

**REGULAR MEETING OF THE CITY COUNCIL
OF THE CITY OF LANSING, MICHIGAN
CITY COUNCIL CHAMBERS, 10TH FLOOR
LANSING CITY HALL
124 W. MICHIGAN AVENUE**



AGENDA FOR January 22, 2018

TO THE HON. MAYOR AND MEMBERS OF THE CITY COUNCIL:

The following items were listed on the agenda in the City Clerk's Office in accordance with Section 3-103(2) of the City Charter and will be ready for your consideration at the regular meeting of the City Council on Monday, January 22, 2018 at 7:00 p.m. at the Council Chambers, 10th Floor, City Hall.

I. ROLL CALL

II. MEDITATION AND PLEDGE OF ALLEGIANCE

III. READING AND APPROVAL OF PRINTED COUNCIL PROCEEDINGS

Approval of the Printed Council Proceedings of January 8, 2018

IV. CONSIDERATION OF LATE ITEMS (Suspension of Council Rule #9 is needed to allow consideration of late items. Late items will be considered as part of the regular portion of the meeting to which they relate.)

V. TABLED ITEMS

VI. SPECIAL CEREMONIES

1. Tribute: In recognition of the Lansing School District Board of Education
2. Mayoral Presentation; Mayor's proclamation for School Board Recognition Month

VII. COMMENTS BY COUNCIL MEMBERS AND CITY CLERK

VIII. COMMUNITY EVENT ANNOUNCEMENTS (Time, place, purpose, or definition of event – 1 minute limit)

IX. SPEAKER REGISTRATION FOR PUBLIC COMMENT ON LEGISLATIVE MATTERS

X. MAYOR'S COMMENTS

XI. SHOW CAUSE HEARINGS

XII. PUBLIC COMMENT ON LEGISLATIVE MATTERS (Legislative matters consist of the following items on the agenda: public hearings, resolutions, ordinances for introduction, and ordinances for passage. The public may comment for up to three minutes. Speakers must sign up on white form.)

A. SCHEDULED PUBLIC HEARINGS

1. In consideration of Executive Order 2018-01; Executive Reorganization of the Department of Planning and Neighborhood Development

XIII. COUNCIL CONSIDERATION OF LEGISLATIVE MATTERS

A. REFERRAL OF PUBLIC HEARINGS

B. CONSENT AGENDA

1. BY COUNCIL MEMBERS DUNBAR, HUSSAIN, JACKSON, SPADAFOR, SPITZLEY, WASHINGTON, WOOD
 - a. Tribute; in recognition of the Lansing School District Board of Education
 - b. Tribute: in memory of Shirley Rodgers
2. BY THE COMMITTEE ON GENERAL SERVICES
 - a. Claim Disposition; Claim #1481, Jerome Heathcote, Glenburne Vacant Lot for grass and weed cutting, \$395.50
 - b. Claim Disposition; Eastside Community Action Center for grass, weeds, and trash removal fees at property located at 4606 Ingham
 - c. Claim Disposition; Claim #1453, Arthur Ostaszewski, 114 W. Willow for trash and debris removal fees, \$3,652.00
 - d. Claim Disposition; Claim #1454, Arthur Ostaszewski, 114 W. Willow for tall grass and weed cutting fees, \$362.50

C. RESOLUTIONS FOR ACTION

D. REPORTS FROM COUNCIL COMMITTEES

E. ORDINANCES FOR INTRODUCTION AND SETTING OF PUBLIC HEARING

F. ORDINANCES FOR PASSAGE

XIV. SPEAKER REGISTRATION FOR PUBLIC COMMENT ON CITY GOVERNMENT RELATED MATTERS

XV. REPORTS OF CITY OFFICERS, BOARDS, AND COMMISSIONS; COMMUNICATIONS AND PETITIONS; AND OTHER CITY RELATED MATTERS (Motion that all items be considered as being read in full and that the proper referrals be made by the President)

A. REPORTS FROM CITY OFFICERS, BOARDS, AND COMMISSIONS

1. Letter(s) from the City Clerk re:

- a. Minutes of Boards, Commissions, and Authorities placed on file in the Clerk's Office
2. Letter(s) from the Mayor re:
 - a. State of the City Annual Report
 - b. Sole Source Purchase: Police Department request for MobilePD INC as the vendor for the purchase of MobilePD Software
 - c. Transfer of Funds; Department of Economic Development and Planning, and Department of Neighborhoods and Citizen Engagement
 - d. Withdrawal of all Board and Commission appointments from the previous administration

B. COMMUNICATIONS AND PETITIONS, AND OTHER CITY RELATED MATTERS

1. Affidavit of Disclosure from Jon LaCross, City of Lansing Police Officer.

XVI. MOTION OF EXCUSED ABSENCE

XVII. REMARKS BY COUNCIL MEMBERS

XVIII. REMARKS BY THE MAYOR OR EXECUTIVE ASSISTANT

XIX. PUBLIC COMMENT ON CITY GOVERNMENT RELATED MATTERS (City government related matters are issues or topics relevant to the operation or governance of the city. The public may comment for up to three minutes. Speakers must sign up on yellow form.)

XX. ADJOURNMENT



CHRIS SWOPE, CITY CLERK

Persons with disabilities who need an accommodation to fully participate in this meeting should contact the City Clerk's Office at (517) 483-4131 (TDD (517) 483-4479). 24 hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodation requests.

CITY OF LANSING
NOTICE OF PUBLIC HEARING

The Lansing City Council will hold a public hearing on Monday, January 22, 2018, at 7:00 p.m. in Council Chambers, 10th Floor, Lansing City Hall, 124 W. Michigan Avenue, Lansing, Michigan to consider Executive Order 2018-01 recognizes the new name of the Department of Planning and Neighborhood Development as the Department of Economic Development and Planning, transfers Code Compliance from the Lansing Fire Department to the Department of Economic Development and Planning, and creates a new Department of Neighborhoods and Citizen Engagement.

For more information, please call Lansing City Council at 517-483-4177. If you are interested in this matter, please attend the public hearing or send a representative. Written comments will be accepted between 8 a.m. and 5 p.m. on City business days if received before 5 p.m., on the day of the Public Hearing at the City Clerk's Office, Ninth Floor, City Hall, 124 West Michigan Ave., Lansing, MI 48933 or email city.clerk@lansingmi.gov.

Chris Swope, Lansing City Clerk
www.lansingmi.gov/Clerk
www.facebook.com/LansingClerkSwope

Office of Mayor Andy Schor
124 W. Michigan Avenue, Ninth Floor
Lansing, MI 48933



RECEIVED *BJJ 1/3/15*
2018 Jan 03
2018 DEC 31 AM 8:22
LANSING CITY CLERK

TO: COUNCIL PRESIDENT, COUNCIL VICE PRESIDENT, MEMBERS OF LANSING CITY COUNCIL; ALL OFFICERS, EMPLOYEES, AGENCIES, BOARDS, AUTHORITIES, AND DEPARTMENTS OF THE CITY OF LANSING

RE: EXECUTIVE ORDER AND EXECUTIVE REORGANIZATIONAL PLAN 2018-01

As Mayor of the City of Lansing, I am issuing this Executive Order as summarized immediately below, and as further explained herein and in the attachments.

SUMMARY OF MAIN ELEMENTS

RECOGNIZE THE NEW NAME OF THE DEPARTMENT OF PLANNING AND NEIGHBORHOOD DEVELOPMENT AS THE DEPARTMENT OF ECONOMIC DEVELOPMENT AND PLANNING;

TRANSFER THE CODE COMPLIANCE OFFICE FROM THE FIRE DEPARTMENT TO THE DEPARTMENT OF ECONOMIC DEVELOPMENT AND PLANNING;

CREATE A NEW DEPARTMENT OF NEIGHBORHOODS AND CITIZEN ENGAGEMENT TO PROVIDE DAY-TO-DAY DIRECT CITIZENS SERVICES;

TRANSFER THE FUNCTION OF THE OFFICE OF FINANCIAL EMPOWERMENT TO THE NEW DEPARTMENT OF NEIGHBORHOODS AND CITIZEN ENGAGEMENT;

RECOGNIZE THAT LONG TERM PLANNING FOR PARKING LOTS IS LOCATED WITHIN THE DEPARTMENT OF ECONOMIC DEVELOPMENT AND PLANNING; AND

ESTABLISH THE REPORTING RESPONSIBILITY OF DOWNTOWN LANSING, INC. IN THE DEPARTMENT OF ECONOMIC DEVELOPMENT AND PLANNING.

LANSING CITY CLERK

2018 JAN -3 AM 8:47

RECEIVED

NARRATIVE SUMMARY

It is my vision for the City of Lansing to consolidate where possible responsibilities and activities into unifying departments. For efficiencies, it is reasonable and logical that functions of development, planning, building constructions and property maintenance all be consolidated in a single department under the direction of a single department head responsible to me for the department's proper operation.

It is also my vision that because citizen engagement is essential for neighborhood support and revitalization, I am creating a new department named Department of Neighborhoods and Citizen Engagement.

As indicated, more detail concerning these changes is found in the attachments.

Because of the foregoing and existing overlapping duties and responsibilities, I deem the following desirable and necessary:

- First, the Department of Planning and Neighborhood Development (**DP&ND**) should provide as its primary function the City's planning and development responsibilities. Therefore, I rename **DP&ND** the Department of Economic Development and Planning (**DEDP**). **This is not a Charter reorganization.**
- Second, the Code Compliance duties and operations as primarily set out in the International Property Maintenance Code interface with the Michigan building codes, and, therefore, Code Compliance will be brought back into **DEDP** where it is a better fit than in the Fire Department. **This is a Charter reorganization.**
- Third, I will create a new department to be dedicated to the furtherance of citizen engagement in neighborhoods. It will be known as the Department of Neighborhoods and Citizen Engagement. This will relieve the new **DEDP** of the day to day direct neighborhood services and provide for the collaborative interface with other departments to provide quick and efficient citizen support. This department will initially be comprised of the department head, an administrative assistant, and support staff. The department head will be responsible to me for its efficient operation. Long term planning and programs for citizens, such as CDBG and HUD, will remain in the **DEDP**. The details concerning the functions and activities of **DEDP** and the Department of Neighborhoods and Citizen Engagement are found on the two attachments to this Executive Order. **This is a Charter reorganization.**
- Fourth, because an integral part of citizen/neighborhood services is financial empowerment, I will transfer the Office of Financial Empowerment from the Mayor's Office to a division under the department's director of the new Department of Neighborhoods and Citizen Engagement. **This is not a Charter reorganization.**
- Fifth, to include open City property, including parking lots, as part of development and planning, I will transfer the jurisdiction of parking lots use and ownership from the Public Service Department to the **DEDP**, but leave the construction and maintenance of parking in the Public Service Department. This does not involve reorganization, but is only recognition of the responsibility of long term planning. **This is not a Charter reorganization.**

- Finally, Downtown Lansing, Inc. will report to the Director of the DEDP. **This is not a Charter reorganization.**

Therefore, pursuant to Sections 4-102.1, 4-03.4, and 4-301.7 of the Lansing City Charter, I hereby issue the following Order:

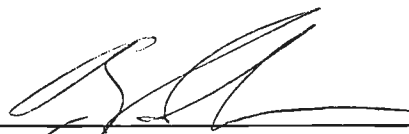
EXECUTIVE ORDER

IT IS HEREBY ORDERED:

- I. The Department of Planning and Neighborhood Development is hereby renamed Department of Economic Development and Planning;**
- II. The Code Compliance Office is moved from the Fire Department to the Department of Economic Development and Planning;**
- III. The Department of Neighborhoods and Citizen Engagement is created;**
- IV. The function of the Office of Financial Empowerment is transferred to the Department of Neighborhoods and Citizen Engagement;**
- V. Long term planning for parking lots is located within the Department of Economic Development and Planning;**
- VI. The reporting responsibility of Downtown Lansing, Inc. shall be to the Director of the Department of Economic Development and Planning;**
- VII. REVOCATION OF PRIOR EXECUTIVE ORDERS**

All other Executive Orders in contravention of this Executive Order are hereby rescinded.

This Executive Order, signed on 1st of January, 2018, shall remain in full force and effect until it is rescinded or suspended.



**Andy Schor, Mayor of the City of
Lansing, Michigan**

Department of Economic Development and Planning

Planning and Zoning	Collaborative Departments and Partners	Community Development and Housing	Collaborative Departments and Partners	Economic and Commercial Development	Collaborative Departments and Partners	Building Safety	Collaborative Departments and Partners	Code Compliance	Collaborative Departments and Partners	Parking	Collaborative Departments and Partners
At the heart of a traditional planning department is the division that ensures that approved plans are adhered to. This division will also be charged with providing creative guidance to those looking to develop in the City and challenging applicants to find innovative solutions.	Planning Board; Board of Zoning Appeals; Historic District Commission; Public Services; TCRPC	Financing and reporting for programming that supports low-to-moderate income residents will emanate from this office, though many objectives will be achieved elsewhere. Additionally, support for improving aging housing-stock and diversifying housing across many spectra will be planned for.	Nonprofit housing and social service agencies; Neighborhood Engagement; CMH; Human Relations; HUD/MSHDA/MEDC	The City oversees administration of its own economic development corporation and various special assessment districts (PSD, BRA, TIF, etc.). For the time being, many of these functions will continue to be administered via LEAP. Philosophical direction for all will be provided by the Mayor/Director. Additionally, new directions will be taken to encourage business creation, particularly locally-driven and minority-created businesses.	LEDG; PSD; BRA; CIA; Land Bank; LEPFA; Chamber and Minority/Specialty Chambers; CATA; CAMW; Downtown Lansing, Inc.	Building Safety will work with those creating structures in the City to ensure that safety of structures in the City. Building Safety will also be charged with monitoring and encouraging innovative new practices in building design and sustainability.	Demolition Board	Code Compliance will take its cues from this division and will work to foster a healthy, safe, vibrant community through its actions. While complaints will of course still be taken and responded to, there will be a more proactive approach in identifying and working with property owners on property improvement. Additionally, opportunities to include commercial enforcement will be explored.	Neighborhood organizations; realtors	Parking will continue to provide primary service to city-owned lots and structures. Parking will also be challenged with figuring out innovative ways of creating access to parking while also reducing our parking requirements.	

Department of Neighborhoods + Citizen Engagement

Building Neighborhoods		Advancing People		Engaging Citizens	
City of Lansing	Collaborative Departments and Partners	City of Lansing	Collaborative Departments and Partners	City of Lansing	Collaborative Departments and Partners
Resilient Nbhd's/ Live Green Lansing	BWL Environmental Groups EDP LFD Disaster Management Programs Energy Efficiency Lead Safe Pgms/EDP Do 1 Thing Red Cross	City of Lansing Office of Financial Empowerment	MSUFCU & other financial partners Lansing Promise Lansing School District	Citizen communications Housing + Neighborhood Resource Summits/Mayor's Office Support all departments on events, community input/engagement, Lansing Neighborhoods website, LiNCS meetings and weekly updates, Neighborhood News Blog	Mayor's Communications Office IT Digital Media Manager, Metro Lansing Living
Neighborhood Cleanups	EDP, Public Service, Nbhd Orgs	Lansing School District Liaison/Partnership Program	LSD	Citizens Academy Program	LPD – modeled after existing LPD Citizen's Academy.
Neighborhood Advisory Board – Neighborhood Grant/Love Your Block	Nbhd Orgs Corporate Partners	Workforce Development	CAMW LCC/MSU LSD	Urban Fellows Program coordinated intern program	HR City Depts MSU/LCC & others
MSU Global Day of Service and other corporate/organizational volunteer days	MSU/LCC Corporate Soc Resp. CAUW	Lansing For A Lifetime	AARP Public Service/Age Friendly Lansing Plan	AmeriCorps and VISTA program	HR Power of We
Neighborhoods in Bloom	Landbank Nbhd Org			LOVE Lansing Celebration	Mayor's Office Nbhd Orgs

BY COUNCIL MEMBER DUNBAR, GARZA, HUSSAIN, JACKSON,
SPADAFORÉ, SPITZLEY, WASHINGTON & WOOD
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, Lansing is fortunate to have a strong city school system with a Board of Education of dedicated members that work tirelessly to enrich the lives of Lansing's more than 10,000 school aged children and directly influence instruction in our schools; and

WHEREAS, Article VIII, Section 2 of the Michigan Constitution of 1963 states that providing for the education of our children is a fundamental duty of government; and

WHEREAS, the Lansing School District has a board full of exceptional men and women who have committed themselves to this duty by governing our schools and working toward advancing student achievement in the schools and community they serve; and

WHEREAS, during this month, we join the Michigan Association of School Boards, the Michigan Department of Education, local school districts, and community organizations across our state to recognize and raise awareness of the countless efforts and contributions of school board members.

NOW, THEREFORE BE IT RESOLVED, the Lansing City Council in honor of School Board Recognition Month, January, 2018, honors the members of the Lansing School District Board of Education for their immeasurable hours of service to the children of our community.

BY COUNCIL MEMBER DUNBAR, GARZA, HUSSAIN, JACKSON,
SPADAFOR, SPITZLEY, WASHINGTON & WOOD
Resolved by the City Council of the City of Lansing

WHEREAS, Shirley Rodgers was born December 29, 1948 and grew up in Saginaw, Michigan and passed away on January 3, 2018. The Lansing community mourns the loss of a fierce advocate for fairness and a dedicated public servant; and

WHEREAS, Shirley came to Lansing by way of Michigan State University where she joined the sisterhood of the Zeta Phi Beta Sorority, Inc., and developed a fondness for Spartan sports and a passion for education; and

WHEREAS, Shirley spent more than three decades working for the Lansing School District forging lifetime friendships and gaining immeasurable knowledge of our City's educational system; and

WHEREAS, Shirley was a trailblazer in every sense of the word, running for the Lansing Community College Board of Trustees in 1981 and becoming that body's first African American member, serving for twelve years. Shirley also gave to our community in various roles including on the Ingham County Road Commission, the City of Lansing Public Service Advisory Board, the Tri-County Regional Planning Commission; and

WHEREAS, education and children were near to Shirley's heart, she sought a seat on the Lansing School District Board of Education in 2007 and served our schools until her recent passing; and

WHEREAS, Shirley's ability to make the difficult decisions when faced with financial hardship are what we entrust our elected officials to do, and her significant ability to do this are, in large part, what made her such an effective and highly respected public servant.

THEREFORE BE IT RESOLVED, Lansing City Council hereby celebrates the life of Shirley Rodgers for her hard work and dedication to innumerable causes in our community. We, as a City are better off for Shirley's dedication and compassion to leave the world a better place than she found it. Lansing City Council extends its condolences and sympathy to Shirley's family, friends and colleagues during this time of sorrow.

BY THE COMMITTEE ON GENERAL SERVICES
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, Jerome (Jerry) Heathcote sought to eliminate a special assessment of \$395.00 for tall grass removal fees, and all associated penalties and interest, on the property tax bill for a vacant parcel on Glenburne Blvd. (Tax ID #23-50-40-36-329-031); and

WHEREAS, upon filing a claim to the Committee on General Services, the claim in the amount of \$395.00 was denied on January 16, 2018.

THEREFORE, BE IT RESOLVED, that the City Council, hereby, denies the claim of Jerome (Jerry) Heathcote in the amount of \$395.00 for tall grass removal fees, and all associated penalties and interest on the property tax bill for a vacant parcel on Glenburne Blvd. (Tax ID #23-50-40-36-329-031).

BE IT FURTHER RESOLVED, that the City Attorney shall take the appropriate steps to process this claim.

BY THE COMMITTEE ON GENERAL SERVICES
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, Eastside Community Action Center sought to eliminate a claim for tall grass removal fees, and all associated penalties and interest, on the property tax bill for the property at 4606 Ingham Street; (Tax ID# 33-01-01-31-405-232) and

WHEREAS, upon filing a claim to the Committee on General Services, the claim in the amount of \$1,961.71 was granted on January 16, 2018.

THEREFORE, BE IT RESOLVED, that the City Council, hereby, grants the claim in the amount of \$1,961.71 filed by Eastside Community Action Center for the tall grass removal fees, and all associated penalties and interest, on the property tax bill for the property at 4606 Ingham Street (Tax ID# 33-01-01-31-405-232); and

BE IT FURTHER RESOLVED, that the City Attorney shall take the appropriate steps to process this claim.

BY THE COMMITTEE ON GENERAL SERVICES
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, Arthur Ostaszewski sought to eliminate a special assessment of \$3,652.00 for trash and debris removal fees, and all associated penalties and interest, on the property tax bill for 114 West Willow Street (Tax ID #33-01-01-09-183-121); and

WHEREAS, upon filing a claim to the Committee on General Services, the claim in the amount of \$3,652.00 was denied on January 16, 2018.

THEREFORE, BE IT RESOLVED, that the City Council, hereby, denied the claim of Arthur Ostaszewski in the amount of \$3,652.00 for trash and debris removal fees, and all associated penalties and interest on the property tax bill for 114 West Willow Street (Tax ID #33-01-01-09-183-121).

BE IT FURTHER RESOLVED, that the City Attorney shall take the appropriate steps to process this claim.

BY THE COMMITTEE ON GENERAL SERVICES
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, Arthur Ostaszewski sought to eliminate a special assessment of \$362.50 for tall grass removal fees, and all associated penalties and interest, on the property tax bill for 114 West Willow Street (Tax ID #33-01-01-09-183-121); and

WHEREAS, upon filing a claim to the Committee on General Services, the claim in the amount of \$362.50 was denied on January 16, 2018.

THEREFORE, BE IT RESOLVED, that the City Council, hereby, denies the claim of Arthur Ostaszewski in the amount of \$362.50 for tall grass removal fees, and all associated penalties and interest on the property tax bill for 114 West Willow Street (Tax ID #33-01-01-09-183-121).

BE IT FURTHER RESOLVED, that the City Attorney shall take the appropriate steps to process this claim.



Chris Swope
Lansing City Clerk

January 19, 2018

Members of the Lansing City Council
10th Floor City Hall
Lansing, MI 48933

Dear Councilmembers:

The Minutes from the Meetings of the following Boards, Commissions, and Authorities of the City of Lansing were placed on file in the City Clerk's Office and are available for review in the City Clerk's Office and at the following website: <http://lansingmi.gov/AgendaCenter>

BOARD NAME

DATE OF MEETING

Board of Police Commissioners

November 21, 2017

Employees' Retirement System

December 21, 2017
November 9, 2017

Historic District Commission

October 9, 2017
July 17, 2017

Planning Board

December 5, 2017
November 8, 2017
October 3, 2017

Police & Fire Retirement System

December 19, 2017
November 7, 2017

If my staff or I can provide further assistance or information relative to the filing of these

Lansing City Clerk's Office
Ninth Floor, City Hall, 124 W. Michigan Ave., Lansing, MI 48933-1695
517-483-4131 □ 517-377-0068 FAX

www.lansingmi.gov/clerk □ clerk@lansingmi.gov

minutes, please contact us at 483-4131.

Sincerely,

A handwritten signature in black ink that reads "Chris Swope". The signature is written in a cursive, flowing style.

Chris Swope, CMC, CMMC
Lansing City Clerk

Lansing City Clerk's Office
Ninth Floor, City Hall, 124 W. Michigan Ave., Lansing, MI 48933-1695
517-483-4131 □ 517-377-0068 FAX

www.lansingmi.gov/clerk □ clerk@lansingmi.gov



Andy Schor, Mayor

OFFICE OF THE MAYOR

City Hall – 9th Floor

124 W. Michigan Ave.

Lansing, MI 48933

PH: 517.483.4141 – FAX: 517.483.6066

Lansing.Mayor@lansingmi.gov

TO: City Clerk Chris Swope

FROM: Mayor Andy Schor

DATE: January 19, 2018

RE: 2018 State of the City Report

Pursuant to Section 4-102.4 of the City Charter, attached please find the 2018 State of the City Report. The report is also available online at: <https://lansingmi.gov/DocumentCenter/View/4991>

CITY of LANSING

INTEROFFICE COMMUNICATION

TO: Andy Schor, Mayor
FROM: Stephanie Robinson CPPB, Senior Buyer
DATE: Jan. 3, 2018
SUBJECT: Sole Source Purchase – MobilePD Inc

Please include this Sole Source packet of information in your transmittal to Council as required by the Purchasing Ordinance Section 206.05.

In summary, the Purchasing Office processed the following Sole Source transaction:

Department: Lansing Police Department
Vendor: MobilePD
Item Purchased: MobilePD Software
Dollar Amount: \$ 25,500 first year

Additional information pertaining to this purchase is attached for your information.

This letter is filed in accordance with the Purchasing Ordinance Section 206.05 (a) and (b).

slr

CITY of LANSING
INTEROFFICE COMMUNICATION

TO: Randy Hannan, Chief of Staff
Chad Gamble, Chief Operating Officer

FROM: Stephanie Robinson, CPPB Buyer

DATE: December 28, 2017

SUBJECT: Sole Source Purchase –MobilePD Inc.

The Lansing Police Department – request that MobilePD Inc, be designated as a sole source supplier for the new MobilePD Software for the City of Lansing.

Please see the attached letter and approval from Robert Merritt and Chief Michael Yankowski regarding the request.

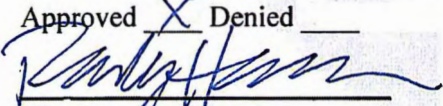
Based on the attached letter we recommend issuing a sole source purchase order to MobilePD Inc. in the approximate amount of \$ \$25,500 from the account 7325117671.741000 for one year contract, for one time set up fee and annual subscription fee. Renewal Pricing for year 2 and 3 will be \$15,000.

Attachment

Date

12/28/17

Approved ☒ Denied ☐


for Virg Bernero, Mayor

Stephanie Robinson

From: Boyce, Collin <Collin.Boyce@lansingmi.gov>
Sent: Thursday, December 28, 2017 2:20 PM
To: Randy.Hannan@lansingmi.gov; Stephanie Robinson; Chad Gamble; Nicholas Soucy
Cc: Merritt, Robert; Yankowski, Michael
Subject: Re: SOLE SOURCE FOR MOBILEPD APPLICATION FOR CRIME MAPPING

It has been reviewed and approved.

Thank you!

--

Collin Boyce, MAS
City of Lansing | Information Technology
C: 517-285-6843 | **O:** 517-483-4242
www.lansingmi.gov

From: Randy Hannan <Randy.Hannan@lansingmi.gov>
Date: Thursday, December 28, 2017 at 2:03 PM
To: Stephanie Robinson <Stephanie.Robinson@LBWL.COM>, "Gamble, Chad" <Chad.Gamble@lansingmi.gov>, "Soucy, Nicholas" <Nicholas.Soucy@lansingmi.gov>
Cc: "Boyce, Collin" <Collin.Boyce@lansingmi.gov>, "Merritt, Robert" <Robert.Merritt@lansingmi.gov>, "Yankowski, Michael" <Michael.Yankowski@lansingmi.gov>
Subject: RE: SOLE SOURCE FOR MOBILEPD APPLICATION FOR CRIME MAPPING

Has this been reviewed and approved by IT?

R

From: Stephanie Robinson [mailto:Stephanie.Robinson@LBWL.COM]
Sent: Thursday, December 28, 2017 1:27 PM
To: Gamble, Chad <Chad.Gamble@lansingmi.gov>; Hannan, Randy <Randy.Hannan@lansingmi.gov>; Soucy, Nicholas <Nicholas.Soucy@lansingmi.gov>
Subject: SOLE SOURCE FOR MOBILEPD APPLICATION FOR CRIME MAPPING

Attached is sole source request from LPD for MobilePD for Crime Mapping Applications for Phones. There is a contract in the process in Laserfische.

Thank you,

Stephanie Robinson CPPB
Buyer – City of Lansing/Lansing Board of Water and Light
1232 Haco Dr.
Lansing MI 48912
Phone: 517-702-6197
Fax: 517-702-6042
stephanie.robinson@lbwl.com

"Efforts and courage are not
enough without purpose
and direction"

**JFK

This email has been scanned by the City of Lansing Symantec Email Security.cloud service.
For more information please visit <http://www.symanteccloud.com>



OFFICE OF PUBLIC INFORMATION

Lansing Police Department
120 W. Michigan Ave. – 2nd floor
Lansing, MI. 48933

TO: Stephanie Robinson (Purchasing)
FROM: Robert Merritt
SUBJECT: Sole source Justification – Mobile App for Lansing Police
DATE: December 22, 2017

Moving forward with 21st century policing, the Lansing Police Department recognizes the importance on citizens being able to connect, interact, and stay engaged. With that said the department feels modern day citizens with cell phones, use numerous phone applications in day to day living. Obtaining and providing City of Lansing residence a Lansing Police Department cell phone application (app) with exclusive options has become eminent.

For several months I have researched in attempt to locate an app that would suit the department's needs as well as the citizens. Through my research I located several companies who provided little options for their app, such as MyPD by WiredBlue out of Massachusetts. Most did not provide much more than just basic technology. After many searches and much follow up, I was able to locate a company who far exceeds any police app and has exclusive options no others provide.

The company is called MobilePD Inc. MobilePD provides Law Enforcement agencies with multiple mobile applications that help make community's safer and more importantly engage its residents. The MobilePD platform is unique offering in the marketplace for both individual features offered as well as the platform in its entirety. The following are features that are ONLY available from MobilePD;

Exclusive access to Crime Stoppers, via TipSoft

Due to an exclusive partnership with Motorola Solutions, MobilePD has a direct integration with all Crime Stoppers organizations that utilize TipSoft. As a result, any time a user of the MobilePD app submits a tip, it will be routed directly to Crime Stoppers using TipSoft technology.

Given this exclusive partnership with Motorola Solutions, MobilePD is the only mobile vender that can integrate with the TipSoft platform (both technically and legally).

Real-Time Two-Way Chat

MobilePD's two-way reporting system allows citizens to submit reports in real-time (includes GPS location, photos, and text). This allows the police agency to respond back to each user via the app (even if they are anonymous) to conduct investigations on reports.

It should be noted that MobilePD is the sole distributor of MobilePD software. Given this, any changes, upgrades, or enhancements to the MobilePD software can only be performed by MobilePD and no other vender. Other app providers have various venders integrated within their platform.

For the above reasons, MobilePD platform is unique in the marketplace and provides essential integrations/features that no other venders offer.

Lastly, it should be noted I personally contacted Law Enforcent agencies around the country who use apps. Some used apps from other companies and not MobilePD. Non MobilePD app agencies seemed to not be satisfied. Most complaints being the app has limited in features. I did locate three Police agencies currently using MobilePD and asked them to review and rate the app. The following was the result;

Austin, TX. Police:

Great review, 4 out of 5 stars adding MobilePD customer service was top notch.

Richmond, CA.

Police: Great review, 4 out of 5 stars adding they have been using the app for 3 years.

Fairborn, OH.

Police: Great review, 4 out of 5 stars adding they have been using since 2013.

MobilePD cost;

One year contract:

One time set up fee \$15,000. + Annual Subscription \$15,000. **Total: \$30,000.**

One Year Contract with 15% discount if purchased by January 31st 2018:

One time set up fee \$12,750. + Annual Subscription \$12,750. **Total: \$25,500.**

Renewal pricing (year 2 & 3)

Annual subscription fee \$15,000.

Stephanie Robinson

From: Yankowski, Michael <Michael.Yankowski@lansingmi.gov>
Sent: Thursday, December 28, 2017 11:10 AM
To: Stephanie Robinson
Subject: RE: Sole source document

Stephanie,

I do approve this project and the sole source for the project.

Account #- 7325117671.741000

Mike

From: Stephanie Robinson [mailto:Stephanie.Robinson@LBWL.COM]
Sent: Thursday, December 28, 2017 11:07 AM
To: Yankowski, Michael
Subject: FW: Sole source document

Denis and Bob sent me this request for sole source. In order for me to process, I need your approval, and I need know what account number this is being charged to. Once I get that I will write the memo to the Mayors office.

Thanks,

Stephanie
(517) 702-6197
1232 HACO DR
LANSING MI 48912
Stephanie.robinson@lbwl.com

From: Prisk, Denis [mailto:Denis.Prisk@lansingmi.gov]
Sent: Wednesday, December 27, 2017 1:39 PM
To: Stephanie Robinson <Stephanie.Robinson@LBWL.COM>
Cc: Merritt, Robert <Robert.Merritt@lansingmi.gov>
Subject: FW: Sole source document

Hi Stephanie,

I'm putting the contract/Quote in Laserfiche today with a copy of the Sole Source letter as attached.

Quote is page 7.

Thanks

Denis

From: Merritt, Robert
Sent: Wednesday, December 27, 2017 10:32 AM

To: Prisk, Denis
Subject: Sole source document

Dennis,
Here you go!

Lansing Police Department
Public Information Officer
Robert A. Merritt



Mike Yankowski, Chief

CONFIDENTIALITY NOTICE:

This email message and any attachments to it is intended only for the individual or entity to which it is addressed and may contain confidential and/or privileged material. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, or the employee or agent responsible for delivering it to the intended recipient, please contact the sender by reply email and destroy all copies of the original message. You are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.

This email has been scanned by the City of Lansing Symantec Email Security.cloud service.
For more information please visit <http://www.symanteccloud.com>

mobilepd

MISSION-CRITICAL MOBILE COMMUNICATIONS



MOBILEPD ENGAGE PROPOSAL

Prepared For:

**Lansing Police
Department**

MobilePD, Inc.

2025 East 7th Street #109
Austin TX 78702

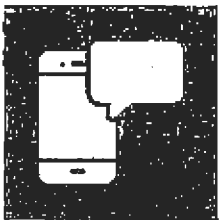
www.gomobilepd.com
1-855-392-9377

Executive Summary

MobilePD, Inc. is the leading mobile application developer for law enforcement and public safety. Founded in 2010, MobilePD was the first company to ever develop a community engagement app for the public safety industry. Our applications are being used by the leading public safety agencies across North America to enhance community partnerships, and to increase officer efficiency, effectiveness, and safety.

MobilePD would like to propose the development of the official Lansing Police Department citizen engagement application, which will greatly enhance communication and cooperation with the Lansing community. This application will provide the following key solutions to the Lansing Police Department:

- *Real-time community tip/report crowdsourcing*
- *Secure two-way chat with community members*
- *Reverse 911 community safety alerts*
- *One-stop-shop for Lansing PD public outreach programs*



Real-Time Crime Reporting

MobilePD's Real-Time Crime Reporting Platform is a robust public crowdsourcing tool that is currently being used in Real-Time Crime Centers, Fusion Centers, Dispatch, and Investigations Units across the United States.

This system allows members of your community to submit any type of crime tip or report, in real-time. These category-based reports can include text, photos, GPS location, and reporter contact information. In addition, residents can remain anonymous while submitting reports, allowing victims and witnesses of crimes to feel safe coming forward and speaking with the police.



Live Two-Way Chat

Using MobilePD's administrator web portal, Lansing Police Department officers will be able to enter into private, two-way text conversations with community members, even if the reporter chooses to remain anonymous. This seamless experience makes it extremely easy to follow up with reporters to collect additional information. MobilePD's Web Portal allows you to easily manage each report from its inception to resolution.



Reverse 911 Push Notification Alerts

The MobilePD Alert system will allow Lansing PD to send real-time push notification alerts to community members who have downloaded the app. These alerts are category based, and could be used for an Amber Alert, a general update/emergency, sporting event, or even a traffic accident. There is no limit to how many alerts Lansing Police Department can send. In addition, this feature will allow your community members to act as a force multiplier when you need their help looking for a missing person or identifying a wanted suspect.



One-Stop-Shop Community Engagement

The MobilePD platform allows Lansing PD to centralize all of your existing public engagement programs, such as Neighborhood Policing, Community Outreach, Interactive Crime Maps, Social Media, News Releases, and Directories into one application for the community to access. The app will also be branded as the official Lansing Police Department mobile app.

Our Approach

Project Implementation

Over the past 7 years, we have successfully developed and launched smartphone applications for public safety agencies spanning North America. Over time, we have developed a consistent, methodical, approach when it comes to customer implementations. We have perfected this process to make it as efficient as possible, while maintaining a fast paced delivery. Each customer will have a dedicated MobilePD project manager that will ensure a swift, successful implementation. This project manager will be the bridge to MobilePD's Engineering, Graphic Design, and Marketing Teams.

Community Engagement

MobilePD's unique approach to community engagement is what sets us apart from other vendors in this space. We have designed the first results-driven community engagement model which focuses on quantifying the success of community engagement. Our 3 pillars to community engagement success consists of the following: 1) Inform, 2) Engage, 3) Equip. Step 1 is to ensure your residents have access to important crime information at their fingertips. In Step 2, we engage them with interactive features that help them become passionate about making a difference. In Step 3, we provide the tools to allow your community to submit information to your agency and co-produce public safety.

Quantified ROI

We believe in order to measure the success of community engagement, you must first identify what metrics are important to your agency. In the first project kickoff meeting, a MobilePD success manager will work with your team on a plan to identify and quantify the success of your MobilePD Engage application. For example, our customers have seen a 1,000% increase in crime tips, 20% of their population downloading their app, and a 200x force multiplier effect.

Product Details

MobilePD will create the official branded Lansing PD mobile application for iOS and Android. This application will be a free download for the Lansing community and will increase transparency and community engagement by providing unprecedented access to Lansing PD services/data. Most importantly, the application will function as a force multiplier, allowing Lansing PD to send safety alerts requesting the communities help, and in turn, allowing community members to crowdsource real-time crime reports and intelligence to Lansing PD.

Feature	Description
Branded Mobile App	MobilePD will design and develop the official Lansing PD mobile app, which will be released under your name/brand. In addition, the app will include custom graphics using Lansing PD branding (colors, badge, patch, etc.).
Real-Time Crime Reporting	MobilePD's real-time reporting platform will allow community members to send category-based reports to Lansing PD officers. These data-rich reports can include text, photos, and live GPS location.
Two-way Chat	Lansing PD officers will have the ability to enter into a private two-way chat with community members after they have submitted a report. When an officer replies to a report, the community member will receive a push notification alert notifying them a message is waiting in Lansing PD's "Tip Chat" feature. One of the keys to MobilePD's technology is that this function works even if the community member chooses to remain anonymous.
Push Notification Alerts	The Lansing PD app will provide the ability to send real-time push notification alerts to community members. These alerts are category based, allowing Lansing PD to send the following alerts: Emergency, Crime, Missing Persons, Most Wanted, Weather, and Traffic. Included in the alert is the ability to include text, as well as links to websites, documents, photos, and videos.

Feature	Description
Crime Maps	MobilePD's interactive Crime Mapping feature allows community members to view recent crime that has occurred in Lansing. Users can view crime by date or location, and can even use their GPS location to view recent crime in their neighborhood. This feature is facilitated by MobilePD's long standing partnership with Motorola Solutions. This exclusive partnership includes a seamless integration with CrimeReports.com, the leading Crime Mapping software used by thousands of law enforcement agencies in the United States. Given our partnership, Motorola Solutions will integrate with your CAD/RMS and provide MobilePD access to your data to populate the Crime Maps feature in the app.
News/Blog	MobilePD will integrate with Lansing PD RSS feeds to provide a News/Blog feature. This automated integration means there is no additional Lansing PD resources required to push news stories to the mobile app. Rather, MobilePD's automated system will pull new stories published on your website into the mobile app.
Social Media Integrations	Included in the Lansing PD app will be links to every social media platform currently utilized by Lansing PD. This could include platforms such as Twitter, Facebook, Nextdoor, Instagram, Periscope, etc.
Photos	MobilePD's Photos feature allows Lansing PD to upload photos to Flickr which automatically push to the mobile app. This could include photos from community events, Lansing PD units, etc.
Videos	MobilePD's Videos feature allows Lansing PD to upload videos to YouTube which automatically push to the mobile app. This will allow community members to view Lansing PD videos from inside your app.
Phone Directory	The Directory feature will include a customizable list of units/departments and will allow the community member to make a call by simply tapping on their department of choice.
Custom Links	MobilePD's custom links feature allows Lansing PD to add as many additional icons as you please to your application. MobilePD graphic designers will create icons that reflect the websites you wish to link to.
Custom Locations	The Lansing PD app will provide an interactive mapping feature that will display custom locations. This could include station locations, neighborhood officers, or even collision reporting centers.

Pricing

One-Year Contract

Description	List Price	Qty.	Discount	Final Pricing
One-Time Set Up Fee	\$15,000	1	0%	\$15,000
Annual Subscription Fee	\$15,000	1	0%	\$15,000
Total Due				\$30,000.00

One-Year Contract (15% discount until December 31st, 2017)

Description	List Price	Qty.	Discount	Final Pricing
One-Time Set Up Fee	\$15,000	1	15%	\$12,750
Annual Subscription Fee	\$15,000	1	15%	\$12,750
Total Due				\$25,500.00

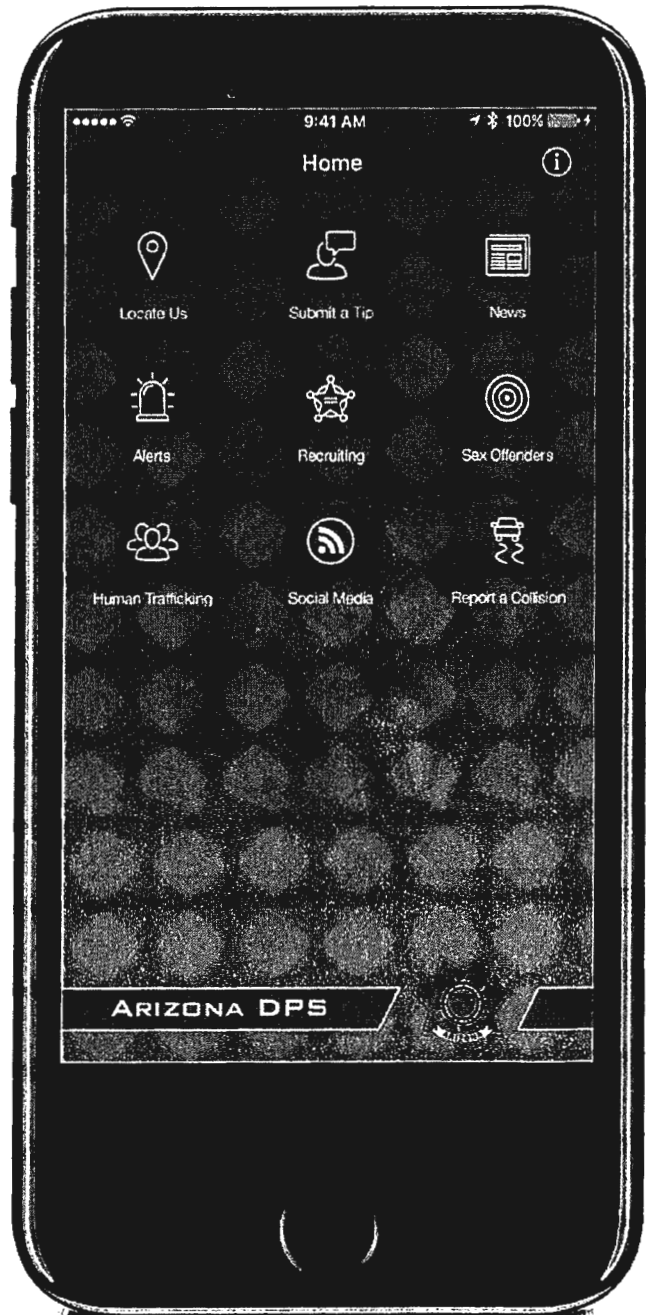
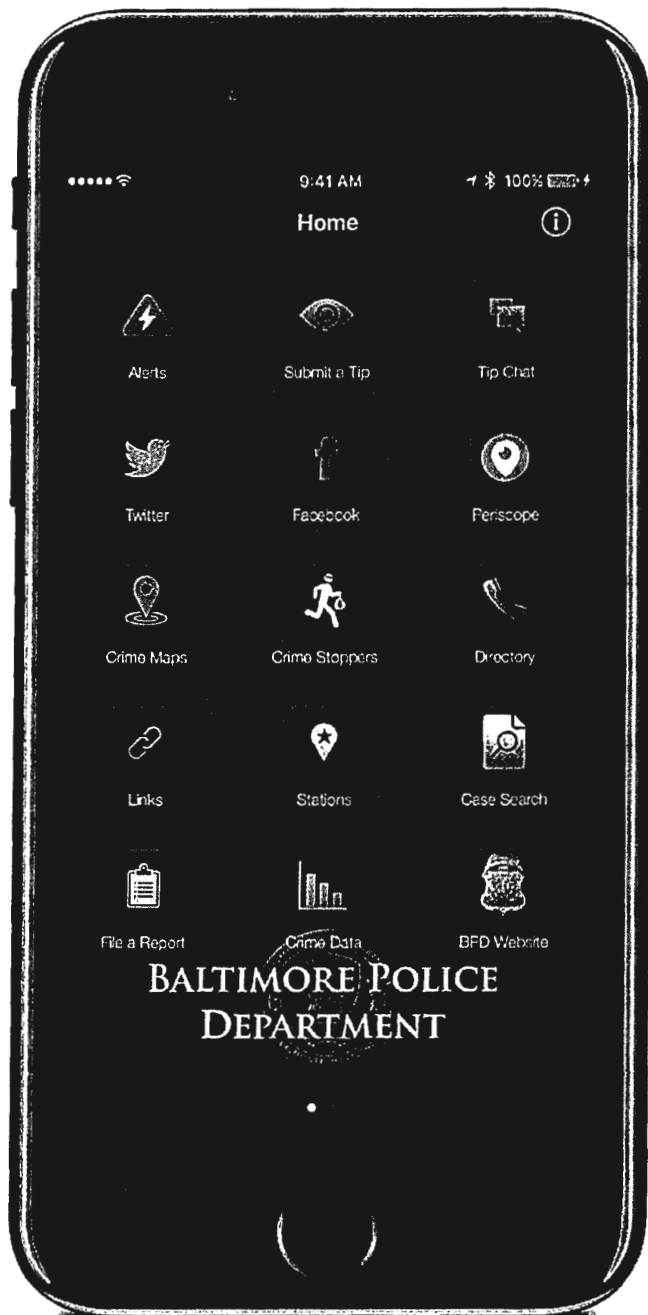
Renewal Pricing (Year 2 & 3)

Description	List Price	Qty.	Discount	Final Pricing
Annual Subscription Fee	\$15,000	1	0%	\$15,000
Total Due				\$15,000.00

Optional Services

Service	Description	Price
On-Site Training	One day of on-site training, including travel, lodging, and meals expenses.	\$5,000
Marketing & On-Site App Launch Support	MobilePD will create soft-copy marketing materials (posters, banners, flyers, handouts, business cards, etc.) and a MobilePD Executive will be on-site for official press conference to announce the launch of the app.	\$5,000
Advanced Support	Advanced Support includes 24/7 Phone and Email support for MobilePD products.	\$10,000/year
Professional IT Services	MobilePD can develop new features at our standard hourly rate or at a negotiable cost based on the project.	\$200/hour
Community Engagement & Branding Consulting	In working with the leading law enforcement agencies in North America over the past 5 years, MobilePD has become a leading expert in digital community engagement strategies and best practices. MobilePD can provide consulting services and develop frameworks for the effective use of technology for community engagement. MobilePD can work with your agency to develop a re-branding strategy that highlights transparency, working alongside the community to co-produce public safety.	\$160/hour
Communications & Risk Assessment Consulting	MobilePD provides communications consulting for law enforcement to identify and solve bottlenecks in current communications procedures, ranging from day-to-day operations, to critical events. We also asses and help mitigate against potential risks, for example sending mission-critical data over unsecured networks, or to officers personal smartphones, which could be subpoenaed and result in costly litigation.	\$180/hour

Customer Examples



BY THE COMMITTEE OF THE WHOLE
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, the City of Lansing City Council received Executive Order 2018-01 and Reorganization Plan on January 3, 2018; and

WHEREAS, Executive Order 2018-01 recognizes the new name of the Department of Planning and Neighborhood Development as the Department of Economic Development and Planning, and creates a new Department of Neighborhoods and Citizen Engagement; and

WHEREAS, Labor Relations functions will be moved to the Mayor's Office,

THEREFORE, BE IT RESOLVED, that upon the effective date of the plan, the FY 2017/2018 budget be amended as follows:

<u>General Fund Expenditures</u>	<u>Increase/ (Reduction)</u>
Fire Department Personnel (Code Compliance)	\$ (750,000)
Fire Department Operating (Code Compliance)	<u>(150,000)</u>
	<u>\$ (900,000)</u>
Finance Department Personnel (OFE)	\$ (90,000)
Finance Department Operating (OFE)	<u>(70,000)</u>
	<u>\$ (160,000)</u>
Non-Departmental – LEPFA Subsidy	\$ (300,875)
Economic Development & Planning Personnel	\$ 710,000
Economic Development & Planning Operating	<u>\$ 430,875</u>
	<u>\$1,140,875</u>
Neighborhoods & Citizen Engagement Personnel	\$ 130,000
Neighborhoods & Citizen Engagement Operating	<u>90,000</u>
	<u>\$ 220,000</u>
Human Resources Personnel (Labor Relations)	\$ (120,000)
Mayor's Office Personnel (Labor Relations)	\$ 120,000
Total Change in General Fund Expenditures	<u>\$ 0</u>

Andy Schor
Mayor



City Hall - 9th Floor
124 W. Michigan Avenue
Lansing, MI 48933-1694
PH: 517.483.4141 – FAX: 517.483.6066
Lansing.Mayor@lansingmi.gov

OFFICE OF THE MAYOR
CITY OF LANSING, MICHIGAN

January 19, 2018

Carol Wood, City Council President
& Members of the Lansing City Council

Dear City Council Members,

Please be advised that the pending appointments to Boards and Commissions submitted by the previous Administration (City Council Agenda of November 27, 2017) are requested to be withdrawn.

I will be providing you with my Mayoral appointment recommendations for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "AS", is written over the word "Sincerely,".

Andy Schor
Mayor
City of Lansing

RECEIVED
2018 JAN 19 AM 8:50
LANSING CITY CLERK



RECEIVED

2018 JAN - 4 PM 2:33
CITY OF LANSINGAFFIDAVIT OF DISCLOSURE
CITY CLERK

TO: CITY CLERK

DATE: 12-28-17

JOE LACROSS make the following disclosure under oath:
(Name)

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 <u>POLICE OFFICER</u> in the <u>LANSING POLICE</u> Department |
| | ☐ | ☒ | I am an immediate family member related to an elected or appointed officer or employee of the City of Lansing named _____, holding the position of _____ in the _____ 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 and 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. |

To Whom it may concern,

I received a gift from a gentleman named James Leyrer on 12/21/2017. James Leyrer is a Lansing resident that resides in the neighborhood I used to patrol as a Community Police Officer. James was responsible for a significant amount of calls for service due to mental health and alcohol problems. James is also a veteran. James was on probation through the Ingham County Probation under 54A DC. I had Jim's probation transferred to the Veterans Court in East Lansing. This enabled Jim to become eligible for several services. As a result, Jim was able to turn his life around and has been sober with January marking his 1 year anniversary. In addition, during this time the neighborhood became quieter and the calls for service stopped. This was documented in a Blue Team entry for my personnel file from Capt Southworth. Jim told me in numerous phone conversations that we have that he was going to buy me a watch. I strongly urged him not to and told him that by merely staying sober were thanks enough. James attempted to give me the watch on another occasion while I was on a call in the neighborhood. I didn't accept it. James dropped the watch off at City Hall and told them it was for me. I immediately contacted Chief Yankowski and notified him of the gift. Under the direction of the Chief I am writing this Memo to notify the Ethics Committee of this. I am honored to have received this gift from James but I also understand that we as public servants shouldn't accept gifts from the citizens we serve. I am looking for guidance on what to do with the watch. Included in this memo is a picture of the watch with the receipt that he included in it.



CLUB MANAGER SHAWN WHELAN
(517) 887 - 1832
LANSING, MI
11/10/17 07:56 7001 00137 060 2570

CARD

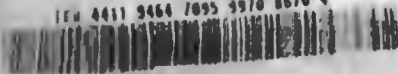
270693 CASH	150.00	I
117143 3YR SERV PL	14.90	B
SUBTOTAL	164.90	
TAX 1 6.000	9.00	
TOTAL	173.90	
SAMS HAWKWOOD P CREDIT	173.90	
SAMS CREDIT CASH BACK	100.00	
TOTAL SAMS CREDIT PURCHASE	273.90	
Hawthorn Card	2197	I
175.90 PURCHASE		
100.00 CASH BACK		
275.90 TOTAL PURCHASE		
EXPENSE 0 000706		

#10 00000000001010
TC 0019040409000005
TERMINAL 0 8010394
•NO SIGNATURE REQUIRED
CHANGE DUE 100.00

VISIT samsclub.com to see your savings

ITEMS SOLD 2

TEL 4411 9464 7095 9970 8670 4



Happy to Help

*** MEMBER COPY ***



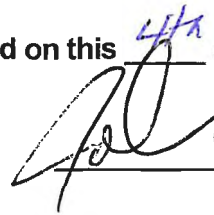
3. My City of Lansing position is:
☒ Full-time ☐ Part-time (less than 25 hours/wk) ☐ Unpaid

4. **PLEASE DESCRIBE IN DETAIL YOUR REASON(S) FOR SUBMITTING THIS DISCLOSURE AND EXPLAIN WHY YOU THINK A CONFLICT MAY/MAY NOT EXIST.**

SEE ATTACHED WORD DOCUMENT

I hereby certify that this disclosure is complete and accurate to the best of my knowledge, information and belief.

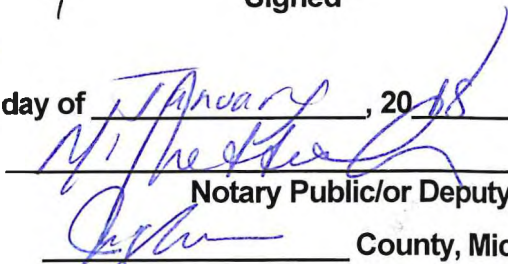
The foregoing Affidavit of Disclosure was executed on this 4th day of January, 2018.



Signed

State of Michigan, County of Ingham

Subscribed and sworn to before me this 4th day of January, 2018



Notary Public/or Deputy Clerk

County, Michigan

MICHELLE R. REDDISH
NOTARY PUBLIC - STATE OF MICHIGAN
COUNTY OF INGHAM
My Commission Expires October 3, 2019
Acting in the County of _____

My Commission Expires: 10-3-2019