

**CITY OF LANSING - BOARD OF ETHICS**

**REGULAR MEETING**

**February 8, 2022 5:30 P.M.**

**CONFERENCE ROOM**

**2500 SOUTH WASHINGTON**

**UPDATED AGENDA**

**CALL TO ORDER**

**ROLL CALL**

☐ Keith Kris  
☐ Connie Doyle  
☐ Brendon Basiga

☐ R Cole Bouck, Chairperson  
☐ Janielle Houston, Vice-Chairperson  
☐ John Folkers  
☐ Lori Adams Simon

A Quorum is: ☐ Present

☐ Not Present

☐ Others Present:

**PUBLIC COMMENT (TIME LIMIT OF 5 MINUTES PER SPEAKER)**

**APPROVAL OF AGENDA**    ☐ As Submitted    ☐ With Changes Noted

**SECRETARY'S REPORT**    ☐ Approval of Minutes:    Jan. 11, 2022

**NEW BUSINESS**

Statement of Financial Interests, Brian Daniels    Council Member

Statement of Financial Interests, Jane Bais DiSessa    Mayor Office

Statement of Financial Interests, Mark Lawrence    Mayor Office

Affidavit of Disclosure, Lucianna Solis    Mayor Office

**CITY ATTORNEY'S REPORT**

**CHAIRPERSON'S REPORT**

**ADJOURNMENT**

**MINUTES**  
**LANSING CITY BOARD OF ETHICS**  
**REGULAR MEETING**  
**January 11, 2022, 5:30 PM**

Conference Room  
South Washington Office Complex  
2500 S. Washington

The meeting was called to order at 5:30 PM

**MEMBERS PRESENT:** R Cole Bouck, Chairperson  
Connie Doyle  
John Folkers  
Janielle Houston, Vice-Chairperson  
Keith Kris

**ABSENT:** Lori Adams Simon – excused

**A QUORUM WAS PRESENT**

**OTHERS PRESENT:** Mary Bowen, City Attorney's Office  
Chris Swope, City Clerk's Office  
Shara Washington, City Clerk's Office

**PUBLIC COMMENT:**

There was no public comment.

**APPROVAL OF AGENDA:**

**Moved** by Janielle Houston to approve the agenda as submitted.

**MOTION CARRIED**

**SECRETARY'S REPORT:**

Approval of Minutes:

**Moved** by Keith Kris to approve the Minutes of November 9, 2021

**MOTION CARRIED**

New Business:

1. Statement of Financial Disclosure Daniel Scott Bean  
Mayor's Office

Moved by John Folkers to place the Statement of Financial Interest on file and finds no violation of the Ethics Ordinance at this time

**MOTION CARRIED**

2. Statement of Financial Disclosure Jeffrey Brown Council  
Member

*Clerk Swope communicated that he reached out to Councilmember Brown regarding Part 1 of their Statement of Financial Disclosure form, looking for clarification on whether the listed position was paid, or voluntary.*

Moved by Keith Kris to return the Statement of Financial Interest to Councilmember Brown for clarification, and revisit at the next scheduled meeting.

**MOTION CARRIED**

**CITY ATTORNEY'S REPORT:** None

**CHAIR'S REPORT:** None.

**TABLED ITEMS:** None.

**UNFINISHED BUSINESS:** None

**ADJOURNED 5:39 PM**

# 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 Brian M. Daniels  
 Job Title 1st Ward Lansing City Council Name of Supervisor \_\_\_\_\_  
 Principal Address of Reporting Individual 1514 Ormond St Lansing, MI 48906  
 Phone Numbers: Personal: [REDACTED] Work: 11

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.

Signature 

Date 2 Feb 22  
3 Feb 22 

STATE OF MICHIGAN )  
 )ss.  
 COUNTY OF Ingham )

FEB 3'22 2PMCLERK

The foregoing instrument was acknowledged before me this 3 day of February,  
2022 (year), by Brian Jackson (Notary Signature)  
BRIAN JACKSON (Print Name)

Notary Public, Ingham County,

Acting in Ingham County,

My Commission Expires: July 27 2027

### 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 12 Months or Present |
|-------------------------------------------------|-------------------------------------------------|----------------------|---------------------|---------------------------|
| Empower East Lansing LLC<br>DBA Empower Lansing | 2010 E Michigan ave<br>ste 107 Lansing MI 48912 | fitness facility     | founder<br>owner    | 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 (12 months). Do not include any gain from the sale of your principal place of residence.

| Asset | Description |
|-------|-------------|
| None  |             |
|       |             |
|       |             |
|       |             |
|       |             |

## Part III

List each and every past (12 months) and present unit of government, other than the City, for which you are or have been employed.

| Unit of Government | Past 12 Months or Present |
|--------------------|---------------------------|
| None               |                           |
|                    |                           |

## Part IV

List each and every person, or organization from which you received in the past (12 months), 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 12 Months 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 (12 months) or present. Ownership interests in publicly held corporations need not be disclosed.

| Name                                          | Address                                   | Instrument of Ownership | Past 12 Months or Present |
|-----------------------------------------------|-------------------------------------------|-------------------------|---------------------------|
| Empower East Lansing LLC. DBA Empower Lansing | 2010 E. Michigan ave<br>Lansing, MI 48912 | 100%                    | Both                      |
|                                               |                                           |                         |                           |
|                                               |                                           |                         |                           |

## Part VI

Identify each and every parcel of real property, past (12 months) 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 12 Months or Present |
|---------------------------------------|-----------------------------|---------------------------|
| None                                  |                             |                           |
|                                       |                             |                           |
|                                       |                             |                           |
|                                       |                             |                           |

## 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 (12 months) 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 12 Months or Present |
|--------------------------------------------|------------------------------------------------|--------------------|---------------------------|
| None                                       |                                                |                    |                           |
|                                            |                                                |                    |                           |
|                                            |                                                |                    |                           |
|                                            |                                                |                    |                           |

## 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 (within the past 12 months) or currently 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 12 Months 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 (12 months) 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 Jane Bais DiSessa  
 Job Title Chief of Staff Name of Supervisor Mayor Andy Schor  
 Principal Address of Reporting Individual 5100 E. Holly Road, Holly, MI 48442  
 Phone Numbers: Personal [REDACTED] Work: (517) 483-7864

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.

Jane Bais DiSessa  
Signature

2/1/2022

Date

FEB 1 '22 2PM CLERK

STATE OF MICHIGAN )  
 )ss.  
 COUNTY OF Ingham )

The foregoing instrument was acknowledged before me this 1 day of February,  
2022 (year), by [Signature] (Notary Signature)  
Brian P Jackson (Print Name)

Notary Public, Ingham County,

Acting in Ingham County,

My Commission Expires: July 28 2027

S:\Clerk\_Staff\Board of Ethics\Statements of Financial Interests\Statement of Financial Interests Form.Current 06 08 2021

Approved to form by the Board of Ethics on 6/8/2021

### 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 12 Months or Present |
|----------------------------|-----------------------------------------------|----------------------|---------------------|---------------------------|
| City of Brighton, Colorado | 500 S. 4th Avenue<br>Brighton, Colorado 80601 | Local Government     | City Manager        | 10/24/2020 to 10/11/2021  |
|                            |                                               |                      |                     |                           |
|                            |                                               |                      |                     |                           |
|                            |                                               |                      |                     |                           |

## 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 (12 months). 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 (12 months) and present unit of government, other than the City, for which you are or have been employed.

| Unit of Government         | Past 12 Months or Present |
|----------------------------|---------------------------|
| City of Brighton, Colorado | 1 year                    |
|                            |                           |

## Part IV

List each and every person, or organization from which you received in the past (12 months), 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 12 Months or Present |
|------|--------------------------------|----------------|---------------|---------------------------|
| N/A  |                                |                |               |                           |
|      |                                |                |               |                           |
|      |                                |                |               |                           |
|      |                                |                |               |                           |

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## 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 (12 months) or present. Ownership interests in publicly held corporations need not be disclosed.

| Name | Address | Instrument of Ownership | Past 12 Months or Present |
|------|---------|-------------------------|---------------------------|
| N/A  |         |                         |                           |
|      |         |                         |                           |
|      |         |                         |                           |

## Part VI

Identify each and every parcel of real property, past (12 months) 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 12 Months 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 (12 months) 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 12 Months 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 (within the past 12 months) or currently 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 12 Months 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 (12 months) 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 Ethics Ordinance

## 290.08. - Statements of financial interests.

- (a) For purposes of this section, the following persons shall be referred to as "reporting individuals":
  - (1) Each elected officer and
  - (2) Each appointed officer, including appointed officers of the Board of Water and Light, but excluding members of Boards, Commissions or Agencies of the City.
- (b) Each reporting individual shall file by May 1 of each year, a sworn written statement of financial interests in accordance with the provisions of this section, unless (s)he has already filed a statement in that calendar year.
- (c) Statements of financial interest shall also be filed by the following:
  - (1) An elected officer at the time of filing her/his oath of office;
  - (2) A reporting individual whose appointment to office is subject to confirmation by the City Council at the time when her/his name is submitted to the Council for consideration;
  - (3) Any other person at the time (s)he becomes a reporting individual.
- (d) The Department of Personnel Services, the Finance Director's Office, City Council Staff and the Office of the Mayor shall cooperate with the City Clerk in notifying individuals of their obligation to file statements of financial interests and in effecting the filing of such statements.
- (e) No appointed officer or employee shall be allowed to take the oath of office or shall enter into or continue her/his duties, unless (s)he has filed a statement of financial interests as required by this chapter.
- (f) Statements of financial interests shall contain the following information:
  - (1) The name, address, and type of organization (other than the City) in which the reporting individual was an officer, director, associate, partner, proprietor or employee, or served in any advisory capacity, and from which any income in excess of \$2,500.00 was derived during the preceding year.
  - (2) The identity of any capital asset, located within the City of Lansing, including the address or legal description of real estate from which the reporting individual realized a capital gain of \$5,000.00 or more in the preceding calendar year other than the sale of the reporting individual's principal place of residence.
  - (3) The name of any unit of government, other than the City, which employed the reporting individual during the preceding calendar year.
  - (4) The name of any person, business or organization from whom the reporting individual received during the preceding calendar year one or more gifts or honoraria having an aggregate value in excess of \$500.00, but not including gifts from relatives, nor a campaign contribution or expenditure required to be recorded or reported under Public Act 388 of 1976, as amended.
  - (5) The name and instrument of ownership in any entity conducting business in the City, in which the reporting individual, or a member of the individual's immediate family had a financial interest during the preceding calendar year. Ownership interests in publicly held corporations need not be disclosed.
  - (6) The identity of any financial interest in real estate located in the City or other jurisdictions within which the City may own real estate or public utility improvements, other than the principal place of residence of the reporting individual, and the address or, if none, the legal description of the

real estate, including all forms of direct or indirect ownership such as partnerships or trusts of which the corpus consists primarily of real estate.

- (7) The name of, and the nature of the City action requested by, any person which has applied to the City for any license or franchise, or any permit for annexation, zoning or rezoning of real estate during the preceding calendar year if the reporting individual or a member of the individual's immediate family has a financial interest in such person.
- (8) The name of any person doing independent contracting business with the City in relation to which business the reporting individual had a financial interest during the preceding calendar year, and the title or description of any position held by the reporting individual in such person.
- (g) Form for statement of financial interests. Typewritten or printed statements of financial interests are to be filed with the City Clerk the statement shall be verified, dated, and signed by the reporting individual personally. It shall be submitted on a form approved by the Board of Ethics.
- (h) Filing of statements.
  - (1) The City's Finance Director and the Personnel Director shall certify to the City Clerk a list (current as of the prior January 1) of the names and mailing addresses of the persons who are required to file a statement of financial interests in the current year.
  - (2) The City Clerk shall, in writing, notify all persons required to file statements of financial interests under this section. Notice shall be delivered by first class mail to the last known address appearing in City records.
  - (3) All statements of financial interests shall be available for examination and duplication by the public in the office of the City Clerk during the regular business hours of the City of Lansing, except as otherwise provided by law. Costs of duplicating the statement of financial interests shall be paid by the person requesting the duplication.
  - (4) No person shall use for any commercial purpose information contained in or copied from statements of financial interests required to be filed by this chapter or form lists compiled from such statements.
- (i) Failure to file statements by deadline.
  - (1) The City Clerk shall notify any person who fails to file such a statement by May 1 of each year, by certified mail of her/his failure to file by the specified date. Such person shall file her/his statement on or before May 31, along with a late filing fee of \$20.00. Failure to file by May 31 shall constitute a violation of this chapter, except as provided in subsection (3).
  - (2) Any person who first becomes subject to the requirement to file a statement of financial interests within 30 days prior to May 1 of any year shall be notified at that time by the appointing or employing authority of the obligation to file and shall file his statement at any time on or before May 31 without penalty. The appointing or employing authority shall notify the City Clerk of the identity of such persons. If such person fails to file a statement by May 31, the City Clerk shall notify such person by certified mail of her/his failure to file by the specified date. Such person shall file her/his statement of financial interests on or before June 15, along with a late filing fee of \$20.00. Failure to file by June 15 shall constitute a violation of this chapter, except as provided in subsection (3).
  - (3) A person who is required to file such statements of financial interest may have one 30-day filing extension by filing a notice with the City Clerk by the date on which the statement of financial interest is due. Failure to file by the extended deadline shall constitute a violation of this chapter.
  - (4) A statement of financial interest is considered filed when it is received by the City Clerk.

(Ord. No. 953, 8-26-96)



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# Chris Swope

## Lansing City Clerk

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Updated December 17, 2020

### EXPLANATION OF ANNUAL STATEMENT OF INTEREST

The City of Lansing Ethics Ordinance Section 290.08 requires you report in writing certain information to assure your personal activities do not conflict with your City employment duties. The ordinance specifies that the applicable disclosure period for many of the subject areas is one calendar year immediately preceding the date of disclosure.

In addition, the Lansing City Charter Section 5-505 requires you to make written disclosure by affidavit of certain other conflicts under Michigan Statute, City Charter and ordinance. This disclosure is required to be made in advance of certain activities.

To simplify this procedure and reduce your need to make multiple disclosures, this reporting form has been modified to include both past and prospective disclosure information.

Please be aware that you have a continuing responsibility to make an additional disclosure under Section 5-505 of the Charter if a new described conflict arises between the time of your annual disclosures under ordinance section 290.08.

Your disclosure may result in the request for supplemental information by the Lansing Ethics Board.

Thank you,

A handwritten signature in black ink that reads "Chris Swope".

Chris Swope, MMC/MiPMC

Lansing City Clerk

# 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 Mark Lawrence

Job Title Deputy Chief of Staff Name of Supervisor Jane Bais D. Sessa

Principal Address of Reporting Individual 2313 Northampton Way

Phone Numbers: Personal: [REDACTED] Work: 517-483-4141

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 Lawrence  
Signature

2/4/22  
Date

STATE OF MICHIGAN     )  
                                          )ss.  
COUNTY OF Ingham     )

The foregoing instrument was acknowledged before me this 4<sup>th</sup> day of February,  
2022 (year), by [Signature] (Notary Signature)

Robin Stites (Print Name)

Notary Public, Ingham County,

Acting in Ingham County,

My Commission Expires: 3/18/2024

### 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 12 Months or Present |
|---------------------|---------|----------------------|---------------------|---------------------------|
| N/A                 |         |                      |                     |                           |
|                     |         |                      |                     |                           |
|                     |         |                      |                     |                           |
|                     |         |                      |                     |                           |

## 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 (12 months). 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 (12 months) and present unit of government, other than the City, for which you are or have been employed.

| Unit of Government | Past 12 Months or Present |
|--------------------|---------------------------|
| N/A                |                           |
|                    |                           |

## Part IV

List each and every person, or organization from which you received in the past (12 months), 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 12 Months 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 (12 months) or present. Ownership interests in publicly held corporations need not be disclosed.

| Name | Address | Instrument of Ownership | Past 12 Months or Present |
|------|---------|-------------------------|---------------------------|
| N/A  |         |                         |                           |
|      |         |                         |                           |
|      |         |                         |                           |

## Part VI

Identify each and every parcel of real property, past (12 months) 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 12 Months 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 (12 months) 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 12 Months 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 (within the past 12 months) or currently 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 12 Months 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 (12 months) 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**  
**AFFIDAVIT OF DISCLOSURE**

TO: CITY CLERK

DATE: 1.4.2022

I, Lucianna Solis make the following disclosure under oath:  
Name (please print)

**PLEASE CHECK THE BOX AND FILL IN THE APPROPRIATE BLANKS FOR EACH OF THE FOLLOWING ITEMS**

Yes   No

1. ☒ ☐ I am an ☐ elected or ☐ appointed ☐ officer or ☒ employee of the City of Lansing holding the position of Community Engagement Advocate in the Mayor's office Department. FEB 7'22 11AMCLERK
- ☒ ☐ I am an immediate family member related to an elected or appointed officer or employee of the City of Lansing named Jeremy Garza, holding the position of Council Member in the City Council Department
- ☐ ☒ I am a Business Associate of an elected or appointed officer or employee of the City of Lansing named \_\_\_\_\_ holding the position of \_\_\_\_\_ in the \_\_\_\_\_ Department.
2. ☐ ☒ I may derive income or benefit directly or indirectly from the bidding of, negotiation of, solicitation of or entry into a contract with the City or from any City action detailed below. (Charter 5-505.1)
- ☐ ☒ I may have a conflict between a personal interest and the public interest, the nature of which is disclosed below. (Charter 5-505.2)  
[Chapter 290.04(I) of the Code of Ordinances]
- ☐ ☒ I may have a financial interest in a matter proposed to be acted upon by the City of Lansing as described below. [Chapter 290.04(I) of the Code of Ordinances]
- ☒ ☐ I make this disclosure because of a possible appearance that I may be in violation of or in conflict with the City of Lansing Ethics Ordinance as provided for in the Code of Ordinances and in the City Charter.
3. My City of Lansing position is:  
☒ Full-time   ☐ Part-time (less than 25 hours/wk)   ☐ Unpaid
4. Name of the activity/business in question: Give Kindness Back
5. Do you have ownership or interest in the activity/business? Yes x No \_\_\_\_\_

6. Does this activity/business conduct business with the City of Lansing? Yes ☒ No ☐  
If yes, please explain Raises funds for fire department and cadet program

7. Does the activity/business depend on you being an employee of the City of Lansing?  
Yes ☐ No ☒  
If yes, please explain: \_\_\_\_\_

8. Who are the clients/customers of the activity/business?  
Unknown - Have not fund raise yet.

9. Does this activity/business require your using equipment/facilities of the City of Lansing?  
Yes ☐ No ☒  
If yes, please explain: \_\_\_\_\_

10. Does the activity/business use any advertisements or circulars that reference your employment with the City of Lansing? Yes ☐ No ☒  
If yes, please attach copies.

11. Explain what you will be doing in the activity/business:

Raising funds for the non-profit

12. Explain why you believe a conflict may/may not exist with this activity/business:

Due to my position, I want to be transparent to the non-profit.

13. Is there any additional information that you believe would assist the Board of Ethics in its review of your business or personal activities for potential conflicts of interest? Yes ☒ No ☐  
If so, please describe:

The non-profit has been established and is just getting started on fund raising.

In providing this additional information, the Board of Ethics asks that you give special attention to the Conflicts of Interest section of the Charter found at 5-505.1 – 5-505.3. A copy is enclosed for your convenience.

I hereby certify that this disclosure is complete and accurate to the best of my knowledge, information and belief. The foregoing Affidavit of Disclosure was executed on this 7 day of February, 2022.

[Signature]

Signature of Filer

STATE OF MICHIGAN     )  
                                          )ss.  
COUNTY OF Ingham )

The foregoing instrument was acknowledged before me this 7 day of February,  
2022(year), by [Signature] (Notary Signature)

Brian P Jackson (Print Name)

Notary Public, Ingham County,  
Acting in Ingham County,  
My Commission Expires: Ingham

|                                                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| BRIAN P. JACKSON<br>Notary Public, State of Michigan<br>County of Ingham<br>My Commission Expires Jul. 28, 2027<br>Acting in the County of <u>Ingham</u> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|