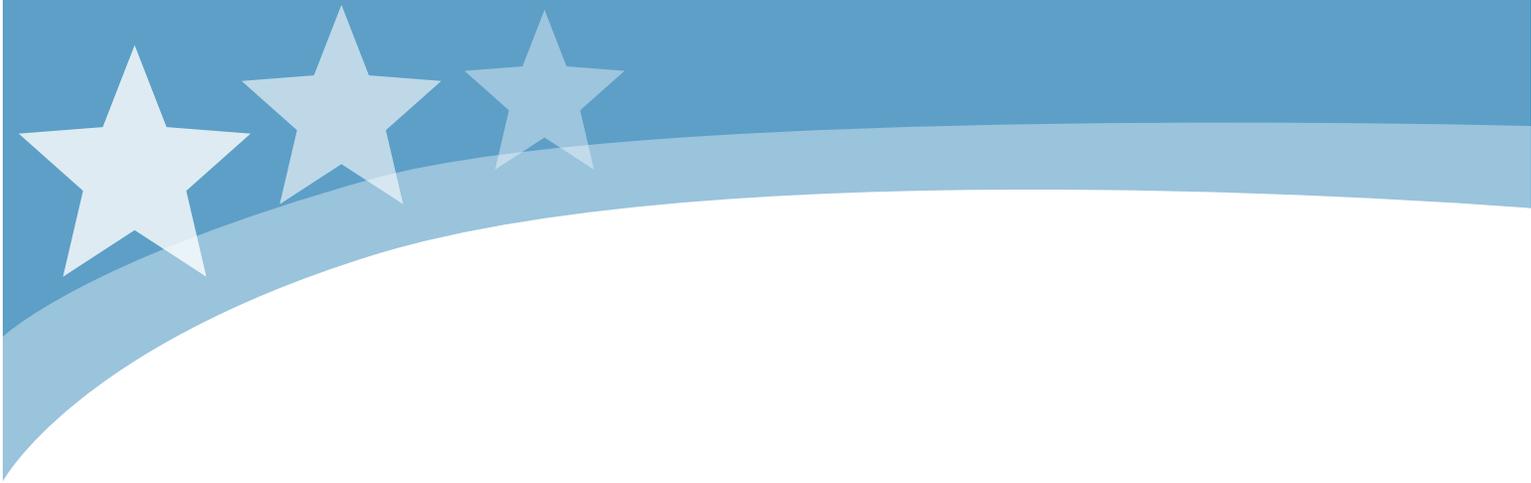
Generally, a candidate who has filed an affidavit of candidacy may remove his or her name from the ballot by filing an affidavit of withdrawal by 5 p.m. no later than 2 days after the end of the filing period. The affidavit of withdrawal is filed with the same filing officer where the original affidavit of candidacy was filed. The withdrawal affidavit should include the candidate's name and office for which they filed and include a request to have their name withdrawn from the ballot. See the [Candidate Withdrawal](#) webpage for details regarding U.S. Presidential and Vice Presidential candidates, and candidates for State Constitutional Offices (Governor and Lieutenant Governor, Secretary of State, Attorney General, and State Auditor).

Statement

I,
certify that I filed an affidavit of candidacy for the office of
on _____, 2019. I request that my name be withdrawn from the ballot,
pursuant to *Minnesota Statutes* 204B.12, subd. 1.

Signature

Date



Appendix C.

Golden Valley Information

Golden Valley Position Overview: Mayor

Golden Valley Position Overview: City Council Member

Golden Valley Guiding Principles

Golden Valley Organizational Priorities

Golden Valley Organization Chart

Position Overview:

Mayor



The City of Golden Valley Mayor is a paid elected official who, as part of the full City Council, governs the City using the powers conferred upon them by State Statutes and City Ordinances. The City Council operates under established guiding principles. Below are the powers and duties of the Mayor:

Community Engagement

- Serve as the Official Ceremonial Head of the City of Golden Valley.
- Participate in public events, often performing ceremonial duties, giving information and formal speeches, and serving as a spokesperson for the City and its policies.
- Respond to community member requests, including providing information, sharing City policies and procedures, and directing individuals to City staff for resources.
- In collaboration with City staff, act as a spokesperson for the City with local media.
- Ex-officio member of Golden Valley Fire Relief Association Board of Trustees.

Meeting Preparation:

- Review meeting agenda and all associated materials prior to meeting.
- Communicate with City Manager, City staff, and individuals impacted by meeting topics to gather input prior to meeting discussions.
- Call special meetings as needed.

Meeting Attendance:

- Attend all regularly scheduled meetings (first, second, and third Tuesday of each month) and special meetings.
- Serve as Presiding Officer at the Council Meetings, conducting the meeting impartially and objectively, preserving order, recognizing speakers and motions, and running meetings under rules set forth by the City Council.

Strategic Planning:

- Represent City interests on issues that impact the City with State legislators in preparation for policy planning.
- Participate in annual goal-setting and strategic planning with staff and City Council.
- Review and establish public and administrative policies with City Council.
- Review and approve the annual budget, tax levy, and capital improvements program with City Council.
- Participate in civic events to provide leadership and stay abreast of programs and trends to improve the community.

Transacting City Business:

- Appoint and evaluate performance of City Manager in concert with City Council.
 - Appoint City Attorney upon recommendation of City Manager in concert with City Council.
 - Execute official documents, including signing ordinances, contracts, and other authorized Council documents.
 - Represent the City before other governmental bodies, including but not limited to: State and Federal agencies, other municipalities, and the League of Minnesota Cities.
 - Create advisory boards and commissions, make appointments, and evaluate output in concert with City Council.
 - Declare local emergencies.
-

Position Overview:

Mayor



- Serve as the official City Weed Inspector and appoint Assistant Weed Inspector.

Requirements for Holding Office:

- Must be 21 years of age or older on the date of taking office.
 - Must be a qualified Minnesota voter.
 - Must be a resident of the City at least 30 days prior to the election.
 - Must be elected by popular vote by the residents of Golden Valley.
-

Position Overview: City Council Member



The City of Golden Valley Council Members are paid elected officials who, as part of the full City Council, govern the City using the powers conferred upon them by State Statutes and City Ordinances. The City Council operates under established guiding principles. Below are the powers and duties of a City Council Member:

Community Engagement

- Participate in public events, sometimes performing ceremonial duties, giving information and formal speeches, and serving as a spokesperson for the City and its policies.
- Respond to community member requests, including providing information, sharing City policies and procedures, and directing individuals to City staff for resources.

Meeting Preparation:

- Review meeting agenda and all associated materials prior to meeting.
- Communicate with City Manager, City staff, and individuals impacted by meeting topics to gather input prior to meeting discussions.

Meeting Attendance:

- Attend all regularly scheduled meetings (first, second, and third Tuesday of each month) and special meetings.
- Actively participate in discussion of meeting topics and consider all presentations, proposals, and facts while voting on official actions.
- May participate in special subcommittees or task forces as needed.

Strategic Planning:

- Participate in annual goal-setting and strategic planning with staff and City Council.
- Review and establish public and administrative policies with City Council.
- Review and approve the annual budget, tax levy, and capital improvements program with City Council.
- Participate in civic events to provide leadership and stay abreast of programs and trends to improve the community.

Transacting City Business:

- Appoint and evaluate performance of City Manager in concert with City Council.
- Appoint City Attorney upon recommendation of City Manager in concert with City Council.
- Execute official documents, including signing ordinances, contracts, and other authorized Council documents.
- Create advisory boards and commissions, make appointments, and evaluate output.
- Serve as liaison to City Commissions or other agencies as needed.

Requirements for Holding Office:

- Must be 21 years of age or older on the date of taking office.
 - Must be a qualified Minnesota voter.
 - Must be a resident of the City at least 30 days prior to the election.
 - Must be elected by popular vote by the residents of Golden Valley.
-

GUIDING PRINCIPLES

I. General Policy Statement & Objective

The purpose of this document is to establish guiding principles for the Golden Valley City Council (the “Council”) and Golden Valley City Boards and Commissions. These principles apply to the members of the Council and the Mayor as well as the appointed members of the City’s Boards and Commissions, each of the foregoing being referred to in this document as a “Member.”

II. Values

The City of Golden Valley has determined the following as our core set of values:

- Communication
- Community
- Inclusion
- Integrity
- Respect
- Innovation
- Courage
- Accountability

III. Standards of Conduct

1. A Member must not use his or her official position to secure special privileges or exemptions for the person or others.
2. A Member must not act as an agent or attorney for another before the Council or a board or commission in a matter where a conflict of interest exists or may exist.
3. A Member must not knowingly accept or solicit, directly or indirectly, a gift or loan for himself, herself, or another if this is prohibited by law.
4. A Member may accept compensation or expense reimbursement for the performance of the person’s public duties only from the sources listed below. A Member must not solicit or accept compensation or expense reimbursement for the performance of the person’s public duties from any sources other than:
 - a. compensation and expenses paid by the City;
 - b. compensation and expenses from other employment, if the person happens to conduct public business while being paid for the other employment and if the other employment does not interfere with, influence, or compromise the person’s public position; or
 - c. compensation and expenses paid by another governmental agency or municipal association to a Member who serves as a City representative for that agency, but only if the City does not also pay the person for the same activity.

5. A Member must not use public money, time, personnel, facilities, or equipment for private gain or political campaign activities except when:
 - a. the use is required or authorized by law; or
 - b. the use is not greater than that allowed for members of the general public.

This paragraph does not prohibit correspondence at any time to individual residents in response to the resident's specific inquiries.

6. A Member must not disclose to the public, or use for the private gain of self or others, information that was gained by reason of the official's public position and that is not public data or was discussed at a closed session of the Council. Further, a Member must not disclose information received, discussed, or decided in conference with the City Attorney that is protected by the attorney/client privilege, unless a majority of the Council has authorized that disclosure.
7. A Member must not enter into a contract with the City, unless in accordance with law. A Member who has a proprietary interest in an agency or company doing business with the City must make known that interest in writing to the Council and the City Clerk.
8. A Member must not intentionally violate a provision of the City Code or the City ordinances.
9. Council Members are expected to be prepared for Council meetings and Council/Manager meetings by reading agenda packets and requesting further research in advance of the meetings.
10. The Mayor and Council Members direct City staff, contract employees, and consultants only through the City Manager, as established by the requisite majority vote. At Council meetings, the Council may express concerns and may provide staff specific direction, provided that the direction is the consensus of the Council. The City Manager will request further clarification if he/she feels it is required so there is a clear understanding of what the Council's expectations are in terms of the actions to be taken by staff.
11. Members shall conduct themselves in such manners as to obey and adhere to Minnesota Statutes Chapter 13D, the Open Meeting Law.
12. Members' duties shall be performed in accordance with the process and rules of order established by the Council or the City Code.
13. Public resources that are not available to the general public (e.g., City staff time, equipment, supplies and/or facilities, etc.) shall not be used by the Members for private, personal, or political purposes.

14. It is the responsibility of Council Members to publicly share, with all other Council Members, information they have received from sources outside of the public decision-making process, which pertains to a topic under consideration. Whenever possible, new information or data obtained by Council Members, pertinent to a topic being discussed, will be distributed through the City Manager to other Council Members.

IV. Communications

As elected officials, Council Members have a responsibility to communicate information to the public. Communicating accurate, timely, and professional information is important to ensuring the quality and credibility of information being provided to the public.

Public Record: Communications (electronic or written) involving Members are public records (with a few exceptions as stated by the Minnesota data practices act—www.house.leg.state.mn.us/hrd/pubs/dataprac.pdf). Communications not considered public record may still be public information (i.e., email, text messages). Those interested in copies of these items must file a public disclosure request. Requests for private data or information outside of the scope of a Member’s role should be routed to the City Manager.

Align With Minnesota Open Meeting Law: Information posted or responded to should be done in alignment with the open meeting law: (See www.house.leg.state.mn.us/hrd/pubs/openmtg.pdf). Members should generally act with caution when using electronic means to communicate with one another. Members who wish to share information with other Members should do so through the City Manager. Materials relating to agenda items for City business (including email) must be provided to the public at the meeting. Email or social media communications shared among three or more Members should take place at an open meeting. Example of a violation: A Member posts a comment on a Facebook page about a proposed ordinance. A second Member comments that they agree and a third Member clicks the “like” button.

Citizen Questions, Comments, and Concerns: It’s important that Members direct citizen questions, comments, and concerns to staff. Doing so ensures requests are routed to the appropriate staff person and holds accountability that proper follow-up is made and the task is completed. In addition, since some requests cover multiple departments there may be a request history that will be useful as staff works to resolve the issue.

Electronic Communications: Generally, the Golden Valley City Council receives agenda materials, background information, and other meeting information via email and/or the list serve. Contact the City Manager if there are questions about these items.

Social Media: Since social media is an effective and frequently chosen communication tool among the public, the City of Golden Valley has its own official social media pages.

Communication Tips for Email and Social Media Public Perception: Members are public officials representing the City of Golden Valley and its policies and perspectives.

Official Versus Individual Perspectives: Since the public connects City officials to the City of Golden Valley, it's important to clarify official perspectives from individual perspectives.

Public information: Any published content, written or electronic (email, for example), may be considered public information or considered covered under the Minnesota data practices act. Informal messages not related to a public official's role, such as meeting notices, reminders, telephone messages, and informal notes, are not public record.

Large Outreach: Information posted on social media is public and is online for a long time. Both email and social media posts can be quickly shared with other audiences, making it important to post professional messages and avoid political comments.

Discoverability: Generally, email is removed from the system every three years. Email is discoverable in litigation, making it important to use it cautiously. When seeking legal advice or to discuss matters of pending litigation or other "confidential" City business, ensure emails are sent to only those intended because the attorney-client privilege protecting the document from disclosure may be waived.

Media Relations - Media Inquiries: Members are strongly encouraged to refer all media inquiries to the City Manager prior to Council discussion and vote on an item. After a vote has been taken, individual Members may comment on their decision. It's understood that individual Member decisions may not be reflective of the Council's majority vote. Following these guidelines is important to the democratic process because it helps avoid creating the public perception that a vote or decision has been made on a topic. That perception may discourage the public from engaging in the democratic process.

City Manager's Role: The City Manager communicates on the City's behalf in interviews, publications, news releases, on social media sites, and related communications. The City Manager is in the best position to provide a response because many issues involve multiple departments or work may already be in progress. Many times, a department director will handle interviews and communications on behalf of the City Manager.

When the media calls about:

1. Upcoming agenda items, issues, or discussion topics: Wait to provide information until the topic is voted on. This communicates that a decision has not been made and allows the public process to work by keeping the topic open for citizen input. If a Member discusses the issue with media before a decision is made, there is potential that the public may be confused about the Council's direction. This may create a public perception that a vote or decision has been made on a topic and discourage the public from engaging in the democratic process.

2. Routine or public information (i.e., a meeting time or agenda): Provide media with the information and notify City Manager.
3. Other information: About potential litigation, controversial issues, an opinion about a City matter, or if unsure of the type of question, it's strongly recommended to work with the City Manager on these topics. The City Manager typically works with staff on these issues and can present the discussion scope or topic.

V. Identifying and Addressing Conflicts of Interest

So that citizens may have the utmost confidence and trust in the integrity of their City government, and to protect the City's interest and its citizen's interests, Members must disclose and avoid conflicts of interest that arise in performing their official duties. To this end, the below principles provide Members guidance for identifying, addressing, and disclosing conflicts of interest. This guidance supplements, not supplants, the responsibilities Members have under law with regard to conflicts of interest. Members should consult with the City Manager and/or City Attorney with questions or concerns they may have regarding conflicts of interest (whether the conflicts are real or perceived, potential or in existence), and not participate in or take any official action on a matter until such questions or concerns are resolved with the City Manager or City Attorney.

1. Identifying Legal Conflicts of Interest

A "legal conflict of interest" exists when, in the discharge of official duties, a Member participates in a governmental decision, action or transaction that:

- a. affects the person's financial interests or those of a business with which the person is associated, unless the effect on the person or business is no greater than on other members of the same business classification, profession, or occupation; or
- b. affects the financial interests of an organization in which the person participates as a member of the governing body, unless the person serves in that capacity as the City's representative.

2. Identifying Financial Interests

A financial interest is any interest, including loans, which may yield, directly or indirectly, a monetary or other material benefit to the Member (other than monetary or material benefits authorized by the City in accordance with law). A financial interest of a Member or Member's employer (other than the City), his or her associated business, or his or her spouse, domestic partner, parent, sibling or child, and their employers or associated businesses shall also be considered a financial interest of the Member. The following assets shall not be considered a financial interest for purposes of this section:

- a. ownership of shares in a diversified mutual fund;
- b. membership in a pension plan or employee benefit plan;

- c. ownership of bonds or publicly traded securities; and
- d. ownership of a whole life insurance policy.

3. Addressing Legal Conflicts of Interest

- a. When a legal conflict of interest exists, except as permitted by law, a Member must disclose the potential conflict of interest for the public record, in the manner described in Section VI below, and refrain from participating in the discussion and from voting on the matter. To participate or participation, for the purposes of this document, 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.
- b. A Member 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 Member knows or has reason to know that he or she has a legal conflict of interest.

4. Non-Legal Conflicts of Interest

- a. Members may face situations in performing their official duties that raise, or are perceived to raise, a conflict of interest but which do not fall within the above description of a legal conflict of interest and are otherwise not a conflict of interest regulated by law. These types of conflicts are referred to, for purposes of this document, as “non-legal conflicts of interest.”
- b. While non-legal conflicts of interest may be different in nature or degree from a legal conflict of interest and other conflicts of interest regulated by law, they can nevertheless impair, or give the appearance of impairing, a Member’s independence of judgement and/or harm the City’s interests and the interests of the citizens.
- c. The significance of non-legal conflicts of interest often depends on the facts and circumstances involved in each situation, and thus it is difficult to establish bright- line rules regarding when such conflicts must be disclosed and necessitate a Member to refrain from participating in a matter. Therefore, Members are entrusted to use their best judgement regarding such situations with the aim of upholding the principles established under this document and the highest possible standards of ethical conduct, and with the understanding that public disclosure of non-legal conflicts of interest, by itself, helps maintain citizens’ trust and confidence in the integrity of City government.
- d. To this end, if a Member recognizes that his or her participation may create a non-legal conflict of interest, he or she should (i) discuss the matter in advance (to the extent possible) and in confidence with the City Manager and/or City Attorney regarding the appropriate action to take; and/or (ii) disclose the conflict in accordance with Section VI below and, if necessary, refrain from participating in the matter.

- e. Without limiting the foregoing, a Member may participate in a City governmental decision, action, or transaction involving an organization or entity that the Member, or his or her partner, spouse, partner, domestic partner, sibling, or child is an officer, director, board member, or trustee of, if the Member does not have a legal conflict of interest in the governmental decision, action, or transaction. However, the Member must disclose his or her affiliation with the organization or entity as though it were a legal conflict of interest, in the manner described in Section VI below.
- f. Similarly, a Member may participate in a City governmental decision involving a person related by family to the Member, other than his or her parent, spouse, domestic partner, sibling, or child, if the Member does not have a legal conflict of interest in the governmental decision, action, or transaction. However, the Member must disclose his or her relationship with the related person as though it were a legal conflict of interest, in the manner described in Section VI below.

VI. Disclosure of Conflicts of Interest

If a Member, in the discharge of his or her official duties, recognizes that his or her participation in a matter would create a legal conflict of interest, or a non-legal conflict of interest that should or must be disclosed, the Member shall disclose the conflict of interest as follows:

- a. The Member shall disclose the conflict of interest to the City Manager and his or her fellow Members as soon as he or she becomes aware of the conflict. If a Member becomes aware of a conflict during a meeting of the Council or a committee or board, the Member shall immediately disclose the conflict of interest orally.
- b. In the case of a legal conflict of interest, a Member must 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, or as otherwise required by law. In the case of a Council Member, the written statement shall be distributed to the other Council Members and Mayor and filed with the City Clerk. Likewise, in the case of a Member of a board or commission, the written statement shall be distributed to the other Members of the board or commission and filed with the City Clerk. After the first time the Member has orally disclosed a conflict of interest and filed the disclosure form, the Member may subsequently orally disclose a conflict by referring to the filed form. Because Members may not attend all meetings, oral disclosure may consist of the written statement being read into the record by the presiding Member at the first regular meeting after the form has been filed. All written statements shall be filed and distributed within one week after the Member becomes aware of the legal conflict of interest. In the case of non-legal conflicts of interest that a Member discloses, the Member may file a written statement regarding the conflict.

- c. If a Member does not participate in any discussion or vote on a matter due to a conflict of interest, he or she shall be counted present for the purposes of establishing a quorum to carry on the business of the Council, board, or commission, but shall be considered disqualified for the purpose of establishing the number of votes necessary to pass motions or resolutions.

VII. Hearing

Any person may file a written complaint with the City Clerk questioning a Member’s adherence to the principles stated in Section III through VI above. After reviewing the complaint, the Council may hold a public hearing only if: (1) a neutral third-party designated by the City Attorney, advises the Council that the allegations state a legally-recognized violation of the law or a legally-recognized conflict of interest; or (2) a neutral third-party designated by the City Attorney, advises the Council that the complaint has been lodged in good faith and that the alleged violation is related to the accused Member’s role as a Member.

Prior to the hearing, a letter will be sent to the accused Member stating the alleged complaint. At the hearing, the accused Member shall have the opportunity to be heard.

If, after the hearing, the Council finds a violation of the principles stated in Section III through VI above, the Council may, by a majority vote, censure the accused Member. The accused Member shall not participate in the Council’s decision to censure.

VIII. Shared Values Statement

I affirm that I believe in and am committed to upholding the values as stated in this City of Golden Valley Guiding Principles.

Signature _____

Date: _____

Printed Name: _____

Refusal to sign City of Golden Valley Guiding Principles:

Signature _____

Date: _____

Printed Name: _____

Adopted by the City Council - February 16, 2016
Amended - February 5, 2019



Organizational Priorities



STRATEGIC DEVELOPMENT & REDEVELOPMENT

Focusing redevelopment on four planning districts: Golden Valley's downtown area, LRT station area, Douglas Drive corridor, and I-394 corridor



EFFECTIVE GOVERNANCE

Governing with a focus on good communication and teamwork, transparency, respecting values and process, heeding meeting decorum and timely decision-making, and building citizen engagement and understanding



INFRASTRUCTURE MAINTENANCE & ENHANCEMENT

Maintaining and improving infrastructure at highest quality for the investment by prioritizing areas of need, identifying costs, and planning for future growth



FINANCIAL WELLNESS

Balancing spending with emphasis on maintaining current service levels, accommodating future needs, expanding tax base, growing reserves, maintaining bond rating, and improving efficiencies and effectiveness



COMMUNITY AFFAIRS

Considering policies that benefit society at large

2019 Action Steps



STRATEGIC DEVELOPMENT & REDEVELOPMENT

Better protect neighborhood character; fix housing code to address 40-foot lots (re-plat dual properties, alter setbacks to create building disincentive, or alternative) to be consistent with lot subdivision reform several years ago.



EFFECTIVE GOVERNANCE

Community identity and branding strategy—develop a clear, concise, and consistent brand to be carried into public improvements and infrastructure, public art and partnership projects, signage, and messaging.



INFRASTRUCTURE MAINTENANCE & ENHANCEMENT

Stay on course with long-term plans on infrastructure (including the Bike & Pedestrian Plan and Golden Valley Flood Mitigation).



FINANCIAL WELLNESS

Prioritize projects, issues, and ideas in relationship to needs and wants and the financial cost to the city and community.



COMMUNITY AFFAIRS

Increase the minimum legal age for the purchase of tobacco products, including e-cigarettes, to 21 years (T21).

Organization Chart

