FERRYSBURG CITY COUNCIL MEETING

AGENDA

MONDAY, FEBRUARY 6, 2023
7:00 P.M

FERRYSBURG CITY HALL
17520 RIDGE AVENUE, FERRYSBURG, MI 49409

1. Call to Order: Mayor Blease

2. Roll Call: Bleas, O’Donnell, Carlson, Montgomery, Sias, Murdoch, Cate

3. Invocation by Council Member Cate

4. Pledge of Allegiance

5. Public Comments:

This time on the agenda is for any citizen to direct brief comments or questions to the City Council. Time for public comments will be given when an agenda item is discussed. If you have a comment or question, please raise your hand to be recognized by the Mayor, and after being recognized by the Mayor, please give your name, and address for the record, and proceed with your comment or question. Please limit your comments to three (3) minutes.
6. Consideration for Approval of Consent Agenda:
   a. Approve the January 16, 2022, City Council meeting minutes as printed.
   b. Adopt a proclamation declaring April 28, 2023, as Arbor Day in the City of Ferrysburg.

7. New Business:
   a. Discussion, and to take action if appropriate, to approve a quote from Gordon Painting for $4,900 to paint the ceiling of the pavilion at Wm. Ferry Park.
   b. Discussion, and to take action if appropriate, to approve a recommendation from the Harbor Transit Multi-Modal Transportation System (HTMMTS) Board to approve the 2023/2024 millage rate at .6000 mills.
   d. Work Session: Draft Ethics Ordinance

8. Public Comments:

9. Reports: City Manager

   City Council Members

   Mayor

10. Adjournment
CITY OF FERRYSBURG  
CITY COUNCIL MINUTES  
January 16, 2023

The meeting was called to order by Mayor Blease at 7:00 PM. Council Member Cate gave the invocation. Mayor Blease led those present in the pledge of allegiance.

Present: Scott Blease, Tim O’Donnell, Jerry Sias, William Montgomery, William Cate, Deborah Murdoch.

Absent: Richard Carlson

Also present: City Manager Bessinger, City Clerk/Treasurer Schaner, and 1 citizen.

23-001 Moved by Council Member O’Donnell, seconded by Council Member Montgomery, to excuse Council Member Carlson. The motion passed unanimously.

23-002 Moved by Council Member O’Donnell, seconded by Council Member Cate, to approve the December 19, 2022, City Council minutes as printed. The motion passed unanimously.

23-003 Moved by Council Member O’Donnell, seconded by Council Member Cate, to approve the March Board of Review meetings schedule. The motion passed unanimously.

23-004 Moved by Council Member O’Donnell, seconded by Council Member Cate, to approve the “Poverty Income Standards for 2023 Assessments” and “Asset Level Guideline for 2023 Assessments”. The motion passed unanimously.

23-005 Moved by Council Member O’Donnell, seconded by Council Member Cate, to approve an agreement between the City and Grand Haven Area Public School District regarding the collection of the District’s property taxes, for the calendar year 2023, and to authorize the Mayor and City Clerk to sign the agreement. The motion passed unanimously.

23-006 Moved by Council Member O’Donnell, seconded by Council Member Cate, to adopt a resolution approving a request by the Grand Haven Area Public Schools for the City to collect all of the School’s 2023 property taxes during the City’s 2023 summer tax collection period, and a request by the Ottawa Area Intermediate School District for the City to collect all of the District’s 2023 property taxes during the City’s 2023 summer tax collection period. The motion passed unanimously.

23-007 Moved by Council Member Montgomery, seconded by Council Member Murdoch, to schedule a work session as a regular agenda item on February 6, 2023. The motion passed unanimously.
23-008 Moved by Council Member Montgomery, seconded by Council Member Sias to adjourn to a closed session at 7:12 p.m. to consider the purchase or lease of real property prior to obtaining an option to purchase. Roll call vote: 6 yeas, 0 nays, motion passed.

23-009 Moved by Council Member Montgomery, seconded by Council Member Cate, to reconvene in open session at 7:49 p.m. The motion passed unanimously.

23-010 Moved by Council Member Montgomery, seconded by Council Member Murdoch, to authorize the City Manager to negotiate a proposal for City Council consideration. The motion passed unanimously.

The City Manager, the City Council Members, and the Mayor, reported on several current items

The meeting was adjourned at 7:57 p.m.

Respectfully submitted,

Scott Blease
Mayor

Amber Schaner
City Clerk
RESOLUTION
ARBOR DAY

WHEREAS, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

WHEREAS, Arbor Day is now observed throughout the nation and the world, and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal,

NOW THEREFORE BE IT RESOLVED THAT I, Scott Blease, Mayor of the City of Ferrysburg do hereby proclaim April 28, 2023 as Arbor Day in the City of Ferrysburg, and urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

FURTHER, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

February 06, 2023

Scott Blease, Mayor
January 31, 2023

TO: Mayor and City Council Members

FROM: Craig Bessinger, City Manager

RE: Wm. Ferry Park Pavilion Ceiling

The Public Works Department is recommending the ceiling of the pavilion at Wm. Ferry Park be painted. The ceiling is tongue and groove wood paneling.

The Recreation Commission has reviewed the attached quotes and has recommended to City Council to approve the quote from Gordon Paint. The solid stain will preserve the natural wood look of the ceiling.

c: Amber Schaner, City Clerk
## Job Name & Address

<table>
<thead>
<tr>
<th>Name/ City of Ferrysburg</th>
<th>Matt Schindibeck</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>William Ferry Park</td>
</tr>
<tr>
<td>E-mail</td>
<td><a href="mailto:mishindibeck@ferrysburg.org">mishindibeck@ferrysburg.org</a></td>
</tr>
<tr>
<td>Phone</td>
<td>6166386650</td>
</tr>
</tbody>
</table>

Price includes all paint, material, and labor

## Scheduled Date of Service

<table>
<thead>
<tr>
<th>Date of Order</th>
<th>10/26/2022</th>
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</table>

<table>
<thead>
<tr>
<th>Estimate #</th>
<th>2437</th>
</tr>
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</table>

## Description of Services

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description of Services</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pressure wash the tongue and groove ceiling and soffit on the pavilion prior to the</td>
<td>4,900.00</td>
</tr>
<tr>
<td></td>
<td>application. Re-nail any loose boards and apply two coats of Sherwin Williams Super</td>
<td></td>
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<tr>
<td></td>
<td>deck solid stain to the ceiling and soffit around the perimeter of the building. I</td>
<td></td>
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<tr>
<td></td>
<td>would recommend a solid stain for this application. Stain is a self priming product.</td>
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</tr>
<tr>
<td></td>
<td>Apply one coat of primer and two coats of paint instead of the stain $6,200</td>
<td>0.00</td>
</tr>
</tbody>
</table>

## SPECIAL INSTRUCTIONS:

The undersigned agrees to purchase the services set forth above ("Services") upon the stated terms and agrees to be bound by the terms and conditions on the reverse side.

Gordon Painting & Pressure Washing, LLC.: By:

Patrick M Gordon, Jr, President

## Installment Contract

Notice to Customer: (1) Do not sign this contract before you read it. (2) You are entitled to a completely filled-in copy of this contract. (3) Under the law, you have the right to pay off in advance the full amount due and, under certain conditions, to obtain a partial refund of the finance charge. (4) You may rescind or cancel this contract, not later than 5 p.m. on the business day following the date thereof by giving written notice of rescission to Gordon Painting at its place of business set forth above by depositing a properly addressed certified letter in a United States post office or mail box, but if you rescind after 5 p.m. on the business day following, you are still entitled to offer defenses in mitigation of damages and to pursue any rights of action or defenses that arise out of the transaction.

Customer Signature: ___________________________ Date: __________

(Print Name) ___________________________, Its Authorized Representative

## Total Investment

$4,900.00

## Down Payment


## Balance


## Terms of Payment

Price Includes all materials and labor
NAME / ADDRESS
City of Ferrysburg
P.O. Box 38
408 Fifth Street
Ferrysburg, MI 49409

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ferry Park pavilion ceiling</td>
<td>$4,877.16</td>
</tr>
</tbody>
</table>

SCOPE OF WORK

Apply bleach base cleaner to wood surfaces. Power wash and clean. Mask brick surfaces, tarp and cover concrete. Apply one coat of acrylic primer to TG wood paneling. Topcoat with low sheen acrylic paint. Clean up at completion and remove trash. to include west and north side wood soffit Labor, materials, and equipment for prep, prime and paint.

We assume the following: Access to area during business hours. Water, electricity at site. No paint to doors or metal surfaces.
January 31, 2023

TO: Mayor and City Council Members

FROM: Craig Bessinger, City Manager

RE: Harbor Transit Multi-Modal Transportation System (HTMMTS)

At their meeting on Wednesday, January 25, the HTMMTS Board recommended approval of the Fiscal Year ending September 30, 2024, budget to the participating communities. To support the budget, the recommended millage rate for each community to levy is .6000 mills. Participating communities are not required to approve the budget, however, the millage rate is required to be given to municipalities by March 1. If a municipality does not vote on the millage rate by March 1, the millage rate is deemed approved by that municipality. The proposed levy is the same as last year.

With a new building location, Harbor Transit is working to increase its cash reserves for matching grant opportunities.

c: Amber Schaner, City Clerk
CITY OF FERRYSBURG
17520 RIDGE AVENUE
P.O. BOX 38
FERRYSBURG, MI 49409-0038

PHONE 616-842-5803
FAX 616-844-0200
www.ferrysburg.org

DRAFT

HARBOR TRANSIT MULTI-MODAL TRANSPORTATION SYSTEM (HTMMTS)

RESOLUTION

WHEREAS, Article VIII of the Harbor Transit Authority by-laws requires the proposed annual operating millage of the Harbor Transit Authority be considered by the member units; and,

WHEREAS, the Harbor Transit Board has adopted the Fiscal Year 2024 operating millage rate, recommending an operating millage rate of 0.6000 mills.

NOW, THEREFORE, BE IT RESOLVED:

The Ferrysburg City Council supports the millage rate for the Harbor Transit Authority in the amount of 0.6000 mills for the Fiscal Year 2024.

Offered by Council Member

Seconded by Council Member

Yeas: 

Nays: 

Absent: 

Resolution

I, Amber Schaner, duly appointed Clerk of the City of Ferrysburg, do hereby certify that the above resolution was adopted by the Ferrysburg City Council at its regular meeting held on _____________, ___________, 2023, at or after 7:00 p.m.

Amber Schaner, City Clerk
TO: Scott Borg, Transportation Director, HTMMTS Board  
FROM: Dana Appel, Finance & Compliance Director  
DATE: January 16, 2023  
RE: FY2023/24 Millage Rate  

We are requesting to maintain the rate at .6 mills.

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<tr>
<td>Rate</td>
<td>.60</td>
<td>.60</td>
<td>.58</td>
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</tbody>
</table>

There are several reasons we are requesting to keep the rate at .6 mills.

First, the new facility will be financed mostly with grants that will need a match (federal 80% and state 20%). The total estimated cost of the facility project is $18.5 - $20.2 million. MDOT has made comments that due to the COVID restrictions/lack of funding, capital match may not be available in the future.

The second reason: to increase or maintain cash balance. As of 9/30/2022 cash balance is $2.66 million. $1 million is unrestricted and historically the source of funding to pay for new buses when they are delivered. Harbor Transit utilizes grant funding for the buses, but we pay first and then reimbursed. In 2022/23 fiscal year budget, the board approved $1.5 contribution for the new facility project.
RECOMMENDATION ACTION: Approve and recommend to the five local governments to maintain .6 mills.

Per HTMMTS By-Laws: Requested millages shall be delivered to the participating political subdivisions by February 1st each year, who must consider the same by March 1st. The governing bodies of the participating political subdivision shall promptly place requested millages on their respective agendas. If a governing body of a participating political subdivision does not vote on the issue by March 1st, such lack of action shall constitute approval.
## HARBOR TRANSIT BUDGET REPORT

### 2023-2024 Requested Budget

<table>
<thead>
<tr>
<th>GL NUMBER</th>
<th>DESCRIPTION</th>
<th>2020-21</th>
<th>2021-22</th>
<th>2022-23</th>
<th>2023-24</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>AMENDED BUDGET</td>
<td>AMENDED BUDGET</td>
<td>ORIGINAL BUDGET</td>
<td>REQUESTED BUDGET</td>
</tr>
<tr>
<td></td>
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<td>CHANGE</td>
<td>CHANGE</td>
<td>CHANGE</td>
<td>CHANGE</td>
</tr>
<tr>
<td>Dept 040 - Revenue Accounts</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>588-040-402.00</td>
<td>Current Property Taxes</td>
<td>1,474,454</td>
<td>1%</td>
<td>1,492,744</td>
<td>6%</td>
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<tr>
<td>588-040-410.00</td>
<td>Personal Prop Tax-Delinquent</td>
<td>675</td>
<td>48%</td>
<td>1,001</td>
<td>-33%</td>
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<td>588-040-441.00</td>
<td>Local Comm Stabilization Tax Distrib</td>
<td>67,585</td>
<td>96%</td>
<td>132,549</td>
<td>-77%</td>
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<tr>
<td>588-040-509.06</td>
<td>Federal Grant - American Rescue Plan Act</td>
<td>821,253</td>
<td>-100%</td>
<td>0</td>
<td>0%</td>
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<tr>
<td>588-040-509.07</td>
<td>Federal Grant - CARES Act</td>
<td>233,989</td>
<td>-100%</td>
<td>0</td>
<td>0%</td>
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<tr>
<td>588-040-509.08</td>
<td>Federal Grant-5307 Operating</td>
<td>32,500</td>
<td>43%</td>
<td>46,372</td>
<td>-46%</td>
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<tr>
<td>588-040-509.09</td>
<td>Federal Grant-Capital</td>
<td>476,062</td>
<td>-40%</td>
<td>287,563</td>
<td>10%</td>
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<td>588-040-509.20</td>
<td>Federal Grant-Vehicles</td>
<td>25,000</td>
<td>56%</td>
<td>39,037</td>
<td>-100%</td>
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<tr>
<td>588-040-509.21</td>
<td>Federal Grant-Equipment</td>
<td>8,125</td>
<td>43%</td>
<td>11,593</td>
<td>-46%</td>
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<tr>
<td>588-040-543.15</td>
<td>State Grant-Capital</td>
<td>119,015</td>
<td>-40%</td>
<td>71,891</td>
<td>10%</td>
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<td>588-040-543.20</td>
<td>State Grant-Vehicles</td>
<td>6,250</td>
<td>56%</td>
<td>9,759</td>
<td>-100%</td>
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<td>588-040-543.21</td>
<td>State Grant-Equipment</td>
<td>1,312,891</td>
<td>-4%</td>
<td>1,262,431</td>
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<td>588-040-626.00</td>
<td>Contractual Services Revenue</td>
<td>4,255</td>
<td>-100%</td>
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<td>100%</td>
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<tr>
<td>588-040-633.10</td>
<td>Advertising Revenue</td>
<td>1,650</td>
<td>355%</td>
<td>0</td>
<td>100%</td>
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<tr>
<td>588-040-640.00</td>
<td>Passenger Fares</td>
<td>5,800</td>
<td>245%</td>
<td>20,000</td>
<td>-58%</td>
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<td>588-040-640.01</td>
<td>Trolley Fares</td>
<td>16,870</td>
<td>-100%</td>
<td>0</td>
<td>100%</td>
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<tr>
<td>588-040-689.00</td>
<td>Refunds Rebates Miscellaneous</td>
<td>112,200</td>
<td>-50%</td>
<td>56,000</td>
<td>-100%</td>
</tr>
<tr>
<td>NET REVENUES 040 - Revenue Accounts</td>
<td></td>
<td>4,712,709</td>
<td>-16%</td>
<td>3,961,845</td>
<td>4%</td>
</tr>
</tbody>
</table>
# HARBOR TRANSIT BUDGET REPORT

## 2023-2024 Requested Budget

<table>
<thead>
<tr>
<th>GL NUMBER</th>
<th>DESCRIPTION</th>
<th>2020-21</th>
<th>%</th>
<th>2021-22</th>
<th>%</th>
<th>2022-23 ORIGINAL</th>
<th>%</th>
<th>2023-24 REQUESTED</th>
<th>%</th>
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</thead>
<tbody>
<tr>
<td>588-881-702.00</td>
<td>Salaries &amp; Wages - Fulltime</td>
<td>345,525</td>
<td>43%</td>
<td>495,700</td>
<td>3%</td>
<td>510,517</td>
<td>24%</td>
<td>631,750</td>
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<tr>
<td>588-881-703.00</td>
<td>Salaries &amp; Wages - Parttime</td>
<td>685,885</td>
<td>-2%</td>
<td>675,000</td>
<td>44%</td>
<td>969,702</td>
<td>29%</td>
<td>1,250,225</td>
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<tr>
<td>588-881-704.00</td>
<td>Overtime</td>
<td>20,750</td>
<td>61%</td>
<td>33,500</td>
<td>-40%</td>
<td>20,000</td>
<td>-100%</td>
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<tr>
<td>588-881-710.00</td>
<td>Life Insurance</td>
<td>810</td>
<td>24%</td>
<td>1,005</td>
<td>0%</td>
<td>1,010</td>
<td>-100%</td>
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<tr>
<td>588-881-711.00</td>
<td>Health Benefits - Blue Cross</td>
<td>132,375</td>
<td>13%</td>
<td>149,040</td>
<td>0%</td>
<td>149,410</td>
<td>-100%</td>
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<tr>
<td>588-881-711.01</td>
<td>Optical Reimbursement</td>
<td>1,500</td>
<td>100%</td>
<td>3,000</td>
<td>20%</td>
<td>3,600</td>
<td>-100%</td>
<td></td>
<td></td>
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<tr>
<td>588-881-711.03</td>
<td>Health Care Savings Plan</td>
<td>10,266</td>
<td>48%</td>
<td>15,300</td>
<td>5%</td>
<td>16,138</td>
<td>-100%</td>
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<tr>
<td>588-881-713.00</td>
<td>Long Term Disability Insurance</td>
<td>2,240</td>
<td>40%</td>
<td>3,130</td>
<td>7%</td>
<td>3,350</td>
<td>16%</td>
<td>3,900</td>
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<tr>
<td>588-881-713.01</td>
<td>Short Term Disability Insurance</td>
<td>3,820</td>
<td>35%</td>
<td>5,140</td>
<td>-6%</td>
<td>4,810</td>
<td>31%</td>
<td>6,295</td>
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<tr>
<td>588-881-714.00</td>
<td>Worker Comp Insurance</td>
<td>46,000</td>
<td>-8%</td>
<td>42,518</td>
<td>8%</td>
<td>46,000</td>
<td>0%</td>
<td>46,000</td>
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<tr>
<td>588-881-715.00</td>
<td>Unemployment Comp Insurance</td>
<td>1,030</td>
<td>-51%</td>
<td>500</td>
<td>-100%</td>
<td></td>
<td>0%</td>
<td></td>
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<tr>
<td>588-881-716.01</td>
<td>401(a) Retirement - Employer</td>
<td>41,500</td>
<td>49%</td>
<td>62,000</td>
<td>4%</td>
<td>64,551</td>
<td>10%</td>
<td>71,173</td>
<td></td>
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<tr>
<td>588-881-717.00</td>
<td>Social Security - Employer</td>
<td>97,850</td>
<td>-13%</td>
<td>87,500</td>
<td>32%</td>
<td>115,333</td>
<td>-14%</td>
<td>99,432</td>
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<tr>
<td>588-881-719.00</td>
<td>Clothing Allowance</td>
<td>5,000</td>
<td>28%</td>
<td>6,400</td>
<td>-22%</td>
<td>5,000</td>
<td>30%</td>
<td>6,500</td>
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</tr>
<tr>
<td>588-881-730.00</td>
<td>Professional / Contractual</td>
<td>28,000</td>
<td>-29%</td>
<td>20,000</td>
<td>125%</td>
<td>45,000</td>
<td>-56%</td>
<td>20,000</td>
<td></td>
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<tr>
<td>588-881-730.50</td>
<td>Personnel Contract</td>
<td>168,198</td>
<td>-11%</td>
<td>150,000</td>
<td>12%</td>
<td>168,198</td>
<td>-11%</td>
<td>150,000</td>
<td></td>
</tr>
<tr>
<td>588-881-732.00</td>
<td>Trash Removal</td>
<td>2,250</td>
<td>-41%</td>
<td>1,330</td>
<td>-6%</td>
<td>1,250</td>
<td>20%</td>
<td>1,500</td>
<td></td>
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<tr>
<td>588-881-750.00</td>
<td>Oper Materials &amp; Supplies</td>
<td>30,000</td>
<td>-17%</td>
<td>25,000</td>
<td>0%</td>
<td>25,000</td>
<td>0%</td>
<td>25,050.00</td>
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<tr>
<td>588-881-751.00</td>
<td>Operating Supplies - Fuel &amp; Lube</td>
<td>121,000</td>
<td>123%</td>
<td>270,000</td>
<td>-59%</td>
<td>111,000</td>
<td>80%</td>
<td>200,000</td>
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<tr>
<td>588-881-757.00</td>
<td>Propane Fuel</td>
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**NET APPROPRIATIONS - 481 - Operations**

|                  | 2,501,999 | 10% | 2,750,604 | 6% | 2,924,694 | 17% | 3,431,120 |
## HARBOR TRANSIT BUDGET REPORT

### 2023-2024 Requested Budget

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<th>GL NUMBER</th>
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<th>CHANGE</th>
<th>2022-23 ORIGINAL BUDGET</th>
<th>CHANGE</th>
<th>2023-24 REQUESTED BUDGET</th>
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## HARBOR TRANSIT BUDGET REPORT

### 2023-2024 Requested Budget

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### HARBOR TRANSIT BUDGET REPORT

#### 2023-2024 Requested Budget

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<th>2021-22 AMENDED BUDGET</th>
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<th>2023-24 REQUESTED BUDGET</th>
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<td>35,000</td>
<td>-71%</td>
<td>10,000</td>
<td>-50%</td>
<td>5,000</td>
<td>100%</td>
<td>10,000</td>
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<td>Auditing Services</td>
<td>8,975</td>
<td>1%</td>
<td>9,000</td>
<td>0%</td>
<td>9,000</td>
<td>11%</td>
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<td></td>
</tr>
<tr>
<td>588-484-745.00</td>
<td>Periodicals &amp; Subscrip</td>
<td>300</td>
<td>0%</td>
<td>300</td>
<td>0%</td>
<td>300</td>
<td>0%</td>
<td>300</td>
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<tr>
<td>588-484-750.00</td>
<td>Oper Materials &amp; Supplies</td>
<td>5,000</td>
<td>50%</td>
<td>7,500</td>
<td>-33%</td>
<td>5,000</td>
<td>50%</td>
<td>7,500</td>
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<td>588-484-750.20</td>
<td>Grant Exeises (Misc)</td>
<td>95,238</td>
<td>-60%</td>
<td>30,000</td>
<td>-100%</td>
<td>0%</td>
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<tr>
<td>588-484-750.22</td>
<td>Banking Fees</td>
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<td>12%</td>
<td>700</td>
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<td>625</td>
<td>12%</td>
<td>700</td>
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<td>Memberships &amp; Dues</td>
<td>5,800</td>
<td>38%</td>
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<td>-28%</td>
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<td>Printing &amp; Publishing</td>
<td>800</td>
<td>213%</td>
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<td>-68%</td>
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<td>IT Support Contract</td>
<td>8,055</td>
<td>-6%</td>
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<td>6%</td>
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<td>-11%</td>
<td>600</td>
<td>33%</td>
<td>800</td>
<td>25%</td>
<td>600</td>
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<td>Transportation &amp; Lodging</td>
<td>2,000</td>
<td>55%</td>
<td>3,100</td>
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<td>1,500</td>
<td>0%</td>
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<td>588-484-870.00</td>
<td>Professional Development</td>
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<td>13%</td>
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<td>0%</td>
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<td>Software Maintenance Agreements</td>
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<td>34%</td>
<td>6,750</td>
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<td>5,050</td>
<td>34%</td>
<td>6,750</td>
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<td><strong>NET APPROPRIATIONS - 484 - Administration &amp; General</strong></td>
<td></td>
<td>736,958</td>
<td>-21%</td>
<td>576,799</td>
<td>-4%</td>
<td>553,853</td>
<td>35%</td>
<td>749,301</td>
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<td><strong>ESTIMATED REVENUES - FUND 588</strong></td>
<td></td>
<td>4,712,709</td>
<td>-16%</td>
<td>3,961,845</td>
<td>4%</td>
<td>4,115,735</td>
<td>36%</td>
<td>5,617,193</td>
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<td><strong>APPROPRIATIONS - FUND 588</strong></td>
<td></td>
<td>4,007,397</td>
<td>-1%</td>
<td>3,981,831</td>
<td>3%</td>
<td>4,086,940</td>
<td>15%</td>
<td>4,852,658</td>
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<tr>
<td><strong>NET OF REVENUES/APPROPRIATIONS - FUND 588</strong></td>
<td></td>
<td>705,312</td>
<td>(19,986)</td>
<td>28,759</td>
<td>28,759</td>
<td>(19,986)</td>
<td>28,759</td>
<td>764,535</td>
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<td><strong>BEGINNING FUND BALANCE</strong></td>
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<td>4,966,823</td>
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December 13, 2022

TO: Mayor and City Council Members

FROM: Craig Bessinger, City Manager

RE: Economic Development Task Force – Visionary Plan

The Economic Development Task Force (EDTF) has met since July 2021 and met for the last time on December 7, 2022, for a total 18 meetings and 2 walking tours. Attached is their report and recommendations to City Council.

EDTF Chairman John Reifel will attend the City Council meeting to comment on the plan and to answer any questions form City Council Members. Other EDTF Members may be attending the meeting also.

c: Amber Schaner, City Clerk


**2021-22 Economic Development Task Force Report**

**December 7, 2022**

**Mission Statement:** The EDTF will analyze Ferrysburg’s current economic development. Through an exploration of alternative ways to promote further development congruent with the City’s Master Plan, the EDTF will make recommendations to City Council where appropriate.

**Members:**
- John Reifel, Chairperson
- Roger Jonas, Vice Chairperson
- Travis Andrews
- Scott Blease
- Elizabeth Butler
- Alec Magaluk
- Jerry Sias

**Planning Commission**

**Representative at Large**

**Ferrysburg Mayor**

**The Chamber of Commerce**

**Ferrysburg Councilperson**

**Note:** After all appointments were made by City Council the first meeting was held on July 14, 2021 and for the remainder of that year Mayor Rebecca Hopp and Councilperson Bill Cate served on the EDTF. City Manager Craig Bessinger served as Recorder for EDTF meetings.

**Activities**

At its regular monthly and additional special meetings, the EDTF did the following:

- Developed a Mission Statement
- Reviewed recommendations from the 2005 EDTF and what has been accomplished
- Reviewed status of plans for new fixed span bridge to replace US-31 drawbridge and of new Smith Bayou bridge
- Ferrysburg authorized a Brownfield Redevelopment Finance Authority in 2008. Volunteer Roman Wilson of Fishbeck tutored the Task Force on how brownfield programs work
- Sent information to all business owners in Ferrysburg about state sanctioned programs to help businesses ((Downtown Development Authority (DDA), Industrial Property Tax Abatement (PA of 1974, as amended), Commercial Rehabilitation Act (PA 210 of 2005), and Brownfield Redevelopment opportunities)) and invited them to a Public Forum / Information Session about the programs on October 20, 2021. Also, included a questionnaire (with return postage) asking what Ferrysburg could do better to assist their businesses
- Held a Public Forum / Information Session about the various programs designed to help businesses on Wednesday, October 20, 2021 at 7 p.m. Roman Wilson from Fishbeck explained Brownfield Redevelopment Authorities while Elizabeth Butler, Task Force...
member and Director of Economic Development Strategic Directions of The Chamber of Commerce, explained the remaining programs

- Held detailed discussions about the Pine Street, Van Wagoner, and 174th Avenue corridors
- Held detailed discussions about how Ferrysburg can make a favorable impression to the growing number of visitors to the new Ottawa Sands County Park
- Held detailed discussions about designating and developing a clearly identifiable downtown
- On Friday, June 17 held a walking tour with Pine Street corridor business owners mobilized by Elizabeth Butler
- On Friday, August 19 held a walking tour with Service District business owners mobilized by Elizabeth Butler
- Held joint meeting on October 19, 2022 with the Ferrysburg Brownfield Redevelopment Authority. Roman Wilson of Fishbeck provided guidance on how economic synergy could be generated by replacing the current BRA with a new body that has both BRA and economic development responsibilities. EDTF and BRA members agreed that this should be one of the EDTF’s recommendations.

Economic Overview

Population growth is the best measure of a city’s economic health. Ferrysburg’s population grew 6.57% between 2010 and 2020 and this is comparable to Grand Haven’s 5.75% and Spring Lake’s 6.84% growth rates. The good news is that increasing numbers of households want to live here. Business community feedback from our multiple outreach efforts did not reveal major, pressing issues. So, before listing recommendations to City Council we would like to share thoughts on five specific areas of general interest: drawbridge replacement, downtown Ferrysburg, Johnston Boller, Ottawa Sands County Park, and Zip code.

1. Replacement of drawbridge with fixed span bridge

Michigan is currently investing a large amount of money to upgrade and improve the Bascule Bridge over the Grand River and five other structures nearby on US-31 / M-104. The state informs us that though there are plans to eventually replace the drawbridge with a fixed span bridge that will not happen for decades to come. It is important to know this as construction of a higher, fixed span bridge would greatly affect Ferrysburg and business investment decisions in the city.

2. Where is downtown Ferrysburg?

Ferrysburg does not have a clearly defined downtown. Most would probably say that if we have a downtown, it is the Pine Street corridor. But, topography and state road restrictions combine to make that a challenging call. As Task Force member Andrews observed, urban planners would call Pine Street a “stroad” meaning it is a critical road for moving traffic quickly, while simultaneously trying to be a street with slow traffic, businesses and pedestrians, and ultimately failing at both. Our Pine Street walk with business owners also revealed a deafening
amount of noise on the section south of Third Street. Perhaps Pine Street north of Third Street and the Service District could collectively evolve into a “downtown,” but City Hall is not there and parking is limited. Alternatively, undeveloped property on 174th Avenue north of Dogwood would allow for a clean start to creating a downtown. This would require a zoning change for this stretch of 174th Avenue.

3. Johnston Boiler property

Johnston Boiler dates back to 1864 and has been an integral part of Ferrysburg’s economic development. Though it was built on the water for transportation needs, trucks now serve that purpose. The Johnston Boiler property constitutes Ferrysburg’s LI-3 zoning district. It has that special designation because the Planning Commission recognizes that its waterfront location is not the highest and best use for that parcel of land. Should Johnston Boiler ever decide to move the property would probably be converted to a waterfront amenity type use. The EDTF recognizes Johnston Boiler’s great citizenship over the years and is opposed to any effort to encourage Johnston Boiler to move.

4. Ottawa Sands County Park

As the park develops and the word spreads about this gem, growing numbers of visitors will come. Non-residents will reach the park from the north using Van Wagoner Road and 174th Avenue or from the south using Third Street and 174th Avenue. These trips to the park will give Ferrysburg an opportunity to positively impress non-residents with how great a place Ferrysburg is to live.

5. Zip Code

Interactions with the business community revealed a continuing desire by many for a single zip code for the entire city. This was one of the recommendations from the 2005 Economic Development Task Force. But, follow up at that time revealed that the U.S. Post Office did not support it. Those hoping for a single zip code do so even though it would mean that they would need to update their stationery, directory listings, etc.

Recommendations to City Council for Economic Development

1. Pursue the addition of wider sidewalks, a fishing platform, and a bike lane to the critical new Smith Bayou bridge that has been approved for MDOT funding thanks to former Mayor Rebecca Hopp’s campaign of outreach to the Michigan Municipal League, MDOT, Grand Region Bridge Commission, USDOT, and state politicians. This should have immediate attention as MDOT may already have begun bridge design engineering.
2. Work with Grand Haven and Spring Lake Village to jointly select a preferred plan when MDOT begins planning for a replacement for the drawbridge over the Grand River.
3. Recommend to MDOT that Ferrysburg exit signs be placed on southbound US-31 before the two Ferrysburg exits.
4. To avoid projecting a depressed look on the south end of Pine Street, do all the city can to promote/encourage repurposing or replacing the vacant Pizza Hut and developing the undeveloped lots to the north.
5. Citywide periodically clean and remove vegetation from curbs and streets to make them visually attractive.
6. Work with MDOT to replace and maintain their fence along the US-31 right of way.
7. Recommend that Johnston Boiler, the oldest continuously operating business in Ferrysburg, and other historically significant places be brought into Ferrysburg’s identity with historical markers.
8. Encourage the Planning Commission to continue its efforts to promote economic development in the Core Commercial (CC) and Service (S) zoning districts by reduced setbacks, increased lot coverage, and mixed commercial/residential construction (allow residential on second floor of retail businesses).
9. To increase parking in the Core Commercial (CC) and Service (S) districts consider reconfiguring the traffic lanes on Pine Street north of 4th Street to Ridge Avenue so as to make the curb lane on the east side of Pine Street available for parking.
10. Revise the Zoning Ordinance to make signage options more business friendly.
11. Promote economic development on the currently undeveloped stretches of LI-2 and GC zoned property on Van Wagoner Street.
12. Promote economic development on undeveloped parcels on both sides of 174th Avenue. See the last two sentences in item #2 (Where is downtown Ferrysburg?) above.
13. The railroad crossing on Third Street should be frequently inspected and, if in need of repair, the city should promptly make the needed repairs.
14. Install helpful signage for visitors to travel to Ottawa Sands County Park and make certain that the approaches from the north (Van Wagoner and 174th Avenue) and from the south (Third Street and 174th Avenue) are well maintained so as to provide a favorable impression of Ferrysburg.
15. Now that the Zoning Ordinance has been updated to allow/encourage Electric Vehicle Charging Stations pursue policies that encourage their installation.
16. Replace the current Brownfield Redevelopment Authority with a newly constituted body that has both BRA and economic development responsibilities. This new body should be encouraged to work with the Chamber of Commerce to identify economic development possibilities. The new body would be small and would meet four times per year or as circumstances warrant.
December 6, 2022

TO: Staff

FROM: Craig Bessinger, City Manager

RE: Draft Ethics Ordinance

Currently the personnel manual includes an Ethics Policy and Standards of Conduct. City Council requested staff to draft an Ethics Ordinance. The attached draft was presented to City Council at the December 5 meeting and City Council tabled discussion and requested the draft ordinance be placed on a future agenda as a work session item.

The current policies provide guidance, the draft ordinance would allow civil and/or criminal penalties for violations of the ethics ordinance.

c: Amber Schaner, City Clerk
CITY OF FERRYSBURG
Ordinance No. 326

An Ordinance to amend Chapter 32 of the City Code as amended, adding Section 32.80 Ethics

THE CITY OF FERRYSBURG ORDAINS:

Section 1. Section 32.80 of Chapter 32 of the City Code, is added to read as follows:

§32.80 ESTABLISHED.

There is hereby added an Ethics Chapter of the city.

32.81 INTENT AND PURPOSE.
(A) It is the policy of the city to uphold, promote and demand the highest standards of ethics from all its employees and officials, whether elected, appointed or hired. City officers and employees (public servants) shall maintain the highest standards of personal integrity, truthfulness, honesty and fairness in carrying out their public duties; avoid any improprieties in their roles as public servants including the appearance of impropriety; and never use their city position or powers for improper personal gain.

(B) It is further the intent of this chapter that a public servant, regardless of whether specifically prohibited by this chapter, shall avoid any action, which might result in or create the appearance of:

(1) Using public office or employment for private gain personal or monetary;
(2) Giving improper preferential treatment to any person or organization;
(3) Impeding government efficiency or economy;
(4) A lack of independence or impartiality of action;
(5) Making a government decision outside of official channels; or
(6) Affecting adversely the confidence of the public in the integrity of the city.

(C) It is not the intent of this chapter to in any way limit the right or ability of any public servant to exercise his or her discretion in making legitimate policy decisions which are within their discretion so long as the action does not provide a special benefit to that person, relieve the public servant of a particular duty, or treat that person differently than other similarly situated city residents.

§32.82 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.
BUSINESS. A business entity includes any corporation, partnership, sole proprietorship, firm, enterprise, franchise, association, organization, self-employed individual, holding company, joint stock company, receivership, trust or any legal entity organized for profit.

CITY. The City of Ferrysburg, a Michigan municipal corporation.

COMPENSATION. Payment in any form for real or personal property or services of any kind.

ELECTED OFFICER. Any person who is elected at a general or special election to any public office of the city and any person appointed to fill a vacancy in any office.

INTEREST. Any right, title or share in something, either personal, financial, legal or equitable, which is owned, held or controlled, in whole or in part, directly or indirectly, by a public servant.

PUBLIC SERVANT. Every individual appointed, hired or otherwise selected to an office, position, committee, board, task force or similar multi-member body with the city, or any subdivision thereof, whether the individual is paid or unpaid and any person elected or appointed to any public body of the city. PUBLIC SERVANT includes elected officer.

PUBLIC BODY. The City Council, and any board, authority, commission, committee, department, office or other agency of the city, and including the city.

QUESTION THE EMPLOYMENT STATUS. Imply, infer, suggest or otherwise state that an employee should be dismissed from employment with the city.

§ 32.83 FAIR AND EQUAL TREATMENT.

No public servant shall request, use or permit the use of any consideration, treatment, advantage or favor beyond that which is the general practice to grant or make available to the public at large. All public servants shall treat all citizens of the city with courtesy, impartiality, fairness and equality under the law. In addition, no elected official may question the employment status of any employee under the control of the City Manager unless that employee's contract or appointment is before the City Council and a resolution approving the action has been moved and seconded.

§ 32.84 PROHIBITED CONDUCT.

The following shall constitute violations of this chapter.

(A) General prohibition against conflict of interest. In order to avoid impropriety, or an appearance of conflict of interest, no current public servant should be involved in any activity that might be seen as conflicting with the conduct of official city business or as adverse to the interests of the city. Even the appearance of the following prohibited conduct alone may be sufficient to constitute a violation of this ethics chapter.

(B) Disclosure of confidential information and/or benefiting from confidential information. No public servant shall disclose or use any confidential, privileged or proprietary information gained by reason of his or her position for a purpose which is for other than a city purpose; provided, that nothing shall prohibit the disclosure or use of information which is a matter of public knowledge, or which is available to the public on request. For purposes of this division, the term CONFIDENTIAL
INFORMATION shall mean any information, oral or written, which comes to the attention of, or is available to, the public servants only because of his or her position with the city and is not a matter of public record.

(C) Improper use of city personnel and property. No public servant shall employ or use any person under his or her official control or direction for the personal benefit, gain or profit of the public servant or other. No public servant shall use city-owned vehicles, equipment, materials, money or property for personal or private convenience or personal gain, unless provided for in the City’s personnel manual. Nothing herein shall prohibit the use of city equipment or motor vehicles by public servants in accordance with written policies established by the City Council, City Manager or city department head concerned, nor shall this chapter be deemed to prohibit private use of surplus city property legally disposed of by the city or its departments in compliance with established procedures.

(D) Beneficial interest in business transaction or participation in a contract. No public servant shall participate or benefit from (monetarily or personally) in his or her capacity as a public servant in the making of a contract in which he or she has a financial interest, direct or indirect, or perform in regard to a contract some function which requires the exercise of discretion on behalf of the city. No public servant shall participate in contracts, loans, grants, rate-fixing or issuing permits involving a business in which he or she has a substantial interest; however, this provision shall not apply in the following circumstances:

(1) Contracting with the city where:

(a) The contract is awarded pursuant to sealed bids;

(b) The public servant is not involved directly or indirectly or otherwise refrains from participation in the decision on the award of the contract; and

(c) The City Council, after reviewing the circumstances, determines the award of the contract would be in the best interest of the city.

(2) Where the interest of the public servant in the business involves the holding of less than 1% of the securities in a publicly traded business or less than 5% of privately or closely held business and where the public servant will not have any involvement in the transaction on behalf of the contracting business.

(E) Engaging in certain private employment. No city employee or public servant shall engage in or accept private employment or render services for, any private interest when the employment or service is incompatible with the proper discharge of official duties or would tend to impair independence or judgment or action in the performance of official duties.

(F) Acceptance or solicitation of compensation, gifts, favors, rewards or gratuity. No public servant may, directly or indirectly, give or receive, or agree to give or receive, any compensation, gift, favor, reward, or gratuity for a matter connected with or related to the public servant’s services with the city which would tend to influence the manner in which the public servant performs his or her official duties, except this prohibition shall not apply to:
(1) Attendance of a public servant at a hosted meal when provided in conjunction with a meeting directly related to the conduct of city business or where official attendance by the city official as a city representative is required or in the best interest of the city;

(2) An award publicly presented in recognition of public service presented to the public servant; and

(3) Any gift valued at $100 or less, which cannot reasonably be presumed to influence the judgment of the public servant.

(G) Improper use of position. No public servant shall knowingly use his or her office or position to secure personal benefit, gain or profit, or use his or her position to secure special privileges or exceptions for himself, herself, or for the benefit, gain or profits of any other persons. No public servant shall represent his or her individual opinions as those of the city.

§32.85 MATTER REGARDING DISCLOSURE OF CONFLICTS OF INTEREST, ACTUAL AND POTENTIAL.

The following disclosure requirements are established to avoid both actual and potential conflict between the private self-interests and the public interest of public servants.

(A) Self-interest. No public servant, either on his or her behalf or on behalf of any other person, shall have an interest in any business transaction with any public body of the city, unless the person shall first make full public disclosure of the nature of the interest.

(B) Disclosure and disqualification. Whenever the performance of official duties shall require a public servant to deliberate and vote on any matter involving his or her financial or personal interest, that person shall publicly disclose the nature and extent of the interest and is disqualified from participating in the deliberations and voting on the matter.

(C) Dual employment. No public servant shall engage in employment with, or render services for, any person or entity, which has business transactions with any public body of the city, without first making full public disclosure of the nature and extent of the employment or services.

(D) Dual representation. A public servant shall make full public disclosure of business involving the city when attempting to use his or her official position to secure special privileges or exemptions for self or others.

§ 32.86 PUBLIC DISCLOSURE, CONTENTS.

Whenever a public disclosure is required by this chapter, it may be made orally on the record at a meeting of the public body involved, or in a writing filed with the Clerk, in both of which cases it shall be made a part of the record of a regular City Council meeting, and in either event shall include:

(A) The identity of all persons involved in the interest; and

(B) The source and amount of income derived from the interest that may be considered as resulting from employment, investment or gift. The person required to file a disclosure statement in
accordance with the provisions of this chapter must verify, in writing, under penalty of perjury, the information in the statement is true and complete as far as he or she knows.

§32.87 DUTIES OF CLERK.

The Clerk shall accept all complaint alleging violations of this chapter.

§ 32.88 REQUEST FOR OPINION FROM THE CITY ATTORNEY.

(A) Any elected official may request, with the approval of the City Manager, the City Attorney provide an advisory opinion interpreting the effect or application of this chapter generally, or on questions directly relating to the propriety of their conduct in a particular situation.

(B) Any other public servant may request, with the approval of the City Manager, the City Attorney provide an advisory opinion interpreting the effect or application of this chapter generally, or on questions directly relating to the propriety of their conduct in a particular situation.

§32.89 DELIVERY OF COPIES OF ETHICS CODE TO PUBLIC SERVANTS.

The Clerk shall deliver a copy of this chapter to each public servant as soon as practicable after the enactment of this chapter, and to each new public servant at the time of employment or taking office. The Clerk shall also request that each person sign and return an acknowledgment of receipt of a copy of this chapter.

§32.90 COMPLAINT PROCEDURE.

(A) Any citizen of the city may submit a compliant in writing using the Ethics Complaint Form, alleging that one or more public servants have violated or may have violated any provision of this chapter within one month of the alleged violation.

(B) The complaint must be signed by the complainant and notarized, and must contain the following:

(1) The complainant's legal name and current mailing address;

(2) The name or names of any public servants who committed or may have committed the alleged violation;

(3) A summary of the facts giving rise to the complaint;

(4) Some explanation of why those facts constitute or may constitute a violation of the ethics chapter; and

(5) Any one filing a false complaint will be subject to the penalty(s) for perjury.

(C) The complaints must be filed with the City Clerk. Upon receipt, the Clerk shall promptly provide a copy of the complaint to the public servant named therein and to the City Attorney.
(D) The City Attorney will evaluate the complaint, applying the law of the standards of conduct to the facts alleged in the complaint.

(E) Within 21 days from receipt of the complaint, the City Attorney shall:

(1) Issue a report including a copy of the complaint, concluding whether facts alleged in the complaint, if true, would rise to a violation of this chapter, and require the public servant named in the complaint issue a formal statement, in writing and addressed to the City Attorney, outlining his or her position.

(2) The City Attorney shall determine whether the public servant named in the complaint did commit a violation of the ethics chapter and file a formal complaint with the Thirty First District Court; or

(3) Dismiss the complaint.

(F) The City Attorney shall promptly provide a formal complaint or a dismissal of the complaint to the appropriate city department.

(G) If a complaint is filed against the City Attorney and any of his or her designees, the City Council shall designate a neutral body to investigate the complaint and if necessary prosecute the violation.

§32.91 WHERE TO SEEK REVIEW.

(A) Civil penalty. If ordered to pay a civil penalty, an appeal may be taken in the form of a trial de novo in the District Court, which shall hear the case in accordance with the Civil Rules for Courts of Limited Jurisdiction (CRLJ) and applicable local rules of the District Court. This appeal may be taken by filing in the District Court, a notice of appeal within 21 days of the date of the final written order. The person filing the appeal shall also, within 21 days, serve a copy of the notice of appeal on the person who issued the final written order and/or the City Attorney, or his or her designee, and file acknowledgment or affidavit of service in the District Court.

(B) Discipline or removal. If a public servant is disciplined or removed from office, then the person disciplined or removed from office may seek whatever remedies exist at law or equity.

(C) Termination of contracts. If termination of contract(s) is ordered, the person whose contract(s) was/were terminated may seek whatever remedies exist at law or in equity.

§32.92 PENALTY.

(A) Upon a finding of a violation of any provision of this chapter, the City Attorney is empowered to take any one or more of the following actions:

(1) Discipline up to and including termination or removal from any position whether paid or unpaid, excluding elected positions, only after notice and hearing as provided by law; and/or

(2) Termination or invalidation of contract(s) entered into in violation of this chapter.
(B) Upon a finding of a violation of the applicable provisions of this chapter, the District Court is empowered to assess the following penalties:

(1) Any public servant who violated a provision of this chapter may be subject to fine of up to $500 for each violation;

(2) Any public servant who is found to have violated a provision(s) of this chapter shall be deemed guilty of misconduct.

(C) The various penalties provided under this division are cumulative to other remedies provided under state law or under the Charter and ordinances of the City.

Section 5. This Ordinance was approved and adopted by the City Council on the ___ day of ________, 2022 and shall take effect upon publication in the Grand Haven Tribune, a newspaper of general circulation in the City of Ferrysburg.
ETHICS COMPLAINT FORM

(This Complaint form should be filed with the Clerk of the local unit.)

Any person may file a Complaint if he or she has information that a public officer or employee has violated the Ethics Ordinance. It is not enough to merely allege that a public officer or employee has acted improperly. A Complaint must contain credible information supporting the allegation(s) that one or more of the Standards of Conduct contained in the Ethics Ordinance have been violated.

This Form is not required, but its use is encouraged as a Complaint must be in writing and verified by oath or affirmation. A Complaint must be filed with the Clerk within one (1) of the date the offense is alleged to have occurred. A Complaint is deemed filed upon receipt by the Clerk.

Complainant: ________________________________

Address: __________________________________

Telephone: ___________ Email: ______________

Public officer/employee subject to complaint (i.e. Respondent):

Public position held by Respondent: ________________________________

Approximate date of alleged violation(s): ________________________________

Description of conduct by Respondent and section of Ethics Ordinance alleged to have been violated:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Please attach additional sheets if needed.)
I, ________________ the Complainant herein, being duly sworn, state (or affirm) that the allegation(s) contained herein is/are true, except so far as they are stated to be based upon information, and to the extent they are based upon information, I believe them to be true.

This Ethics Complaint was executed on this ___ day of ______________, 20__, by:

Signature of Complainant: __________________________

Print name of Complainant: __________________________

STATE OF MICHIGAN)

COUNTY OF ________)

The foregoing instrument was acknowledged before me in _________ County, Michigan this day of ______________, 20__.

Notary Public
__________________________ County, Michigan
Acting in ______________ County, Michigan
My Commission Expires: ______________

Any person who files a Complaint alleging a violation of the Ethics Ordinance knowing that Material information provided therein is not true or that information provided therein was Made in reckless disregard for the truth may be subject to a fine of up to $500 as well as the reasonable costs incurred by the City of Ferrysburg in investigating the Complaint and the reasonable costs incurred by the Respondent in responding to the Complaint as provided in the Ethics Ordinance.
CODE OF ETHICS
FOR ALL ELECTED AND APPOINTED OFFICIALS
AND FOR ALL EMPLOYEES OF THE
CITY OF FERRYSBURG

All elected and appointed officials and all employees responsible for the governing of and for providing services to the City of Ferrysburg shall:

1. Dutifully practice the highest moral principles in the discharge of responsibilities to the citizens of Ferrysburg.

2. Uphold the constitution, laws and regulations of the State of Michigan and the charter and ordinances of the City of Ferrysburg, and never be a party to their evasion.

3. Give earnest effort and best thought to the performance of duties.

4. Diligently seek to find and employ more efficient and economical ways of accomplishing tasks.

5. Never discriminate by giving special favors or privileges to anyone, whether for remuneration or not; and never accept for yourself or for family members favors or benefits under circumstances which might be construed as influencing the performance of duties.

6. Make no private promises of any kind binding upon the duties of office, since a City official or employee has no private word which can be binding on public duty.

7. Engage in no business with the City, either directly or indirectly, which is inconsistent with the conscientious performance of City duties.

8. Never use any information gained confidentially in the performance of City duties as a means of making profit.

9. Expose fraud, waste and corruption whenever discovered.

10. Uphold these principles, ever conscious that public service is a public trust.

Adopted by the Ferrysburg City Council on JUNE 17, 1996
STANDARDS OF CONDUCT
FOR OFFICERS AND EMPLOYEES OF THE
CITY OF FERRYSBURG

I. Purpose.

The purpose of these standards of conduct is to establish rules of conduct for all City officers and employees in the performance of their duties for the City.

II. Definitions

1. "Officer" means the Mayor, City Council Members, City Manager, City Clerk, City Treasurer, City Assessor, and the members of the several City boards, commissions and committees.

2. "Council Member" means the Mayor or a City Council Member.

3. "Employee" means any person employed by the City.

III. Scope

These standards amplify the Code of Ethics, the City Charter, the City Ordinances, and the laws of the State of Michigan.

IV. Application

The public relies on us as officers and employees of the City to conduct our work and ourselves in a manner that meets the highest standards of conduct. Therefore, it is necessary that we know the standards that guide conduct in the performance of duties for the City. As officers and employees, we share the responsibility for maintaining these standards at all times. The public judge us not only on our official actions but on our personal actions as well, and both must reflect favorably on the City and ourselves.
V. Rules of Conduct for City Officers and Employees

1. Doing Business with the City

No City officer/employee shall engage in business with the City directly or indirectly, without filing a complete disclosure statement for each business activity on an annual basis.

2. Full Disclosure

No City officer/employee shall participate, as an agent or representative of the City, in approving, disapproving, voting on, abstaining from voting, recommending or otherwise acting upon any matter in which he/she has a direct or indirect financial interest without disclosing the full nature and extent of his/her interest. Such a disclosure must be made before the time to perform his/her duty or concurrently with that performance.

3. Outside Business Dealings

No City officer/employee shall engage in or accept employment or render services for a private or public interest when that employment or service is incompatible or in conflict with the discharge of the official's or employee's duties or when that employment may tend to impair his/her independence of judgment or action in the performance of official duties.

4. Preferential Treatment

No City officer/employee shall use, or attempt to use, his/her official position to unreasonably secure, request, or grant, any privilege, exemption, advantage, contract, or preferential treatment for himself/herself or others.

5. Acceptance of Cash Gratuities

No City officer/employee shall solicit, accept or receive, directly or indirectly, any gift, whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form under any circumstances.

Exclusion: This statement does not apply to acceptance of perishable or consumable gifts of a nominal value.
6. **Use of Information**

No City officer/employee who acquires information in the course of his/her official duties, which information by law or policy is not available at the time to the general public, shall use such information to further the private interests of themselves or anyone else.

7. **Suppression of Public Information**

No City officer/employee shall suppress any City report, document or other information available to the public because it might tend to affect unfavorably his/her private financial or political interest.

8. **Media Relations**

It is appropriate for City officers to interface with the media. The City Manager, as directed by the Council, will act as the spokesperson on Council-approved actions and positions.
VI. Rules of Conduct for City Officers

1. No City officer shall individually commit the City to a position without the vote or consent of the authority they represent.

2. The liaison between City officers and City employees is the City Manager or his/her designated representative.

3. No City officer shall use City employees, equipment or real property for private business.

4. No elected City officer shall solicit the endorsement or monetary support of his/her election campaign from any City employee.

5. No City officer shall lobby a City employee for any cause.

6. City officers should encourage communication between the citizens and all City officers and employees. Citizen concerns and inquiries should be referred to the City Manager for investigation and resolution. When citizen complaints or inquiries are received by Council Members, they have the option of responding as they deem appropriate, and they should notify the City Manager of the complaint and the action taken. Citizens deserve prompt answers to their complaints and inquiries and, when possible, City staff should respond to them in written form.
VII. Rules of Conduct for Employees

1. Use of City Property

No City employee shall, directly or indirectly, make use of or permit others to make use of City property of any kind for personal interest. A City employee should protect and conserve all City property, including equipment and supplies entrusted or issued to him/her.

2. Display of Political Items

No City employee shall display political posters, bumper stickers, or other political items on City vehicles or property at any time.

3. Political Participation

No City employee shall participate in activities for or advocating for any political campaign, referendum, or recall while on duty.

4. Work

Each City employee shall give a full day's labor for a full day's pay.
VIII. Reporting Violations

Anyone having information regarding an alleged violation of these standards of conduct shall report such alleged violation to the City Clerk, who shall transmit the report in confidence to the City Council for appropriate action. Anyone having information regarding an alleged violation of these standards of conduct by the City Clerk shall report such alleged violation to the City Council and City Manager for appropriate action.

IX. Penalties

A City officer or employee who willfully violates any of these standards of conduct will be subject to punitive actions and legal remedies as allowed by the City Charter and by applicable laws, rules and regulations. The City Council shall review each report of an alleged violation and shall decide the appropriate response.

X. Adoption

These Standards of Conduct for Officials and Employees shall be adopted by resolution of the City Council, and shall be reviewed on an as-needed basis as determined by the City Council or as requested by the City Manager. Modifications to these Standards of Conduct shall be made by City Council resolution.

Adopted by the Ferrysburg City Council on JUNE 17, 1996

[Signature]

City Clerk