



CITY OF CENTER LINE
ELECTED OFFICIALS, APPOINTED OFFICIALS, EMPLOYEES
CODE OF CONDUCT, FINANCIAL DISCLOSURE, USE OF EMPLOYEES AND
APPOINTEES ORDINANCES
ADOPTED NOVEMBER 1, 2021

Footnotes:

--(1)--

State Law reference – *Conflicts of interest as to contracts, MCL 15.321 et seq.; standards of conduct and ethics, MCL 15.341 et seq.*

--(2)--

The requirements of Sections 2-28 and 2-29 shall not prevent the person from seeking or holding office and shall not invalidate the vote of the people.

Section 2-28. – Code of Conduct; public servants, elected officials, appointed officials, and employees.

- a) **City public servants, elected, appointed officials and employees; definitions**
 - 1) **“City” is the City of Center Line, Michigan**
 - 2) **“Public servants” includes all persons serving the City of Center Line.**
 - 3) **“Elected officials” includes all public servants elected to the office of Mayor or Councilmember.**
 - 4) **“Appointed officials” includes all compensated public servants appointed by the City Manager and/or the City Council.**
 - 5) **“Employee” includes all compensated public servants not appointed by the City Manager and/or the City Council.**
 - 6) **“Public entity” means the City of Center Line.**
 - 7) **“Gifts” means any items given to public servants, by any entity, that has value, and is not considered compensation.**
 - 8) **“Boards” and “Commissions” includes all persons, appointed by the City Council to same.**
 - 9) **“Department Head” includes department managers appointed by the City Manager.**
 - 10) **“Manager” includes the Director of Public Safety, City Treasurer and City Manager**
- b) **It shall be unlawful for public servants, elected officials, appointed officials, employees, members of Boards and Commissions to:**
 - 1) **have any financial or other personal interest, directly or indirectly, in any proposed or existing contract, purchase, work, sale or service to, for, with or by the City;**

- 2) use City equipment, authority, or influence in any manner for his or her personal betterment, financial or otherwise;
 - 3) have any financial interest, directly or indirectly, in the sale to the City of any land, materials, supplies or services;
 - 4) have any financial interest, directly or indirectly, in the purchase of any City owned property, without the approval of the majority vote of the City Council;
 - 5) have discussion or participate in decision of the City Council, City Department, Board, Commission or instrumentally, if the employee has any personal, economic or financial interest, or is employed, directly or indirectly, by the person or entity that is the subject of the discussion or decision;
 - 6) accept remuneration or provide services for compensation, directly or indirectly, to a person or entity requesting a city approval, investigation, and/or determination;
 - 7) accept any gifts of any value in excess of \$50.00, notwithstanding provisions of Sec. 2(f), from individuals or entities under circumstances which impair his independence of judgement or action in the performance of his or her official duties;
 - 8) to act in a private capacity on matters dealt with as a public servant, elected official, appointed official, employee, and/or member of any Boards and Commissions of the City;
 - 9) to use information protected from disclosure by the Michigan Open Meetings Act (MCL 15.268) which was obtained or may be obtain by reason of such position or authority;
 - 10) to represent another person before any agency of the City on behalf of a private interest other than in the course of the duties and responsibilities of his or her office or employment pursuant to duties assigned in accordance with collective bargaining agreements with unionized labor unions;
- c) *Penalty.* Any person violating the terms of this article shall be subject to penalty provided for in Section 1-13.

Section 2-29. – Financial Disclosure, elected officials, department heads, supervisors and managers;

- a) All elected officials, City Manager/City Clerk, City Treasurer and Public Safety Director shall on or before July 1 of each year, file a sworn statement with the City Clerk which lists the following information:
 - 1) The name of every employer who has reported earnings for federal income tax purposes during the previous taxable year.
 - 2) The name of every principal for whom elected officials, City Manager/Clerk, City Treasurer and Public Safety Director acts as an agent under circumstances sufficient to require the issuance of an IRS form 1099-MISC.
 - 3) The name of every business entity in which elected officials, the City Manager/Clerk, City Treasurer and Public Safety Director is a director or officer.
 - 4) The address or legal description of every parcel of real estate within the City valued at more than \$25,000.00 in which elected officials, City Manager/Clerk, City Treasurer and Public Safety Director has an interest.

- b) *Penalty.* Any person violating the terms of this article shall be subject to penalty provided for in Section 1-13.

Section 2-30. – Elected officials, City Council and Mayor, use of appointees and employees.

- a) For the purpose of this section, elected officials, shall understand that the City government is a Council/Manager form of government. Under the Council/Manager form of government, the City Council appoints a City Manager/Clerk, who directs the day-to-day operation of all employees. Therefore, to ensure the separation of powers under the Council/Manager form of government, the City Council members and Mayor;
- 1) shall work through the City Manager or designee regarding daily operations, policies and/or procedures.
 - 2) shall not expressly or implicitly give orders or direction to appointees and employees, except through their participation on the City Council.
 - 3) shall not try privately to influence the decisions or recommendations of appointees and employees.
 - 4) shall not intervene directly with appointees and employees on behalf of a particular constituent or organization on a pending matters.
 - 5) shall participate with the City Council members in discussing and deciding policy matters for appointees and employees to carry out.
 - 6) shall not, as an individual, execute an investigation of appointees, employees, administrative practices and policies without the vote of the majority of the City Council.
 - 7) shall not violate the State of Michigan and U.S. Labor Standards; nor the any employment rights of appointees and employees.
 - 8) shall abide by the City of Center Line Code of Conduct.
- b) *Penalty.* Violations of the terms of this article may be subject to censuring by a majority vote of City Council in a public forum. Any criminal violations of law shall be addressed by applicable law enforcement agency or agencies, as prescribed by State, Federal and local laws.