

CITY OF LANSING - BOARD OF ETHICS

REGULAR MEETING

March 9, 2021, 5:30 P.M.

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

The Zoom Code is 517 483 4131

CALL TO ORDER

ROLL CALL

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

A Quorum is: ☐ Present

☐ Not Present

☐ Others Present:

PUBLIC COMMENT (TIME LIMIT OF 5 MINUTES PER SPEAKER)

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

To Raise Your Hand:

On the phone: Dial *9

On a mac: Option Y

Windows: Alt Y

APPROVAL OF AGENDA ☐ As Submitted ☐ With Changes Noted

SECRETARY'S REPORT ☐ Approval of Minutes:

NEW BUSINESS

Affidavit of Disclosure, Revised	David Odom Jr.	Lansing Fire Department
Affidavit of Disclosure	Renee Freeman	Human Resources and Community Services
Affidavit of Disclosure	Kathie Dunbar	Lansing City Council

CITY ATTORNEY'S REPORT

Human Resources and Community Services Grant Awarding Process

CHAIRPERSON'S REPORT

ADJOURNMENT

DRAFT MINUTES
LANSING CITY BOARD OF ETHICS
REGULAR MEETING
FEB 9, 2021, 5:30 P.M.

<https://us02web.zoom.us/j/5174834131>
The Zoom Code is 517 483 4131

The meeting was called to order at 5:30 p.m. Due to public safety concerns resulting from the COVID-19 Pandemic, this meeting will be conducted via Zoom Conferencing by clicking Zoom Code is 517 483 4131

MEMBERS PRESENT:

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

(All reported to be in Lansing)

ABSENT: Aini Abukar

A QUORUM WAS PRESENT

OTHERS PRESENT: Mary Bowen, City Attorney's Office
Brian P Jackson, City Clerk's Office
Chris Swope, City Clerk's Office
Andrew Thatcher, City Clerk's Office

PUBLIC COMMENT:

There was no public comment

APPROVAL OF AGENDA:

Moved by Keith Kris to approve the agenda as submitted.

MOTION CARRIED

SECRETARY'S REPORT:

Approval of Minutes

Moved by Lori Adams Simon to approve the Minutes of January 12, 2021

MOTION CARRIED

New Business:

1. Affidavit of Disclosure David Odom Jr. Fire Department

Moved by Keith Kris to return to Mr. Odom Jr. and request that questions 1, 4, and 6 be completed in full.

Motion approved by Roll Call – 6-0 vote.

MOTION CARRIED

CITY ATTORNEY’S REPORT: None

CHAIR’S REPORT:

Clerk Swope provided an overview of the Ethics complaint submission and review process as stated in the Ethics Ordinance.

TABLED ITEMS: None.

UNFINISHED BUSINESS: None

ADJOURNED 5:47 p.m.



CITY OF LANSING
AFFIDAVIT OF DISCLOSURE

TO: CITY CLERK

DATE: 01/5/2021

I, David Odom Jr 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

JAN21'21 2PMCLERK

Yes No

1. ☒ ☐ I am an ☐ elected or ☐ appointed ☐ officer or ☒ employee of the City of Lansing holding the position of Admin. Chief in the Lansing Fire 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

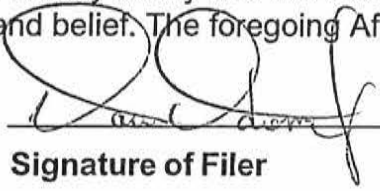
4. Name of the activity/business in question: Northwest Initiative

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

6. Does this activity/business conduct business with the City of Lansing? Yes^x No
If yes, please explain funding from HRCs by grants
work with citizen engagement
7. Does the activity/business depend on you being an employee of the City of Lansing?
Yes No^x
If yes, please explain: _____
8. Who are the clients/customers of the activity/business?
Lansing Residents 48917 48906 48915 48933
9. Does this activity/business require your using equipment/facilities of the City of Lansing?
Yes No X
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 X
If yes, please attach copies. _____
11. Explain what you will be doing in the activity/business:
Board Member who helps oversee non-profit
activity
12. Explain why you believe a conflict may/may not exist with this activity/business:
None
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 X
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 21 day of JANUARY, 2021.


Signature of Filer

STATE OF MICHIGAN)
)ss.
COUNTY OF Ingham)

The foregoing instrument was acknowledged before me this 21st day of January, 2021 (year), by Michelle Kay Greko (Notary Signature)

Michelle Kay Greko (Print Name)

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

MICHELLE KAY GREKO
NOTARY PUBLIC-STATE OF MICHIGAN
COUNTY OF INGHAM
My Commission Expires March 8, 2027
Acting in the County of _____

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 24 day of FEBRUARY, 2021.


Signature of Filer

STATE OF MICHIGAN)
)ss.
COUNTY OF Ingham)

The foregoing instrument was acknowledged before me on this 24th day of February, 2021 (year), by Michelle Kay Greko (Notary Signature)

Michelle Kay Greko (Print Name)

Notary Public, _____ County,
Acting in _____ County,
My commission Expires: _____

MICHELLE KAY GREKO
NOTARY PUBLIC-STATE OF MICHIGAN
COUNTY OF INGHAM
My Commission Expires March 8, 2027
Acting in the County of _____



CITY OF LANSING
AFFIDAVIT OF DISCLOSURE

TO: CITY CLERK

DATE: March 2, 2021

MAR 2'21 10AMCLERK

I, Renee Freeman 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 Department Coordinator in the Human Relations and Community Services 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(l) 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(l) 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: Lansing Old Newsboys

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

6. Does this activity/business conduct business with the City of Lansing? Yes ☒ No ☐
If yes, please explain General Fund Grant

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?
Lansing Residents

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:
Serve AS A member of the Board of Directors

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

Because They Receive City Funds from the Dept (Hes)
That oversee the distribution of the funds.

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 2 day of MARCH, 2021.

Rosa Keenan

Signature of Filer

STATE OF MICHIGAN)
)ss.
COUNTY OF Ingham)

BRIAN P. JACKSON
Notary Public, State of Michigan
County of Ingham
My Commission Expires Jul. 28, 2027
Acting in the County of Ingham

The foregoing instrument was acknowledged before me this 2 day of MARCH,
2021 (year), by Brian P. Jackson (Notary Signature)

Brian P Jackson (Print Name)

Notary Public, Ingham County,
Acting in Ingham County,
My Commission Expires: July 28 2027



CITY OF LANSING
AFFIDAVIT OF DISCLOSURE

MAR 3'21 3PMCLERK

TO: CITY CLERK

DATE: February 24, 2021

I, Kathie Dunbar 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 Councilmember At-Large in the _____ 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: CDBG HOME LOAN
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 X No _____
If yes, please explain _____

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

8. Who are the clients/customers of the activity/business?
None

9. Does this activity/business require your using equipment/facilities of the City of Lansing?
Yes NO No X 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 X
If yes, please attach copies.

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

Long before I was an elected official, my family qualified for and received a CDBG HOME loan to repair a leaking roof and bring our family home up to code. I am in the process of refinancing the mortgage on that home, and need a subordination agreement from the city to complete the refi.

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

I derived the complete benefit of the CDBG program long before I was an elected official. The subordination agreement will allow me to refinance my home and obtain a lower interest rate, it does not require the City to expend any more general funds, CDBG, or any other federal funds. In approving this, I will be treated like any other citizen refinancing their home. I do not have to approve this in my capacity as a City Council member. I don't believe there is a conflict of interest, I file this affidavit in the interest of transparency and an abundance of caution to comply with HUD ethics requirements

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 X
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 3 day of March, 2021.

Kathleen Durbin

Signature of Filer

STATE OF MICHIGAN)
)ss.
COUNTY OF Ingham)

The foregoing instrument was acknowledged before me this 3 day of March,
2021 (year), by Brian P Jackson (Notary Signature)

BRIAN P JACKSON (Print Name)

Notary Public, Ingham County,
Acting in Ingham County,
My Commission Expires: July 28 2027

ORDINANCE NO _____

AN ORDINANCE OF THE CITY OF LANSING, MICHIGAN TO AMEND CHAPTER 240,
SECTIONS 240.01, 240.02, 240.03 AND 240.04, OF THE LANSING CODIFIED
ORDINANCES TO RESTRUCTURE THE GRANT AWARD PROCESS FOR BASIC
HUMAN SERVICES

THE CITY OF LANSING ORDAINS:

Section 1. That Chapter 240, sections 240.01, 240.02, 240.03, and 240.04, of the Lansing
Codified ordinances is hereby amended to read as follows:

240.01. - Statement of purpose.

The City of Lansing, through its City Council, finds that there exists and will continue to
exist a need among its citizens to have assistance in meeting everyday challenges. In the interest
of the "public health," in its broadest sense, the City is committed to providing a locally funded
revenue base which supports the needs of citizens by funding basic human services. In addition,
it is recognized that the City's commitment in establishing a revenue base for basic human
services provides an avenue through which federal, state, CITY OF LANSING, and/or private
resources can be accessed to enhance the funding of service providers TO BENEFIT LANSING
RESIDENTS.

240.02. - Definitions.

AS USED IN THIS CHAPTER:

(a) "Basic hHuman sServices," ~~as used in this chapter, shall~~ meanS programs by THE CITY
OR local agencies that SERVE CITY OF LANSING RESIDENTS; meet basic HUMAN

1 needs OF RESIDENTS IN THE CITY; ADDRESS HOUSING AND TENANT
2 SERVICES; ADDRESS THE ROOT CAUSES OF RACISM IN LANSING AND/OR
3 PROMOTE RACIAL EQUITY; ~~and/or~~ provide life skills development, employability,
4 DEVELOPMENT, PHYSICAL health, or mental health services FOR CITY OF LANSING
5 RESIDENTS.

6 ~~(b) "Community CITY — sSupported aAgencies," as used in this chapter, shall meanS~~
7 organizations that receive separate City Council funding; SUCH FUNDING ~~that~~ may be
8 allocated ~~through the Human Relations and Community Services Department~~ BY THE
9 CITY APPROPRIATIONS ORDINANCE.

10 ~~(e) "Cultural aArts pPrograms," as used in this chapter, shall meanS~~ organizations that
11 facilitate community access to theater, music, museum, art and related activities.

12 "HRCS DIRECTOR," MEANS THE DIRECTOR OF THE DEPARTMENT OF HUMAN
13 RELATIONS AND COMMUNITY SERVICES OR THE DIRECTOR'S DESIGNATED
14 STAFF PERSONNEL.

15 "HRCS ADVISORY BOARD," MEANS THE HUMAN RELATIONS AND
16 COMMUNITY SERVICES ADVISORY BOARD.

17 240.03. – Funding ~~formula~~.

18 (a) The City of Lansing General Fund Budget shall include, at a minimum for each fiscal
19 YEAR period, an appropriation equal to 1.5 percent of general fund revenue as adopted in
20 the annual budget for the purpose of funding ~~bBasic hHuman sServices. Should the City be~~
21 ~~mandated or elect to account for revenue which is credited to the general fund as of the~~
22 ~~effective date of Ordinance No. 01027 in a separate enterprise or special revenue fund, the~~

~~amount of revenue transferred to such fund from the general fund shall continue to be included in the base utilized for calculation of the 1.25 percent to be appropriated for the funding of local basic human services.~~

(B) AT LEAST TWENTY (20) PERCENT OF THE FUNDS DESCRIBED IN SECTION 240.03 (A) SHALL BE RESERVED FOR LOCAL AGENCIES OR ACTIVITIES THAT ADDRESS THE ROOT CAUSES OF RACISM AND/OR PROMOTE RACIAL EQUITY.

(C) FUNDS DESCRIBED IN SECTION 240.03 (a) SHALL BE APPROPRIATED AS PART OF THE ANNUAL BUDGET PROCESS. THE MAYOR, AS PART OF THE BUDGET RECOMMENDATION, MAY DESIGNATE THE HRCS DIRECTOR TO ALLOCATE DOLLARS ~~TO OTHER CITY DEPARTMENTS~~ FOR BASIC HUMAN SERVICES AS APPROVED BY COUNCIL.

(D) ALL FUNDING PROVIDED TO THE HRCS DEPARTMENT FOR GRANTS SHALL UTILIZE AN OPEN APPLICATION PROCESS IN ACCORDANCE WITH THE LANSING CODE OF ORDINANCES FOR PURCHASING AND COMPETITIVE BID PROCESS (CHAPTER 206), INCLUDING THE SOLE SOURCE REQUIREMENTS, AND OTHER RELEVANT LANSING ORDINANCES . FUNDING SHALL ALSO SATISFY THE FOLLOWING REQUIREMENTS:

(1) BE AWARDED ON A COMPETITIVE BASIS TO SUSTAINABLE AND VIABLE AGENCIES THROUGH GRANT CONTRACTS WITH THE CITY. SHOULD THE CITY BE MANDATED OR ELECT TO ACCOUNT FOR REVENUE WHICH IS CREDITED TO THE GENERAL FUND IN A SEPARATE ENTERPRISE OR SPECIAL REVENUE FUND, THE AMOUNT OF REVENUE TRANSFERRED TO SUCH FUND FROM THE GENERAL FUND SHALL CONTINUE TO BE INCLUDED IN THE BASE UTILIZED

1 FOR CALCULATION OF THE 1.5 PERCENT TO BE APPROPRIATED FOR THE
2 FUNDING OF BASIC HUMAN SERVICES.

3 (2) THE APPLICATION FOR A GRANT SHALL INCLUDE AT A MINIMUM THE
4 AMOUNT OF FUNDS REQUESTED, THE HISTORY OF GRANTS TO THE
5 APPLICANT, THE METRICS OF PREVIOUS AWARDS, INCLUDING SUCCESSES
6 AND FAILURES OF CONTRACTUAL OBJECTIVES, A STATEMENT OF
7 COMPLIANCE WITH FEDERAL, STATE, AND LOCAL REGULATIONS, LAWS, AND
8 ORDINANCES, SPECIFICALLY ATTESTING THAT THE APPLICANT IS FAMILIAR
9 WITH, AND WILL ABIDE BY, THE LANSING HUMAN RIGHTS ORDINANCE
10 PURSUANT TO CHAPTER 297, AND THE FILING OF A VERIFICATION OF NON-
11 CONFLICT OF INTEREST FORM PURSUANT TO CHAPTER 240.04 (A) (7).

12 (3) ALL APPLICATIONS SHALL BE EVALUATED AND RANKED BY THE HRCS
13 ADVISORY BOARD WITH A MINIMUM ACCEPTABLE LEVEL FIRST BEING
14 ESTABLISHED. THE CITY'S INTERNAL AUDITOR SHALL PARTICIPATE AS AN
15 ADVISOR DURING THE EVALUATION AND RANKING PROCESS. HRCS BOARD
16 MEMBERS SHALL FILE THE CITY OF LANSING STATEMENT OF FINANCIAL
17 INTEREST AND PERSONAL INTEREST WITH THE CITY CLERK PRIOR TO
18 CONSIDERATION, RANKING, AND EVALUATION OF APPLICATIONS.

19 (4) HRCS ADVISORY BOARD RANKING RECOMMENDATIONS AND
20 SUPPLEMENTAL STAFF EVALUATIONS AND RECOMMENDATIONS SHALL BE
21 PROVIDED TO THE MAYOR FOR REVIEW. THE MAYOR WILL MAKE FINAL
22 RECOMMENDATIONS TO CITY COUNCIL FOR APPROVAL.

(5) ONLY AFTER COMPLIANCE WITH THE PROCEDURE CONTAINED IN SECTION 240.04, THE HRCS DEPARTMENT SHALL ENTER INTO CONTRACTUAL AGREEMENTS WITH COMMUNITY-BASED, NON-PROFIT, CHARITABLE ORGANIZATIONS OR OTHER CITY DEPARTMENTS THAT PROVIDE BASIC HUMAN SERVICES.

~~(B 6)~~ These funds will be used to provide a locally funded revenue base that supports ~~bBasic~~ ~~hHuman~~ ~~sServices~~. These funds may be used for the direct provision of ~~bBasic~~ ~~hHuman~~ ~~sServices~~ by local community-based, non-profit, charitable organizations OR CITY DEPARTMENTS and/or they may be used as match or leverage by these agencies to secure additional funds from federal, state and/or private sources to support human service delivery initiatives. ALL OF THE FOREGOING SHALL BE ACCOMPLISHED THROUGH A COMPETITIVE BID PROCESS PURSUANT TO THE LANSING CODE OF ORDINANCES.

~~(€E)~~ The 1.5 percent of the general fund revenue appropriated for Basic Human Services shall be exclusive of any direct funding of COMMUNITY Supported ~~aAgencies~~ by City Council THROUGH A COMPETITIVE BID PROCESS PURSUANT TO THE LANSING CODE OF ORDINANCES. The 1.5 percent of the general fund revenue appropriated for ~~bBasic~~ ~~hHuman~~ ~~sServices~~ shall also be exclusive of any funding appropriated for the purpose of supporting ~~eCultural~~ ~~aArts~~ ~~pPrograms~~.

240.04. – ~~Administrative unit~~ ADMINISTRATION

~~—Pursuant to Section 240.03 of this chapter, funds appropriated by the City of Lansing shall be administered by the Human Relations and Community Services Department. This~~

1 ~~Department shall enter into contractual agreements with community-based, non-profit,~~
2 ~~charitable organizations that provide basic human services.~~

3 (A) Funding through the ~~Human Relations and Community Services~~ HRCS Department,
4 PURSUANT TO SECTION 240.03(C), ~~pursuant to Ordinance No. 01027~~, shall BE ISSUED
5 TO AGENCIES AFTER CONTRACTS ARE CREATED AND APPROVED TO address
6 ~~bBasic hHuman sServices~~ needs as identified by the ~~Human Relations and Community~~
7 ~~Services Department~~ HRCS ADVISORY BOARD AND DEPARTMENT, AND AFTER
8 REVIEW AND APPROVAL OF THE GRANT CONTRACT BY THE MAYOR, ~~CITY~~
9 ~~COUNCIL~~, THE FINANCE DIRECTOR, AND THE CITY ATTORNEY, AND AFTER A
10 VERIFICATION OF NON-CONFLICT OF INTEREST FORM REQUIRED BY THIS
11 CHAPTER AND ATTESTATION BY THE AGENCY THAT ITS MEMBERS ARE
12 FAMILIAR WITH THE LANSING HUMAN RIGHTS ORDINANCE (CHAPTER 297)
13 AND EXPRESSLY AGREE TO COMPLY WITH ITS PROVISIONS. HAVE BEEN
14 FILED WITH THE HRCS DEPARTMENT

15 THE FOLLOWING PROCESS SHALL BE FOLLOWED IN AWARDING GRANTS
16 UNDER THIS CHAPTER:

- 17 1. THE AVAILABILITY OF APPLICATIONS AND GRANTS SHALL BE LISTED ON
18 THE CITY OF LANSING WEBSITE AND IN OTHER PRINTED MATERIAL
19 AVAILABLE TO THE GENERAL PUBLIC.
- 20 2. A PUBLIC INFORMATIONAL MEETING FOR INTERESTED GRANT
21 APPLICANTS AND THE GENERAL PUBLIC SHALL BE HELD BEFORE THE
22 DEADLINE FOR APPLICATIONS FOR GRANTS.

- 1 3. AFTER THE APPLICATION DEADLINE HAS PASSED, ALL APPLICATIONS FOR
2 GRANTS AND APPLICANT SUCCESS METRICS SHALL BE PROVIDED TO THE
3 HRCS ADVISORY BOARD MEMBERS TOGETHER WITH THE VERIFICATION
4 OF NON-CONFLICT OF INTEREST FORM REQUIRED BY CODE 240.04 (A) (7)
5 AND AN ATTESTATION OF FAMILIARITY AND COMPLIANCE WITH
6 LANSING'S HUMAN RIGHTS ORDINANCE CHAPTER 297 PRIOR TO A
7 MEETING OF THE BOARD TO DISCUSS AND SCORE APPLICATIONS.
- 8 4. THE HRCS DIRECTOR SHALL PROVIDE A RECOMMENDATION TO THE
9 MAYOR REGARDING THE DISTRIBUTION OF FUNDING BASED UPON HRCS
10 ADVISORY BOARD SCORING, APPLICANT METRICS, HISTORY, AND THE
11 ABILITY OF THE APPLICANT TO PROVIDE SERVICES THAT MEET THE
12 GOALS OF THE CITY.
- 13 5. THE MAYOR WILL INCLUDE FINAL RECOMMENDATIONS IN THE BUDGET
14 PRESENTED TO CITY COUNCIL.
- 15 6. THE HRCS DIRECTOR SHALL PROVIDE APPROVAL LETTERS TO
16 SUCCESSFUL AGENCY APPLICANTS AFTER THE CITY BUDGET IS
17 APPROVED BY CITY COUNCIL.
- 18 7. PRIOR TO FUNDING EACH AGENCY, ITS PRINCIPAL OFFICERS AND
19 DIRECTORS, IF ANY, SHALL FILE A VERIFICATION OF NON-CONFLICT OF
20 INTEREST FORM PREPARED BY THE CITY ATTORNEY REGARDING ANY
21 ACTUAL OR POTENTIAL CONFLICT OF INTEREST PERTAINING TO THE
22 SUBJECT FUNDING APPROVAL AND ANY ENSUING CONTRACT AND

AFFIRM AGENCY FAMILIARITY AND COMPLIANCE WITH THE LANSING
HUMAN RIGHTS ORDINANCE PURSUANT TO CODE 297

Section 2. All ordinances, resolutions or rules, parts of ordinances inconsistent with these provisions are repealed.

Section 3. Should any section, clause or phrase of this ordinance be declared to be invalid, the same shall not affect the validity of the ordinance as a whole, or any part thereof other than the part so declared to be invalid.

Section 4. This ordinance shall take effect on the 30th day after enactment by City Council and, pursuant to Section 3-307 of the City Charter, this Chapter shall expire December 31, 2030.

Approved as to form:

City Attorney

Dated: _____