

CITY OF LANSING - BOARD OF ETHICS

REGULAR MEETING

April 13, 2021, 5:30 P.M.

Due to public safety concerns resulting from the COVID-19 Pandemic, this meeting will be conducted via Zoom Conferencing by clicking here at <https://us02web.zoom.us/j/5174834131>
The Zoom Code is 517 483 4131

CALL TO ORDER

ROLL CALL

- | | |
|---------------------------------------|---|
| ☐ Keith Kris | ☐ R Cole Bouck, Vice-Chairperson |
| ☐ Connie Doyle | ☐ John Folkers, Chairperson |
| | ☐ Janielle Houston |
| ☐ Aini Abukar | ☐ Lori Adams Simon |

A Quorum is: ☐ Present

☐ Not Present

☐ Others Present:

PUBLIC COMMENT (TIME LIMIT OF 5 MINUTES PER SPEAKER)

The public may comment for up to five minutes. Those wishing to make public comments will need to raise their hands or submit written comments to city.clerk@lansingmi.gov by the end of the public comment period: ¹

To Raise Your Hand:

On the phone: Dial *9

On a mac: Option Y

Windows: Alt Y

APPROVAL OF AGENDA ☐ As Submitted ☐ With Changes Noted

SECRETARY'S REPORT ☐ Approval of Minutes: March 9, 2021

NEW BUSINESS

Statements of Financial Interests:

Jody Washington	Human Relations and Community Services Advisory Board	Board Member
Ronald Embry	Human Relations and Community Services Advisory Board	Board Member
Jeffrey Brown	Human Relations and Community Services Advisory Board	Board Member
Versey Williams	Human Relations and Community Services Advisory Board	Board Member
Mark Eagle	Human Relations and Community Services Advisory Board	Board Member

CITY ATTORNEY'S REPORT

{Closed Session-via ZOOM meeting}

Pursuant to MCL 15.268(h) of the Open Meetings Act, I hereby move that the Board recess into closed session to consult with the City Attorney to consider material exempt from discussion or disclosure by state statute. Specifically, to discuss written legal opinions from the City Attorney provided under attorney-client privilege and attorney work-product, and which is also exempt from disclosure under the Freedom of Information Act pursuant to MCL 15.243(1)

(g).

Preliminary Analysis on Complaint 2021-002
Preliminary Analysis on Complaint 2021-003

{Reconvene}

CHAIRPERSON'S REPORT

ADJOURNMENT

HUMAN RELATIONS AND COMMUNITY SERVICES

CONFLICT OF INTEREST FORM

This conflict of interest form must be completed by all HRCS Employees, CoC Board Members, and HRCS Advisory Board Members. This form must be completed no later than **May 1st** of each year and submitted to the Lansing City Clerk for filing. The completion of this form complies with the City of Lansing's Conflict of Interest Policy and HUD requirements.

Each and every part of this form must be completed. If you have no information to report, you must note that in that part of the form. Do not skip any sections of this form. If you feel a part is not applicable, you must state your reasoning. Forms with missing or incomplete information will be returned for completion.

The Financial Interests section 290.08 of the Ethics Ordinance and the Conflict of Interest section 5-505 of the City Charter are attached to this disclosure to assist in the full completion of this form.

Reporting Individual to Complete – Basic Filing Information

Name of Reporting Individual JOSEPHINE WASHINGTON

Job Title Board Member Name of Supervisor Kim Coleman

Principle Address of Reporting Individual 521 PLANTUCKET, LANSING 48906

Phone Numbers: Personal: 517-803-9337 Work: _____

I, make the foregoing disclosure parts I-IX under oath and assert the statements are true and accurate to the best of my knowledge, information and belief.

Josephine Washington
Signature

3/5/2021
Date

STATE OF MICHIGAN)
)ss.
COUNTY OF Ingham)

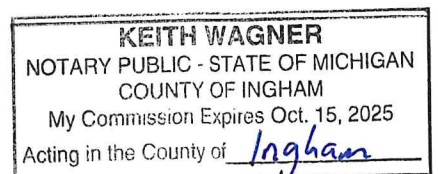
The foregoing instrument was acknowledged before me this 5 day of March,
2021 (year), by Keith Wagner (Notary Signature)

Keith Wagner (Print Name)

Notary Public, Ingham County,

Acting in Ingham County,

My Commission Expires: 10-15-2025



Report Terms

For purpose of your disclosures in this form, the following words have the defined meaning:

1. "Benefit" includes the receipt, directly or indirectly, of any payment, gift, grant, pass through to another, forbearance, service, good, real property, personal property, or any other right, title or interest of value.
2. "Organization," includes for profit and nonprofit corporation, partnership, association, club, limited liability company, any group acting as a unit, or any other legal entity.
3. "Past" means the preceding calendar year (past 12 months) from the time this disclosure is filed.
4. "Present" means at the time this disclosure is filed.
5. "City" means City of Lansing
6. "Immediate Family" means a child of an individual, a spouse of an individual, or an individual claimed by that individual or individual's spouse as a dependent under the Internal Revenue Code, or the parents, parents-in-law, brothers, sisters, sisters-in-law, brothers-in-law, stepparents, stepbrothers or stepsisters of an individual.

Part I

List each and every organization (other than the City) in which you are an officer, director, associate, partner, proprietor or employee, or served in any advisory capacity and from which any income in excess of \$2500 was derived during the preceding calendar year (past 12 months).

Organization's Name	Address	Type of Organization	Your Function/Title	Past or Present
MDOC	Lansing, MI	Govt	Dpt. Spl.	present
/				

Part II

List any capital asset located within the city of Lansing, including the address or legal description of real estate, from which you realized a capital gain of \$5,000 or more in the past. Do not include any gain from the sale of your principal place of residence.

Asset	Description
N/A	

Part III

List each and every past and present unit of government, other than the City, for which you are or have been employed.

Unit of Government	Past or Present
State of Michigan - Corrections	Present

Part IV

List each and every person, or organization from which you received in the past, or that has presently promised you, one or more gifts or honoraria having an aggregate value in excess of \$500. This does not include gifts from relatives, nor a campaign contribution or expenditure required to be recorded or reported under the Michigan Campaign Finance Act.

Name	Address of Principle Residence	Nature of Gift	Value of Gift	Past or Present
N/A				

Part V

List each and every name of and instrument of ownership in any organization conducting business within the city of Lansing in which you, or a member of your Immediate Family had or have a financial interest in the past or present. Ownership interests in publicly held corporations need not be disclosed.

Name	Address	Instrument of Ownership	Past or Present
N/A			

Part VI

Identify each and every parcel of real property, past or present, and describe your right, title or interest, or your financial interest in the parcel if the city of Lansing may also possess a real property interest or maintain public utility improvements in the parcel. Include all forms of your direct ownership or indirect ownership such as partnerships or trusts of which the corpus consists primarily of real estate. Do not include your principle place of residence. Include real property both within and outside the city of Lansing.

Address or Description of Real Estate	Nature of Right or Interest	Past or Present
N/A		

Part VII

List each and every person or organization that has applied to the City for a license, franchise, or permit, or requested annexation, zoning or rezoning of real property, past or present, if you, or a member of your Immediate Family has a financial interest in such a person or organization. Include the nature of the City action requested.

Name of Contracting Person or Organization	Names of Applicable Immediate Family Member(s)	Nature of Interest	Past or Present
N/A			

Part VIII

List each and every person or organization doing independent contracting business with the City in which you, or a member of your immediate family, had or have a financial interest or personal interest. Include the title and description of any position held by you, or the member of your Immediate Family, in the organization.

Name of Person or Organization	Nature of Financial Interest	Title or Description of Position Held by Reporting Individual or Immediate Family	Past or Present
N/A			

Part IX

If you, your Immediate Family, or any organization you are required to disclose under Part I, had or have in the past or present, a contract, agreement, arrangement or participate in a program with the City that directly or indirectly benefits you, your Immediate Family, or the organization you must provide:

- A written statement containing a detailed description and explanation of the contract, agreement, arrangement or program and the nature of involvement and participation therein by you, your Immediate Family or the organization and describe all the beneficiaries thereof.
- Provide separate written statements for each contract agreement, arrangement and program and include a full and complete statement of the program, performance, beneficiaries, compensation, duties and obligations therein.

Please note that this disclosure is intended to include contracts, agreements, and arrangements that are formal or informal, written or oral, and direct or indirect.

CITY OF LANSING STATEMENT OF FINANCIAL INTEREST AND PERSONAL INTEREST

This statement must be completed by you and filed with the Lansing City Clerk no later than **May 1 of each year.**

Each and every part of this form must be completed. If you have no information to report, you must note that in that part of the form. If you feel a part is not applicable, you must state your reasoning. Forms with missing or incomplete information will be returned for completion.

The full text of the Financial Interests section 290.08 of the Ethics Ordinance and the Conflict of Interest section 5-505 of the City Charter are attached to this disclosure to assist in the full completion of this form. For additional guidance, please contact the Office of the City Attorney.

----- Reporting Individual to Complete – Basic Filing Information

Name of Reporting Individual Ronald T Embry
 Job Title Retired Name of Supervisor N/A
 Principal Address of Reporting Individual 5730 Barren Dr., Lansing MI 48911
 Phone Numbers: Personal: (517) 394-7848 Work: N/A

I, make the foregoing disclosure parts I-IX under oath and assert the statements are true and accurate to the best of my knowledge, information and belief.

Ronald T. Embry
 Signature

03/16/2021
 Date

STATE OF MICHIGAN)
)ss.
 COUNTY OF Ingham)

The foregoing instrument was acknowledged before me this 16th day of March,
2021 (year), by Tracy L. Scott (Notary Signature)
Tracy L. Scott (Print Name)

Notary Public, Ingham County,
 Acting in Ingham County,

My Commission Expires: 4-14-27

Report Terms

For purpose of your disclosures in this form, the following words have the defined meaning:

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3. "Past" means the preceding calendar year (past 12 months) from the time this disclosure is filed.
4. "Present" means at the time this disclosure is filed.
5. "City" means City of Lansing
6. "Immediate Family" means a child of an individual, a spouse of an individual, or an individual claimed by that individual or individual's spouse as a dependent under the Internal Revenue Code, or the parents, parents-in-law, brothers, sisters, sisters-in-law, brothers-in-law, stepparents, stepbrothers or stepsisters of an individual.

Part I

List each and every organization (other than the City) in which you are an officer, director, associate, partner, proprietor or employee, or served in any advisory capacity and from which any income in excess of \$2500 was derived during the preceding calendar year (past 12 months).

Organization's Name	Address	Type of Organization	Your Function/Title	Past or Present

Part II

List any capital asset located within the city of Lansing, including the address or legal description of real estate, from which you realized a capital gain of \$5,000 or more in the past. Do not include any gain from the sale of your principal place of residence.

Asset	Description

Part III

List each and every past and present unit of government, other than the City, for which you are or have been employed.

Unit of Government	Past or Present
State of Michigan	Past

Part IV

List each and every person, or organization from which you received in the past, or that has presently promised you, one or more gifts or honoraria having an aggregate value in excess of \$500. This does not include gifts from relatives, nor a campaign contribution or expenditure required to be recorded or reported under the Michigan Campaign Finance Act.

Name	Address of Principle Residence	Nature of Gift	Value of Gift	Past or Present

Part V

List each and every name of and instrument of ownership in any organization conducting business within the city of Lansing in which you, or a member of your Immediate Family had or have a financial interest in the past or present. Ownership interests in publicly held corporations need not be disclosed.

Name	Address	Instrument of Ownership	Past or Present
Agape Christian Church	3021 Turner St Lansing	Pastor	Present

Part VI

Identify each and every parcel of real property, past or present, and describe your right, title or interest, or your financial interest in the parcel if the city of Lansing may also possess a real property interest or maintain public utility improvements in the parcel. Include all forms of your direct ownership or indirect ownership such as partnerships or trusts of which the corpus consists primarily of real estate. Do not include your principle place of residence. Include real property both within and outside the city of Lansing.

Address or Description of Real Estate	Nature of Right or Interest	Past or Present
1030 Greenwood Ave	Owner	Present

Part VII

List each and every person or organization that has applied to the City for a license, franchise, or permit, or requested annexation, zoning or rezoning of real property, past or present, if you, or a member of your Immediate Family has a financial interest in such a person or organization. Include the nature of the City action requested.

Name of Contracting Person or Organization	Names of Applicable Immediate Family Member(s)	Nature of Interest	Past or Present

Part VIII

List each and every person or organization doing independent contracting business with the City in which you, or a member of your immediate family, had or have a financial interest or personal interest. Include the title and description of any position held by you, or the member of your Immediate Family, in the organization.

Name of Person or Organization	Nature of Financial Interest	Title or Description of Position Held by Reporting Individual or Immediate Family	Past or Present

Part IX

If you, your Immediate Family, or any organization you are required to disclose under Part I, had or have in the past or present, a contract, agreement, arrangement or participate in a program with the City that directly or indirectly benefits you, your Immediate Family, or the organization you must provide:

- A written statement containing a detailed description and explanation of the contract, agreement, arrangement or program and the nature of involvement and participation therein by you, your Immediate Family or the organization and describe all the beneficiaries thereof.
- Provide separate written statements for each contract agreement, arrangement and program and include a full and complete statement of the program, performance, beneficiaries, compensation, duties and obligations therein.

Please note that this disclosure is intended to include contracts, agreements, and arrangements that are formal or informal, written or oral, and direct or indirect.

HUMAN RELATIONS AND COMMUNITY SERVICES
CONFLICT OF INTEREST FORM

This conflict of interest form must be completed by all HRCS Employees, CoC Board Members, and HRCS Advisory Board Members. This form must be completed no later than **May 1st** of each year and submitted to the Lansing City Clerk for filing. The completion of this form complies with the City of Lansing's Conflict of Interest Policy and HUD requirements.

MAR17'21 11AMCLERK

Each and every part of this form must be completed. If you have no information to report, you must note that in that part of the form. Do not skip any sections of this form. If you feel a part is not applicable, you must state your reasoning. Forms with missing or incomplete information will be returned for completion.

The Financial Interests section 290.08 of the Ethics Ordinance and the Conflict of Interest section 5-505 of the City Charter are attached to this disclosure to assist in the full completion of this form.

Reporting Individual to Complete – Basic Filing
Information

Name of Reporting Individual

Jeffrey A. Brown

Job Title Advisory Board Member Name of Supervisor

Kim Coleman

Principle Address of Reporting Individual

2501 Arbor Forest Drive Lansing, Michigan 48910

Phone Numbers: Personal: 517-940-1804

Work: _____

I, make the foregoing disclosure parts I-IX under oath and assert the statements are true and accurate to the best of my knowledge, information and belief.

Brown

Signature

STATE OF MICHIGAN)

)ss.

COUNTY OF Ingham)

Date 3/8/21

JO

97226

Ingham

The foregoing instrument was acknowledged before me this 8th day of February,

2021 (year), by

Laura Wixson (Notary
Signature)

LAURA WIXSON
Notary Public, County of Eaton, MI
Acting in the County of Ingham
My Commission Expires: 3-8-21

Laura Wixson
(Print Name)
Notary Public, Eaton County,
Acting in Ingham County,
My Commission Expires: 4-12-2020

Report Terms

For purpose of your disclosures in this form, the following words have the defined meaning:

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6. "Immediate Family" means a child of an individual, a spouse of an individual, or an individual claimed by that individual or individual's spouse as a dependent under the Internal Revenue Code, or the parents, parents-in-law, brothers, sisters, sisters-in-law, brothers-in-law, stepparents, stepbrothers or stepsisters of an individual.

Part I

List each and every organization (other than the City) in which you are an officer, director, associate, partner, proprietor or employee, or served in any advisory capacity and from which any income in excess of \$2500 was derived during the preceding calendar year (past 12 months).

Organization's Name	Address	Type of Organization	Your Function/Title	Past or Present
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<u>self-employed</u>			<u>Owner/Consultant</u>	
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Part II

List any capital asset located within the city of Lansing, including the address or legal description of real estate, from which you realized a capital gain of \$5,000 or more in the past. Do not include any gain from the sale of your principal place of residence.

Asset Description

N/A

Part III

List each and every past and present unit of government, other than the City, for which you are or have been employed.

Unit of Government Past or Present

N/A

Part IV

List each and every person, or organization from which you received in the past, or that has presently promised you, one or more gifts or honoraria having an aggregate value in excess of \$500. This does not include gifts from relatives, nor a campaign contribution or expenditure required to be recorded or reported under the Michigan Campaign Finance Act.

Name	Address of Principle Residence	Nature of Gift	Value of Gift	Past or Present
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N/A

Part V

List each and every name of and instrument of ownership in any organization conducting business within the city of Lansing in which you, or a member of your Immediate Family had or have a financial interest in the past or present. Ownership interests in publicly held corporations need not be disclosed.

Name	Address	Instrument of Ownership	Past or Present
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N/A

Part VI

Identify each and every parcel of real property, past or present, and describe your right, title or interest, or your financial interest in the parcel if the city of Lansing may also possess a real property interest or maintain public utility improvements in the parcel. Include all forms of your direct ownership or indirect ownership such as partnerships or trusts of which the corpus consists primarily of real estate. Do not include your principle place of residence. Include real property both within and outside the city of Lansing.

Address or Description of Real Estate	Nature of Right or Interest	Past or Present
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N/A

Part VII

List each and every person or organization that has applied to the City for a license, franchise, or permit, or requested annexation, zoning or rezoning of real property, past or present, if you, or a member of your Immediate Family has a financial

interest in such a person or organization. Include the nature of the City action requested.

Name of Contracting Person or Organization	Names of Applicable Immediate Family Member(s)	Nature of Interest Past or Present
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N/A

Part VIII

List each and every person or organization doing independent contracting business with the City in which you, or a member of your immediate family, had or have a financial interest or personal interest. Include the title and description of any position held by you, or the member of your Immediate Family, in the organization.

Name of Person or Organization	Nature of Financial Interest	Title or Description of Position Held by Reporting Individual or Immediate Family	Past or Present
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N/A

Part IX

If you, your Immediate Family, or any organization you are required to disclose under Part I, had or have in the past or present, a contract, agreement, arrangement or participate in a program with the City that directly or indirectly benefits you, your Immediate Family, or the organization you must provide:

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Conflicts, or Potential Conflicts with organizations applying for HRCS grants.

- ① Tri-County Office on Aging (I have a contract with them)
- ② COGL (Executive Director made a political contribution to me recently 2021)
- ③ Kids Turning Corners (Started providing consulting this year)
- ④ Disability Newport Capital Area (I am a Board Member)
- ⑤ International Humanitarian Services (Consultant)

~~Handwritten scribble~~

HUMAN RELATIONS AND COMMUNITY SERVICES

CONFLICT OF INTEREST FORM

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Reporting Individual to Complete – Basic Filing Information

Name of Reporting Individual is **Versey A. Williams**

Job Title is **Member of the Human Relations and Community Services Advisory Board, 3rd Ward Representative**

Supervisor is **Kimberly Coleman, Director of Human Relations and Community Services Department**

Principle Address of Reporting Individual is **4834 Anson Street, Lansing, MI 48911**

Phone Numbers: **Personal: 517 673-2523 Work: 517 205-4889**

I, make the foregoing disclosure parts I-IX under oath and assert the statements are true and accurate to the best of my knowledge, information and belief.

Versey A. Williams
Signature

3/5/2021
Date

STATE OF MICHIGAN)
)ss.
COUNTY OF Ingham)

The foregoing instrument was acknowledged before me this 5th day of March,
2021 (year), by _____ (Notary Signature)

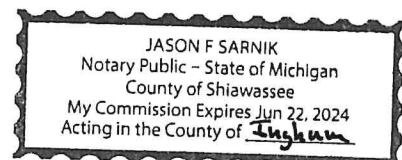
Jason F. Sarnik

(Print Name)

Notary Public, Shiawassee County,

Acting in Ingham County,

My Commission Expires: 06-22-2024



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Organization's Name	Address	Type of Organization	Your Function/Title	Past or Present
<i>None</i>				

Part II

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Asset	Description
<i>none</i>	

Part III

List each and every past and present unit of government, other than the City, for which you are or have been employed.

Unit of Government	Past or Present
<i>State of MI, Dept. of Corrections</i>	<i>Past</i>
<i>State of MI, Insurance Bureau</i>	<i>Past</i>

Part IV

List each and every person, or organization from which you received in the past, or that has presently promised you, one or more gifts or honoraria having an aggregate value in excess of \$500. This does not include gifts from relatives, nor a campaign contribution or expenditure required to be recorded or reported under the Michigan Campaign Finance Act.

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Name of Contracting Person or Organization	Names of Applicable Immediate Family Member(s)	Nature of Interest	Past or Present
<i>none</i>			

Part VIII

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Name of Person or Organization	Nature of Financial Interest	Title or Description of Position Held by Reporting Individual or Immediate Family	Past or Present
<i>none</i>			

Part IX

If you, your Immediate Family, or any organization you are required to disclose under Part I, had or have in the past or present, a contract, agreement, arrangement or participate in a program with the City that directly or indirectly benefits you, your Immediate Family, or the organization you must provide:

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HUMAN RELATIONS AND COMMUNITY SERVICES

CONFLICT OF INTEREST FORM

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Reporting Individual to Complete – Basic Filing Information

Name of Reporting Individual : Mark Eagle

Job Title _____ CFO _____ Name of Supervisor
_____ Michael Powell _____

Principle Address of Reporting Individual _1417 Corbett St. Lansing, MI
48910_____

Phone Numbers: Personal: _____ 517-394-4548 _____ Work:

I, make the foregoing disclosure parts I-IX under oath and assert the statements are true and accurate to the best of my knowledge, information and belief.

 Mark A. Eagle _____
Signature

Date 3/8//2021

STATE OF MICHIGAN)
)ss.
COUNTY OF Ingham)

The foregoing instrument was acknowledged before me this 8 day of March,
2021 (year), by Susan Higgins (Notary Signature)
Susan Higgins (Print Name)

Notary Public, Clinton County,
Acting in Ingham County,
My Commission Expires: 5-14-24

SUSAN HIGGINS
Notary Public, State of Michigan
County of Clinton
My Commission Expires 5-14-24
Acting in the County of Ingham

Report Terms

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1. "Benefit" includes the receipt, directly or indirectly, of any payment, gift, grant, pass through to another, forbearance, service, good, real property, personal property, or any other right, title or interest of value.
2. "Organization," includes for profit and nonprofit corporation, partnership, association, club, limited liability company, any group acting as a unit, or any other legal entity.
3. "Past" means the preceding calendar year (past 12 months) from the time this disclosure is filed.
4. "Present" means at the time this disclosure is filed.
5. "City" means City of Lansing
6. "Immediate Family" means a child of an individual, a spouse of an individual, or an individual claimed by that individual or individual's spouse as a dependent under the Internal Revenue Code, or the parents, parents-in-law, brothers, sisters, sisters-in-law, brothers-in-law, stepparents, stepbrothers or stepsisters of an individual.

Part I

List each and every organization (other than the City) in which you are an officer, director, associate, partner, proprietor or employee, or served in any advisory capacity and from which any income in excess of \$2500 was derived during the preceding calendar year (past 12 months).

Organization's Name	Address	Type of Organization	Your Function/Title	Past or Present
NFB of MI	1417 Corbett St Lansing, MI 48910	Advocacy	CFO	Present
HRCS		Advisory Board	Board Member	Present
Mayor's Diversity Council		Advisory Board	Board Member	Past

Part II

List any capital asset located within the city of Lansing, including the address or legal description of real estate, from which you realized a capital gain of \$5,000 or more in the past. Do not include any gain from the sale of your principal place of residence.

Asset	Description
N/A	

Part III

List each and every past and present unit of government, other than the City, for which you are or have been employed.

Unit of Government	Past or Present
N/A	

Part IV

List each and every person, or organization from which you received in the past, or that has presently promised you, one or more gifts or honoraria having an aggregate value in excess of \$500. This does not include gifts from relatives, nor a campaign contribution or expenditure required to be recorded or reported under the Michigan Campaign Finance Act.

Name	Address of Principle Residence	Nature of Gift	Value of Gift	Past or Present
N/A				

Part V

List each and every name of and instrument of ownership in any organization conducting business within the city of Lansing in which you, or a member of your Immediate Family had or have a financial interest in the past or present. Ownership interests in publicly held corporations need not be disclosed.

Name	Address	Instrument of Ownership	Past or Present
N/A			

Part VI

Identify each and every parcel of real property, past or present, and describe your right, title or interest, or your financial interest in the parcel if the city of Lansing may also possess a real property interest or maintain public utility improvements in the parcel. Include all forms of your direct ownership or indirect ownership such as partnerships or trusts of which the corpus consists primarily of real estate. Do not include your principle place of residence. Include real property both within and outside the city of Lansing.

Address or Description of Real Estate	Nature of Right or Interest	Past or Present
N/A		

Part VII

List each and every person or organization that has applied to the City for a license, franchise, or permit, or requested annexation, zoning or rezoning of real property, past or present, if you, or a member of your Immediate Family has a financial interest in such a person or organization. Include the nature of the City action requested.

Name of Contracting Person or Organization	Names of Applicable Immediate Family Member(s)	Nature of Interest	Past or Present
N/A			

Part VIII

List each and every person or organization doing independent contracting business with the City in which you, or a member of your immediate family, had or have a financial interest or personal interest. Include the title and description of any position held by you, or the member of your Immediate Family, in the organization.

Name of Person or Organization	Nature of Financial Interest	Title or Description of Position Held by Reporting Individual or Immediate Family	Past or Present
N/A			

Part IX

If you, your Immediate Family, or any organization you are required to disclose under Part I, had or have in the past or present, a contract, agreement, arrangement or participate in a program with the City that directly or indirectly benefits you, your Immediate Family, or the organization you must provide:

- A written statement containing a detailed description and explanation of the contract, agreement, arrangement or program and the nature of involvement and participation therein by you, your Immediate Family or the organization and describe all the beneficiaries thereof.
- Provide separate written statements for each contract agreement, arrangement and program and include a full and complete statement of the program, performance, beneficiaries, compensation, duties and obligations therein.

Please note that this disclosure is intended to include contracts, agreements, and arrangements that are formal or informal, written or oral, and direct or indirect.