

CITY OF LANSING - BOARD OF ETHICS

REGULAR MEETING

December 12, 2023 5:30 P.M.

Reo Election Office

1221 Reo Rd Lansing

AGENDA

CALL TO ORDER

ROLL CALL

- | | |
|--|--|
| ☐ Janielle Houston, Chairperson | ☐ R Cole Bouck, |
| ☐ Jim DeLine, Vice Chairperson | ☐ Keith Kris |
| ☐ Jim Cavanagh | ☐ John Folkers |
| | ☐ Louise Alderson |

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: Nov 14, 2023

Meeting Location for 2023

Notification of Requirement to watch Ethics Training Video annually

NEW BUSINESS

Affidavit of Disclosure Jacklyn Dublin Lansing Police Department

Affidavit of Disclosure Tyria McClinton Lansing Police Department

Statement of Financial Interests Elisha Franco BWL Internal Auditor

Statement of Financial Interests Rawley Van Fossen Economic, Development & Planning Dir.

CITY ATTORNEY'S REPORT

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

For this session, the topic is

Preliminary Written Analysis on Complaint 2023-003 and 2023-004

CHAIR'S REPORT:

TABLED ITEMS:

UNFINISHED BUSINESS:

ADJOURNMENT

Persons with disabilities who need an accommodation to fully participate in this meeting should contact the City Clerk's Office at (517) 483-4131 (TTY 711). 24 hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodation request.

**DRAFT MINUTES
LANSING CITY BOARD OF ETHICS
REGULAR MEETING
November 14, 2023 5:30 PM**

Conference Room
South Washington Office Complex
2500 S. Washington

The meeting was called to order at 5:30 p.m.

MEMBERS PRESENT:

Janielle Houston, Chairperson
Jim DeLine, Vice-Chairperson
R Cole Bouck,
Keith Kris
John Folkers
Jim Cavanagh
Trini Lopez-Pehlivanoglu
Louise Alderson

ABSENT: Trini Lopez-Pehlivanoglu, R Cole Bouck, Keith Kris - Excused

A QUORUM WAS PRESENT

OTHERS PRESENT:

Brian P Jackson, City Clerk's Office
Chris Swope, City Clerk
Joe Abood, City Attorney's Office

PUBLIC COMMENT:

There was no public comment

APPROVAL OF AGENDA:

Moved by Jim Cavanagh to approve the agenda as submitted.

MOTION CARRIED

SECRETARY'S REPORT:

Approval of Minutes

Moved by John Folkers to approve the Minutes of October 10, 2023 with one correction.

MOTION CARRIED

Moved by Jim DeLine to accept the resignation of Trini Lopez-Pehlivanoglu from the Board of Ethics.

MOTION CARRIED

New Business:

1. Affidavit of Disclosure, Matthew Meaton, Lansing Police Department

Moved by Louise Alderson to place Affidavit of Disclosure on file, having found no violation of the Ethics Ordinance or other issues to further debate or discuss at this time

MOTION CARRIED

2. Statement of Financial Interests, Amy Crank HRCS

Moved by Jim DeLine to place the Statement of Financial Interests on file, having found no violation of the Ethics Ordinance at this time. The Board's written response will include a reminder of their ongoing duty to submit a new Statement of Financial Interest if any new and relevant information arises.

MOTION CARRIED

CITY ATTORNEY'S REPORT:

Joe Abood presented "City and State guidelines on conflicts of interests"

Moved by Louise Alderson to Place on File.

MOTION CARRIED

CHAIR'S REPORT: None.

TABLED ITEMS: None.

UNFINISHED BUSINESS: None.

ADJOURNED 5:52 p.m.

NOV 23 14:55



CITY OF LANSING AFFIDAVIT OF DISCLOSURE

TO: CITY CLERK

DATE: 11-14-23

I Jacklyn Dublin 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 FOIA in the Department Central Records
Analyst
- ☐ 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.
- 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.

I was asked by The Director of Clinton Co 911 if I would be willing to pick up some extra hours at The dispatch center because they are short handed. I am a former employee of Clinton Co 911 and would not need any training. I could step back into the position and help out on weekends.

I do not believe there will be any conflict with my current position because I will only work at Clinton County on my off days.

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 14th day of November, 2023.



State of Michigan, County of Ingham

Subscribed and sworn to before me this _____ day of 14th, November, 2023




Notary Public/or Deputy Clerk
Eaton County, Michigan
My Commission Expires: 01/14/2029

ATTACHMENT TO AFFIDAVIT OF DISCLOSURE

Please provide additional information about your outside business or employment. Of special interest to the Board is how the activities of the business or employment may directly or indirectly affect the City. This disclosure is about information and is not an indication of any anticipated conflict of interest or suspected wrongdoing. Therefore, please describe for the Board what it is you actually do and be detailed and specific. You are not required to limit your disclosure only to the following questions. For each business, include in your answer such things as:

- What is the form of your business entity and what percentage do you own? Emergency Dispatch 0 %
- Are you self-employed? NO
- Who is your employer, if applicable? Clinton County 911
- What are the things you actually do in the business? Answer 911
and non emergency calls, dispatch police,
fire, and ambulance units.
- Who are your clients and who receives your goods or services? The public
- How and where are your services performed? At the dispatch
center in St. John's, Michigan.
- How often do you do outside work? NOT at all

Does your business or employer contract with the City? NO

- In performing your business or outside employment, do you use any City facilities or equipment?

NO If so, describe: _____

- Is any of your business or employment conducted in the City? ____ If so, describe:

NO _____

- Does your business advertisement or circulars, if any, contain any reference to the City or your City employment? _____

NO _____

- 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? If so, please describe: _____

NO _____

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.

[Handwritten signature]



Lansing Police Department

Supplemental Off-Duty Employment Request Form

☐ Renewal☒ Reg. Off-Duty EmploymentDate: 11-14-23

Employee Requesting Approval: Jacklyn Dublin Badge No: _____
 Current Duty Assignment: Central Records - FOIA analyst
 Hours: 40 Division: FOIA

SUPPLEMENTAL EMPLOYEMENT INFORMATION

Name of Employer: Clinton Co. 911
 Type of Business: Emergency Dispatch
 Business Address: 100 E. State St, Suite 1400 St. John's, ME, 48879
 Owner or Manager's Name: Christine Collom Telephone No: 989-224-6792
 Location of Employment: St. John's
 Description of Work Duties: 911 Dispatcher
 Work Schedule: Weekends
 Number of Hours Per Week: 12-24 Duration of Employment: 4-5 months

Does this employment require any security or law enforcement responsibility including the enforcement of any state or local law or the exercise of any police power on behalf of the employer? ☐ Yes ☒ No

I understand that in cases of supplemental employment, the only liability insurance coverage or workers compensation coverage available would be that which may be supplied by the supplemental employer. Insurance procured by the City of Lansing and other benefits are not applicable.

I understand that in cases of private security supplemental employment, the only liability insurance coverage or workers compensation coverage available would be that which is supplied by the supplemental employer. While an indemnification agreement and certificate of insurance is a prerequisite, these forms do not constitute a guarantee by the City or the Police Department that insurance exists, is adequate, or has not been canceled without notice to the Police Department or employee. Insurance procured by the City of Lansing and other benefits are not applicable.

[Signature]
 Employee Signature

Before any supplemental employment begins, this form must be filled out, signed, and approved by the Chief of Police or the Chief's Designee. Approval may be revoked at any time by the Chief of Police.

Captains Recommendation Date: 11-14-23 Initials: MRK #343 ☒ Approved ☐ Disapproved

Captain's Comments: NO CONFLICT W/ ROLE IN FOIA, WEEKEND SHIFTS

[Signature] Date 11/16/2023 ☒ Approved ☐ Disapproved
 Ellery Sosebee, Chief of Police

Copy of form sent to employee on 11-14-23.

NOV 16 '23 11:40 AM CLERK



CITY OF LANSING
AFFIDAVIT OF DISCLOSURE

TO: CITY CLERK

DATE: 11/14/2023

I, Tyler McClinton 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 police officer in the Lansing Police 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 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: Edu staff

5. Do you have ownership or interest in the activity/business? Yes _____ No ✓

Updated Feb 2022

6. Does this activity/business conduct business with the City of Lansing? Yes ☒ No ☐
If yes, please explain local school substitute teacher.

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?
local school districts

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:
substitute teaching in a classroom for local
school districts

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

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:

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 14 day of November, 2023.

[Signature]
Signature of Filer



STATE OF MICHIGAN)
)ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this 14 day of November 2023 (year), by [Signature] (Notary Signature)

Morgan Cherry (Print Name)

Notary Public, Ingham County,
Acting in Ingham County,
My Commission Expires: 2030

ATTACHMENT TO AFFIDAVIT OF DISCLOSURE

Please provide additional information about your outside business or employment. Of special interest to the Board is how the activities of the business or employment may directly or indirectly affect the City. This disclosure is about information and is not an indication of any anticipated conflict of interest or suspected wrongdoing. Therefore, please describe for the Board what it is you actually do and be detailed and specific. You are not required to limit your disclosure only to the following questions. For each business, include in your answer such things as:

- What is the form of your business entity and what percentage do you own? _____; _____%
- Are you self-employed? no
- Who is your employer, if applicable? Edu staff
- What are the things you actually do in the business? substitute teaching
- Who are your clients and who receives your goods or services? school district students
- How and where are your services performed? in a classroom.
- How often do you do outside work? varies - when ava.

Does your business or employer contract with the City? _____

no

- In performing your business or outside employment, do you use any City facilities or equipment?

no

If so, describe: _____

- Is any of your business or employment conducted in the City? yes If so, describe:

local schools.

- Does your business advertisement or circulars, if any, contain any reference to the City or your City employment? _____

no

- 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? If so, please describe: _____

no

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.



Lansing Police Department

Supplemental Off-Duty Employment Request Form

☐ Renewal
☐ Reg. Off-Duty Employment
 Date: _____

Employee Requesting Approval: Tyrice McCClinton Badge No: 088
 Current Duty Assignment: Platoon 2 Patrol
 Hours: 1500 - 0100 Division: Patrol

SUPPLEMENTAL EMPLOYMENT INFORMATION

Name of Employer: Edustaff
 Type of Business: Education
 Business Address: 4120 Brockton DR SE, Suite 200 Grand Rapids, MI 49512
 Owner or Manager's Name: _____ Telephone No: 877-974-6338
 Location of Employment: Lansing, MI
 Description of Work Duties: Substitute Teacher
 Work Schedule: varies
 Number of Hours Per Week: varies Duration of Employment: 2023 - 2026

Does this employment require any security or law enforcement responsibility including the enforcement of any state or local law or the exercise of any police power on behalf of the employer? ☐ Yes ☒ No

I understand that in cases of supplemental employment, the only liability insurance coverage or workers compensation coverage available would be that which may be supplied by the supplemental employer. Insurance procured by the City of Lansing and other benefits are not applicable.

I understand that in cases of private security supplemental employment, the only liability insurance coverage or workers compensation coverage available would be that which is supplied by the supplemental employer. While an indemnification agreement and certificate of insurance is a prerequisite, these forms do not constitute a guarantee by the City or the Police Department that insurance exists, is adequate, or has not been canceled without notice to the Police Department or employee. Insurance procured by the City of Lansing and other benefits are not applicable.

[Signature]
 Employee Signature

Before any supplemental employment begins, this form must be filled out, signed, and approved by the Chief of Police or the Chief's Designee. Approval may be revoked at any time by the Chief of Police.

Captains Recommendation Date: 11/16/23 Initials: MMK 3/3 ☒ Approved ☐ Disapproved

Captain's Comments: no observed conflict - teaching on days off

[Signature] Date: 11/16/2023 ☒ Approved ☐ Disapproved
 Ellery Sosebee, Chief of Police

Copy of form sent to employee on _____.

CITY OF LANSING STATEMENT OF FINANCIAL INTERESTS

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

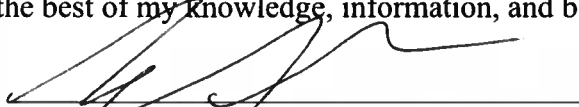
Name of Reporting Individual Elisha Franco

Job Title BWL Internal Audit Director Name of Supervisor BWL Board of Commissioners

Principal Address of Reporting Individual 1201 S. Washington Ave. Lansing

Contact Numbers: 517-242-0534

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

11/15/2023
Date

STATE OF MICHIGAN)
)ss.

COUNTY OF Ingham)

The foregoing instrument was acknowledged before me this 15 day of November,

2023 (year), by Elisha Franco
(Name of Reporting Individual)

Maria J. Koutsoukos (Notary Signature)

Maria J. Koutsoukos (Print Name) Notary

Public, Ingham County,

Acting in Ingham County,

My Commission Expires: 3/30/2024

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				

Do any of the organizations listed above receive any funding or have any contracts with the City of Lansing?

☐ YES ☒ NO

If yes, then please review Part X for additional details on documentation required for submission.

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				

Do any of the organizations listed above receive any funding or have any contracts with the City of Lansing?

☐

YES

☒

NO

If yes, please provide additional information on the nature of the Financial Interest.

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 principal 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			

If yes, please provide additional information on the nature of the Financial Interest.

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.

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CITY OF LANSING STATEMENT OF FINANCIAL INTERESTS

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 Rawley Van Fossen

Job Title Director EDP Name of Supervisor Mayor Andy Schor

Principal Address of Reporting Individual 1018 N. Jenison Avenue, Lansing, MI 48915

Contact Numbers: 248-421-9180

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.

Rawley Van Fossen
Signature

12-12-23
Date

STATE OF MICHIGAN)
)ss.
COUNTY OF Ingham)

The foregoing instrument was acknowledged before me this 6 day of December
2023 (year), by Rawley Van Fossen
(Name of Reporting Individual)

Brian P Jackson (Notary Signature)
Brian P Jackson (Print Name) Notary

Public, Ingham County,

Acting in Ingham County,

My Commission Expires: July 28 2027

BRIAN P. JACKSON Notary Public, State of Michigan County of Ingham My Commission Expires Jul. 28, 2027 Acting in the County of <u>Ingham</u>
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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
Capital Area Housing Partnership	600 W. Maple Street, Suite D, Lansing, MI 48906	Non-Profit	Executive Director	Past 12 Months

Do any of the organizations listed above receive any funding or have any contracts with the City of Lansing?

☒ YES ☐ NO

If yes, then please review Part X for additional details on documentation required for submission.

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Part II

List any capital asset located within the city of Lansing, including the address or legal description of real estate, from which you realized a capital gain of \$5,000 or more in the past (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.	

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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
None.				

Do any of the organizations listed above receive any funding or have any contracts with the City of Lansing?

☐ YES ☒ NO

If yes, please provide additional information on the nature of the Financial Interest.

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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
None.			

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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 principal 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
Capital Area Housing Partnership	Myself	Building Permits	Past 12 months.

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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
Capital Area Housing Partnership	Contractor	Executive Dir. Myself	Past 12 Months

If yes, please provide additional information on the nature of the Financial Interest.

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.

12/5/2023

City of Lansing Statement of Financial Disclosure

RE: Rawley Van Fossen, Director of Economic Development & Planning

To Whom It May Concern:

Prior to starting my employment with the City of Lansing I was the Executive Director of Capital Area Housing Partnership, a 501c3 non-profit in Lansing. Per the disclosure form, below is a list of contracts, agreements and arrangements that have been made in the past 12-months prior to my employment start date with the City of Lansing.

1. Walter French Redevelopment – Agreement
 - a. City of Lansing invested CDBG funding into the historic redevelopment of the former Walter French Junior High School.
2. Former OCOF Single Family Homes – Property Acquisition
 - a. CAHP purchased nine (9) single-family homes from OCOF non-profit. City of Lansing holds a mortgage note on six (6) of the nine (9) homes bought.
3. FY24 CHDO Operating – Agreement
 - a. CAHP as a qualified community housing development organization (“CHDO”) applied for annual CHDO operating funds and successfully received those for FY24 (July 1, 2023 – June 30, 2024). These are pass through funds from HUD to the City.
4. FY23 MSHDA ESG – MOU
 - a. City of Lansing EDP is the fiduciary agent for MSHDA Emergency Solutions Grant (“ESG”) funds for Ingham County. CAHP applied and received ESG funds for FY23 (October 1, 2022 – September 30, 2023).
5. Miscellaneous Building Permits
 - a. CAHP is a housing developer and from time-to-time either themselves or contractors of theirs were required to pay and pull permits with the City of Lansing.

Thank you,



Rawley Van Fossen