AGENDA
Committee of the Whole
Monday, August 13, 2018 5:30 p.m
City Council Chambers, City Hall 10th Floor

Council Member Wood, Chairperson
Council Member Washington, Vice Chairperson

1. **Call to Order**

2. **Roll Call**

3. **Minutes**
    - August 6, 2018

4. **Public Comment on Agenda Items (Up to 3 Minutes)**

5. **Presentations:**
    - Eaton County-Delta Township Annexation Information on the November Ballot
    - Internal Auditor Presentation on Audit Findings for:
        - Common Ground
        - City Market

6. **Discussion/Action:**

   A.) **DISCUSSION –** Council Rule Amendments

7. **Other**
    - Draft Budget Priorities for FY2019/2020 _Adoption due by Sept. 24, 2018
    - Council Members Reports on Boards/Commissions

8. **Adjourn**

The City of Lansing's Mission is to ensure quality of life by:

I. Promoting a vibrant, safe, healthy and inclusive community that provides opportunity for personal and economic growth for residents, businesses and visitors
II. Securing short and long term financial stability through prudent management of city resources.
III. Providing reliable, efficient and quality services that are responsive to the needs of residents and businesses.
IV. Adopting sustainable practices that protect and enhance our cultural, natural and historical resources.
V. Facilitating regional collaboration and connecting communities

PUBLIC COMMENT AND SIGN IN SHEET

COMMITTEE of the Whole

DATE Aug 13, 2018

Please print

NAME	ADDRESS	Purpose for Attending	Email Address	PHONE
KATHY MILES		RSL		
Loretta Stanaway		self		
Elaine Womboldt		RSL		
Mary E Reynolds				

MINUTES
Committee of the Whole
Monday, August 6, 2018 @ 5:30 p.m.
City Council Chambers, City Hall 10th Floor

CALL TO ORDER

Council President Wood called the meeting to order at 5:30 p.m.

PRESENT

Councilmember Kathie Dunbar
Councilmember Jeremy A. Garza
Councilmember Adam Hussain- excused
Council Member Brian T. Jackson
Councilmember Peter Spadafore- left at 6:12 p.m.
Councilmember Patricia Spitzley
Councilmember Jody Washington- excused
Councilmember Carol Wood

OTHERS PRESENT

Sherrie Boak, Council Staff
Eric Brewer, Council Internal Auditor
Jim Smiertka, City Attorney
Chelsey Coffey, Mayor's Office
Martell Armstrong, Lansing Housing Commission
Lisa Hagen, Assistant City Attorney
Heather Sumner, Assistant Deputy City Attorney
Elaine Womboldt
Kathy Miles
Sarah Lehr, LSJ

Minutes

MOTION BY COUNCIL MEMBER SPITZLEY TO APPROVE THE MINUTES FROM JULY 23, 2018 AS PRESENTED. MOTION CARRIED 6-0.

Public Comment on Agenda Items

Ms Womboldt questioned what appeared to her as no vetting of the two reappointments, and then spoke in opposition to the reappointments of Mr. Quick.

Council Member Spitzley stepped away from the meeting at 5:37 p.m.

Ms. Womboldt spoke in support of the Council resolution of No Confidence for the LHC Commission.

Council Member Spitzley returned to the meeting at 5:38 p.m.

PRESENTATIONS

Lansing Housing Commission Financial Reports – 2016 and 2017

Mr. Armstrong briefly outlined the Lansing Housing Commission which is under the Michigan Housing Facilities Act, and who owns and provided subsidy and operation support for housing in the Lansing area. They receive funds from HUD via a contract, which allows the LHC to provide funding and assistance to the residents. The LHC Commission has 5 year terms and are appointed by the Mayor. Currently the LHC has 833 units and 4 properties in the City that provide subsidized housing to renters where vouchers provide payments. In 2016 the LHC entered into a contract with the City after that recent HUD scoring. Since then the Commission has self-assessed the deficiencies and addressed them. They utilize a public housing assessment system, and the scoring system is managed by HUD. Council Member Spitzley asked how long the recovery agreement is, and Mr. Armstrong admitted it will be until HUD lets LHC out, adding they have made improvements to the recommendations. They have seen their score increase in the financial area and during this time increased reserves, and decreased the audit findings. Regarding the assessment scoring system, they have maintained that.

Mr. Martell then outlined the percentages for this financials:
83% HUD
9% Revenues
8% from Investments
56% Housing Assistance
16% Expenses from Administrative Expenses
5% Utilities
13% Maintenance
7% Depreciation
3% Tenant Services

The $2,281,993 represents an $187,747 increase in net position from the previous year. It was noted that in the FY 2017 Audit the net position increase was subsequent to a decrease in liability. Mr. Martell concluded stated that going forward their goal is to remodel the aging housing stock.

Council Member Spitzley inquired into page 6 under Statement of Activities why in 2016 it was $2,411,451 vs the $189,747 in 2017. Mr. Armstrong could not explain the difference and would have to consult with the auditor. Mr. Brewer attempted to explain that the reduction in liabilities for the long term would affect the equity.

Mr. Armstrong went on with his presentation speaking to the properties the LHC has. Council President Wood asked for a list of how many site on property owned by the City, and Mr. Armstrong stated he would have to check on the exact amount.

Council Member Jackson asked what information Mr. Armstrong had on the City vs. Federal duplicate inspections and the cost incurred. Mr. Armstrong admitted he has been in contact and discussions with Brian McGrain and if the costs are what was quoted it will impact the financial position and impact the endeavors for remodeling. It will also affect the net positions and ability to pay down the long term liability. At this point, Mr. Armstrong stated he was not sure what Mr. McGrain will charge for inspections, and if it is 100% it would affect them.

Council Member Jackson asked for the standards on Federal inspections vs. City inspections. Mr. Armstrong did not have that but did confirm he spoke to HUD and they would take on the standards of the City. So they would not pay for the HUD inspections and they would mimic the City inspections. HUD inspections are random and the City is 100% of the property. He suggested that they could mimic City inspection with the Pre-HUD required inspections.

Council Member Spadafore inquired into the potential of duplication of inspection fess with City inspections and Pre-HUD Inspections. Mr. Armstrong assured him there is a duplication in the inspection process, and his concern is with the fees rendered with the City process. He admitted the fees for the Pre-HUD inspections are cheaper than the City quote at $300 per unit. Mr. Armstrong also clarified that the City inspects all units, HUD is random and they do 100% of the housing with their Pre-HUD inspections. Council Member Spadafore asked if when the City did their inspections if they could inspect for some of the things HUD wants since the City wants more oversight and will be could work with HUD closely to be up to City standards. Mr. Armstrong could not confirm the option but stated it could be possible. Council President Wood asked for detail on what a “pre-inspection” entailed. Mr. Armstrong it is a process the LHC utilizes to make sure they are ready for the HUD inspection. Minus the specifics from the City code, LHC does an annual total unit inspection from top to bottom, to follow the universal HUD standards. Regarding the inspection reports on the units that were in disrepair, Council President Wood asked who was doing the pre-inspections on those in order to confirm they were meeting the needs. Council Member Spitzley asked if pre-inspections are required by HUD. Mr. Armstrong stated they do not, but the LHC does them anyways and the pre-inspections follow procurement guidelines. Council President Wood asked if the inspections that were provided to Council Members were also supplied to him, and confirmed and was in discussion with Mr. McGrain on how Code found some things and his pre-inspections found something else.

Council Member Dunbar asked if the inspections fees come from the 13% Maintenance listed earlier. Mr. Armstrong said normally it would, but a City inspection would come from somewhere else. Council Member Dunbar then asked if the percentage for the housing subsidy was set, at which Mr. Armstrong answered that they receive a certain amount from HUD and they expect it to be all spent. It is based on occupancy levels, units leased, and the target is to spend 100%. The determination is also half performance based and right now they are surpassing the expectations. Council Member Dunbar asked how that formula works and if HUD is presented with a budget request. Mr. Armstrong said HUD compiles what is spent in the previous calendar year and their formula is based on that. Maintenance comes from other funds and cannot be combined with other funds. Council Member Dunbar then stated that her understanding from the documents is that 56% is housing assistance voucher, 16% for administration, 5% for utilities and that percentage will change depending on what they are given. Mr. Armstrong stated that the presentation today is intended to address overall spending so all revenues and expenditures are in one pot. Council Member Dunbar then asked how the LHC can increase the other portions for the operating budget to get more funds. Mr. Armstrong answered that it would help to increase occupancy.

Council Member Garza recapped back to the $9 million stated in the presentation from HUYD and if it is not spent then where is the 10% from. Mr. Armstrong stated it would come out of the $9 million. There is an interest bearing bank account and they report monthly to HUD so they know where those funds are. There are rules in place so they gave to request funds from HUD. Currently there is a spending reserve and anything left they will have to return and HUD will hold it in reserve.

Council Member Spitzley asked for a schedule on the units under rehabilitation, and Mr. Armstrong stated they are on a 5 year plan and an annual plan. They identify the rehab and work it into the annual plan. Council Member Spitzley then in turn asked for the annual maintenance budget.

Council Member Jackson asked about the formula and performance based scoring, and where the increased scoring came from. Mr. Armstrong stated that those are used vs. the Section 8 subsidizes. The increase was from the Public Housing Assessment System which is based on the physical property at 40 points, financials at 25 points and capital funds at 10 points. The management assets are broken down to rent collections, the ratio of invoices and rental collection. The financial portion is on how management is spending the funds. Council Member Jackson asked how the programs to help tenants is funded. Mr. Armstrong admitted that a lot of those programs are unfunded and not mandated. He added that they do have a family self-efficiency program on Section 8 properties where people are given incentives for earned income. If their earned income increases, then they get have a 5 year contract for the difference into an escrow account. The LHC writes grants for Federal funding to manage this program.

Council President Wood asked how many clients were in the program and how many received funds after the 5 years of the program was complete for them. Mr. Armstrong stated there were 25-30 and actively attempting to increase that number. The program has been in effect since the mid 1990's, but he would have to report back on the number who received the funds at 5 years.

Council President Wood asked when LHC stopped letting the City do their inspections. Mr. Armstrong's response was that the LHC never stopped; there was a City inspection that was unanswered in 2016 and that was the last one done. Prior to that incident he was not aware there was an inspection unanswered, nor in his tenor. Council President Wood asked Mr. Armstrong to put together material on how much over the last 5 years was paid for City inspections. She then asked if the programming by the Parks and Recreation along with the LPD, in the housing complexes is being paid by the City, and Mr. Armstrong confirmed with referenced to Hildebrandt and Mt Vernon.

Council Member Spitzley referred back to the interest bearing program and asked if he was working with the City Financial Empowerment, at which Mr. Armstrong confirmed they do refer people to the empowerment program

Council Member Spitzley asked if the City Code Enforcement had been to the LHC site over the last quarter, and Mr. Armstrong confirmed and added they are at 100% inspections and have an ownnis in fixing the items and doing the repairs.

Council Member Dunbar inquired into what the percentages he stated earlier was allocated from. Mr. Armstrong stated he could provide the actual numbers, the breakdown of the percentages and the funding it comes from. Council President Wood asked if there was a page in the audit that he could direct the Committee to now that had that. Mr. Armstrong said the audit spoke to the net position. Council Member Dunbar asked what the LHC net is for tenant services. Mr. Armstrong stated he could provide that to the Committee once he confirmed the information. Council Member Dunbar asked if the funds for the Residential Council were included in the tenant services, so if they do activities is it up to management to do an allocation to the asset management, and if they don't use it do they lose the funds. Mr. Armstrong stated that it is resident services vs. a specific resident service, meaning the funding for the Resident Council. Council President Wood referenced the 2017 report, page 11, and asked if those were the figures based on the percentages. Mr. Armstrong could not confirm but would check it against the 2017 budget. Council Member Dunbar inquired into the distribution of the funds, and Mr. Armstrong stated that to be receive the stipend it needs to be recognized as a Resident Council, and in the absence of a Resident Council, it is under management to disburse those funds.

Council Member Garza asked how many units HUD's random inspections were on and if he leads them or accompanies them. He also inquired into who does the maintenance on the properties. Mr. Armstrong confirmed that the random selection is under a formula to determine, and he accompanies them. The LHC does have a maintenance team who is vetted and required to be licensed for any work where a State license is required. If they do not have the appropriate license, they hire a contractor for the job to pull the permits. Currently he is working on understanding the process in the past and why in some cases there were no permits pulled.

Council Member Spitzley asked if there was asset management at each property and if so who that would be. Mr. Armstrong confirmed there is an asset management and Director of Asset Management at the properties. If there is an issue, the tenant completes a work order, which then generates the task to the asset manager who then directs maintenance staff to address it.

Council Member Garza stepped away from the meeting at 6:37 p.m.

Mr. Armstrong said they also perform weekly sites inspections and on the single family homes they do housekeeping inspections based on the number of complaints and work orders.

Council President Wood referred Mr. Armstrong to page 11 of the 2017 Fiscal report and asked what the $198,792 in "Other General Expenses" would have in it. Mr. Armstrong guessed permits but stated he would follow up.

Council Member Garza returned to the meeting at 6:39 p.m.

Council President Wood asked Mr. Armstrong if he was aware of the inspection reports and the statement at the bottom which stated that if the units became vacant they could not be rented until the corrections had been made. Mr. Armstrong acknowledged it, that he was currently in discussions with the Administration and with any current inspections they will address all items. Regarding the older inspections and that statement on them about renting out, he noted they plan to diligently address those and are in full alignment. Council President Wood asked for an update on the units that stated if there were violations they cannot rent until they were fixed. Mr. Armstrong stated he could provide that.

Council Member Dunbar asked why the utility expenses have increased.

Council Member Spitzley stepped away from the meeting at 6:45 p.m.

Mr. Armstrong noted that when their occupancy is up the utilities go up, and in turn so has the maintenance cost.

Council Member Spitzley returned to the meeting at 6:46 p.m.

Council Member Dunbar asked what the process was on complaints. Mr. Armstrong outlined the process of first a work order, which then "flags" staff to attend to it. If it is an emergency; a and health and safety hazard, they will address immediately. He confirmed he also meets with management on a weekly basis, and the LHC Board is seeing the list of complaints monthly. Council Member Dunbar asked if when the list goes to the Board if it has a count on how many are outstanding and how long they have been outstanding, and a plan to address them. Mr. Armstrong confirmed they do. Council Member Dunbar asked if there is a maintenance budget and if it can be increased to get better candidates. Mr. Armstrong admitted they either have to use or they lose their maintenance budget, but the wages have been defined by their Union contract scale.

Council Member Garza inquire into who was in charge of pulling permits and if they were still employed with the LHC. Mr. Armstrong confirmed it was their site managers and admitted there has been some employee turn around and if there is negligence it is addressed.

Council President Wood asked Mr. Brewer if he reviewed the documents and had any comments. Mr. Brewer referred the Committee to page 43 in the 2017 report for a breakdown. He noted the programs would need more additional information.

Council Member Dunbar asked if the LHC Finance can attend a meeting, and Mr. Armstrong offered to have the auditors, Plante and Moran, in for a discussion. Council Member Dunbar requested a detail breakdown from whomever on which funds are fixed, which are used and which LHC loses if not used. Mr. Armstrong stated he could get the information, but if they want more in depth answers on the process, on the recommendations and conclusions he could bring in Plante Moran. Council President Wood stated that before Plante Moran is invited in the Committee needs what amount can be spent from the funds lists. Mr. Armstrong agreed to provide that.

Council Member Spitzley asked for an update on what was being done to increase the quality of lives for the residents, and also spoke in support of having Mr. Armstrong back in to a future meeting.

Council President Wood stated at future COW meetings there will be a “task list” produced so the presenter, the Administration and Law is aware of the things they are being asked to respond to with a date certain. Information from this meeting will be compiled and sent onto Mr. Armstrong.

Council Member Dunbar asked Mr. Armstrong to create a benchmark on what they have found and what is completed.

Council President Wood asked Mr. Armstrong to provide a list of the revenues collected to reflect what funds are not part of the HUD budget. Mr. Armstrong confirmed he can do a report on other revenue.

DISCUSSION/ACTION

RESOLUTION – Reappointments of two (2) Individuals to Multiple Boards/Commissions Cassandra Nelson – At Large; Historic District Commission Joseph Quick – At Large; Board of Zoning Appeals

Council President Wood recited the resolution which noted the recommended individuals were vetted through the Mayor’s office.

Council Member Dunbar stated to Ms. Coffey that she had received information that some reappointments are not being asked to complete a new application and some are. Ms. Coffey she would check on that and get back with Committee.

Council President stated the Committee will again review the resolution for consideration at a meeting in the future.

OTHER

Place on File - Lansing Housing Commission 2016 Financial Report
Lansing Housing Commission 2017 Financial Report

MOTION BY COUNCIL MEMBER SPITZLEY TO PLACE THE FINANCIAL REPORTS FROM 2016 AND 2017 ON FILE. MOTION CARRIED 5-0.

ADJOURN

The meeting was adjourned 7:05 p.m.
Respectfully Submitted by,
Sherrie Boak, Recording Secretary
Lansing City Council
Approved by the Committee on

Department of Economic Development and Planning
Brian McGrain, Director

Andy Schor, Mayor

Planning & Zoning Office
316 N. Capitol Avenue, Suite D-1
Lansing, Michigan 48933
PH: 517.483.4066 – FAX: 517.483.6036
www.lansingmi.gov/planning

MEMORANDUM

TO: Mayor Andy Schor
Brian McGrain, Director of Economic Development and Planning

FROM: Susan Stachowiak, Zoning Administrator

DATE: August 3, 2018

RE: Annexation Proposal - Parcel 040-036-400-236-00, 11907 W. Jolly Hwy.; Parcel 040-036-400-320-00, 5058 S W Waverly Rd; Parcel 040-036-400-310-00, 5050 S Waverly Rd; Parcel 040-036-400-300-00, 5030 S Waverly Rd; Parcel 040-036-400-297-00, 4902 S Waverly Rd; Parcel 040-036-400-270-00, 4880 S Waverly Rd; Parcel 040-036-400-260-00, 4848 S Waverly Rd; Parcel 040-036-400-250-00, 4820 S Waverly Rd.

The above-referenced properties are zoned commercial under the Delta Township Zoning Ordinance. Section 1246.03 of the Lansing Zoning Ordinance describes the procedures for zoning land annexed into the City:

(a) All territory which is annexed to the City shall be given an interim zoning by the Planning Division with a district enumerated in Section 1246.01, which most closely resembles the zoning which the territory maintained prior to annexation. Such interim zoning shall only be in effect until the rezoning pursuant to subsection (b) hereof is completed.

(b) The Planning Board shall, within 180 days after the territory is annexed, and pursuant to the procedures described in Section 1240.04, review and recommend to Council the appropriate zoning of the territory, with consideration being given to the existing land use and the land use policies of the Comprehensive Plan. This section shall not preclude a person from at any time seeking a boundary amendment pursuant to Section 1240.04.

Pursuant to paragraph (a) above, the interim zoning would be “F” Commercial as it is the zoning district in the City that most closely matches the current Delta Township zoning classification of the subject properties. The City of Lansing Master Plan designates this area for “Neighborhood Mixed-Use Center” land use which means that, pursuant to paragraph (b) above, that staff recommendation for final zoning of the subject properties would be either “F” Commercial or “E-2” Local Shopping District.

Industrial zoning would be required to accommodate a medical marijuana grow facility and either industrial or wholesale zoning would be necessary to accommodate a medical marijuana processing, transport or safety compliance facility. Industrial and wholesale zoning would not be appropriate for the property given the established zoning and land use patterns in the area. The overwhelming majority of the land surrounding the subject properties is currently zoned and being used for residential purposes.

If you have any questions, please do not hesitate to contact me at 517-483-4085.

PREPARED FOR:
Craig DeVoogd

DESCRIPTION DIAGRAM

A PART OF THE SOUTHEAST 1/4 OF
SECTION 36, T.4N, R.3W, DELTA
TOWNSHIP, EATON COUNTY, MICHIGAN.

NOTES

1) THIS DRAWING IS NOT A CERTIFIED SURVEY BUT IS COMPILED FROM EXISTING FIELD SURVEY DATA. THE DRAWING DOES NOT COMPLY WITH MCL 54.211-54.213.

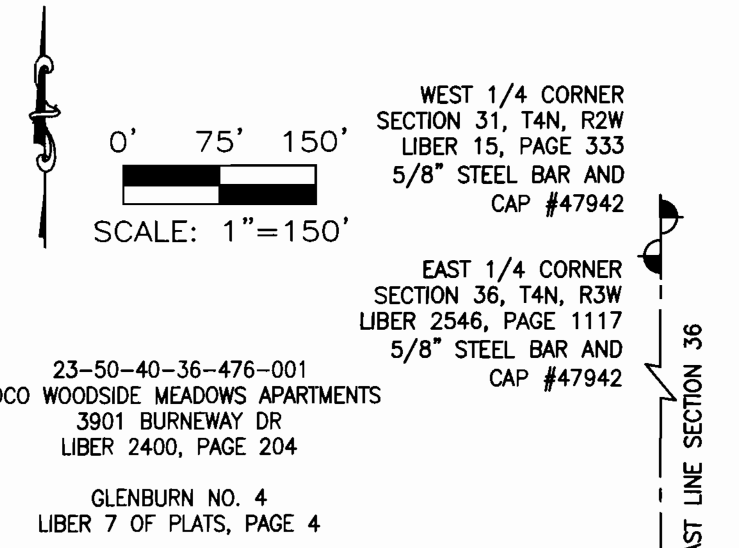
2) THE DESCRIPTION IS BASED ON RECORD DESCRIPTIONS AND FIELD OBSERVATIONS OF THE SECTION CORNER MONUMENTS. NO MONUMENTATION WAS SET FOR THIS DESCRIPTION.

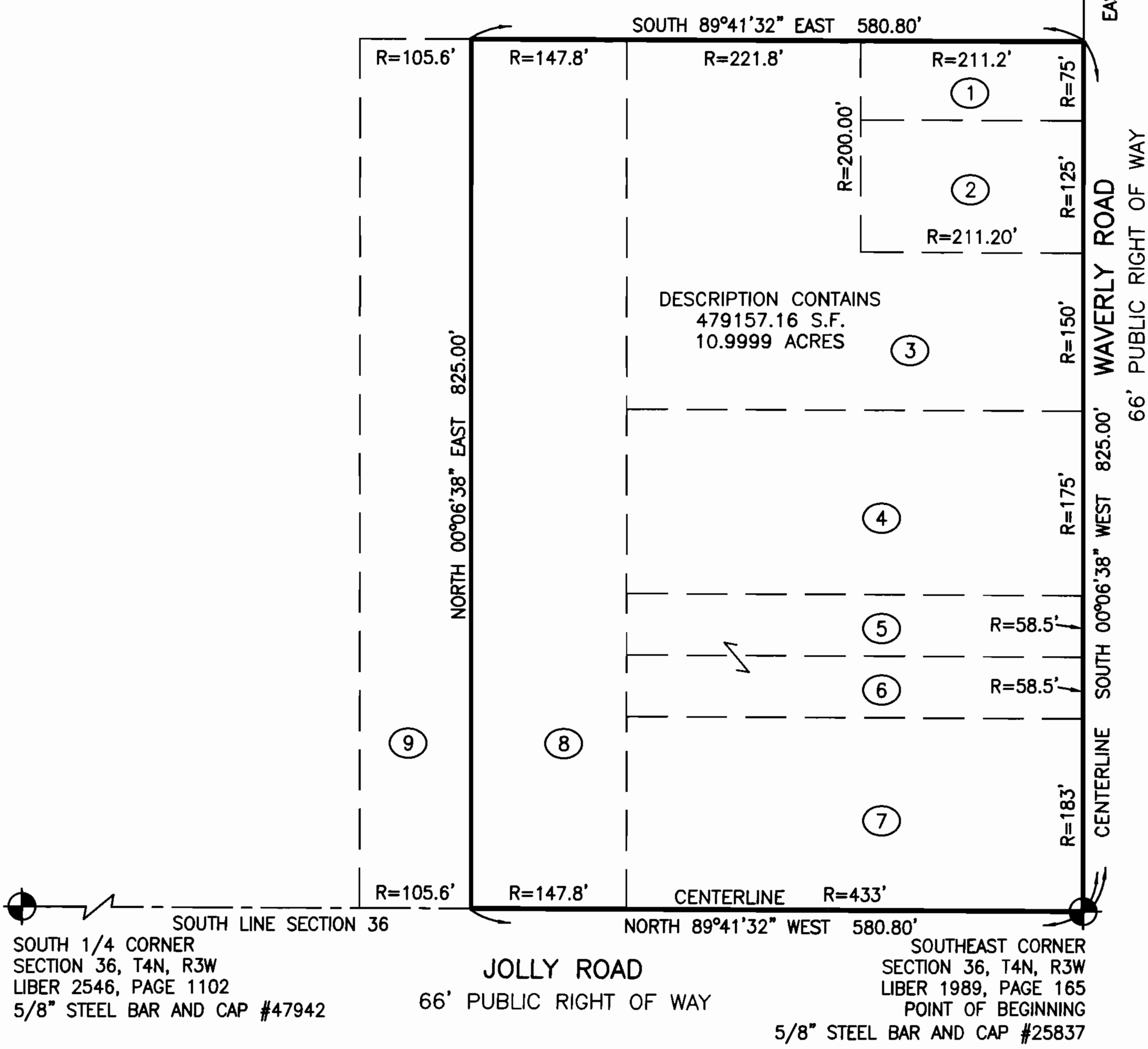
3) SEE SHEET 2 OF 2 FOR THE DESCRIPTION

4) NOT ALL EASEMENTS OF PUBLIC RECORD MAY BE SHOWN.

5) NOT ALL IMPROVEMENTS MAY BE SHOWN.

6) ALL DISTANCES ARE IN FEET AN DECIMALS THEREOF.





LEGEND:

= SECTION CORNER
= DISTANCE NOT TO SCALE
R = RECORDED

BEARING BASE

BEARINGS ARE BASED ON THE SOUTH LINE OF SECTION 36 OBSERVED AS BEARING NORTH 89°41'32" WEST.

GEODETIC DESIGNS INCORPORATED
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www.geodeticdesigns.com

REVISION DATE: JUNE 4, 2018
FIELD: – **DRAWN BY:** RW
DATE: APRIL 12, 2018
FILE: S043-2018
SHEET 1 OF 2

PREPARED FOR:
Craig DeVoogd

DESCRIPTION DIAGRAM

A PART OF THE SOUTHEAST 1/4 OF
SECTION 36, T.4N, R.3W, DELTA
TOWNSHIP, EATON COUNTY, MICHIGAN.

DESCRIPTION

A parcel of land situated in the State of Michigan, County of Eaton, Township of Delta (Township 4 North, Range 3 West), Section 36, residing entirely within the Southeast one-quarter of said Section 36, further described as follows:

Beginning at the Southeast corner of Section 36, said point being a steel bar and cap #25837 as recorded in liber 1989, page 165 of corners, Eaton County records;

Thence North 89°41'32" West, 580.80 feet along the south line of Section 36 (said line being a straight line between the said Southeast corner and a steel bar and cap #47942 at the South 1/4 Corner of Section 36 as recorded in liber 2546, page 1102 of corners, Eaton County records);

Thence North 00°06'38" East, 825.00 feet parallel with the east line of said Section 36 (said east line being a straight line between the said Southeast corner of Section 36 and a steel bar and cap #47942 at the East 1/4 Corner of Section 36, as recorded in liber 2546, page 1117 of corners, Eaton County records);

Thence South 89°41'32" East, 580.80 feet parallel with the said south line of Section 36, to the east line of said Section 36;

Thence South 00°06'38" West, 825.00 feet along said east line to the point of beginning.

This description contains 479157.16 square feet, 10.9999 acres, more or less.

OWNER INFORMATION

1. PID: 040-036-400-250-00
4820 S WAVERLY RD
LIBER 1985, PAGE 662
MATHION INC

2. PID: 040-036-400-260-00
SINGH, NIRMAL / KAUR, GURDEEP
4848 S WAVERLY RD
LIBER 2144, PAGE 515

3. PID: 040-036-400-270-00
DEVOOGD, CRAIG
4880 S WAVERLY RD
LIBER 2540, PAGE 450

4. PID: 040-036-400-297-00
DISCOVER GROUP LLC
4902 S WAVERLY RD
LIBER 2384, PAGE 1183

5. PID: 040-036-400-300-00
SURJIT LLC
5030 S WAVERLY RD
LIBER 2461, PAGE 841

6. PID: 040-036-400-310-00
SURJIT LLC
5050 S WAVERLY RD
LIBER 2029, PAGE 360

7. PID: 040-036-400-320-00
JOLLY ROAD INVESEMENTS LLC
5058 S WAVERLY RD
LIBER 1934, PAGE 1009

8. PID: 040-036-400-236-00
MURRAY, DANIEL / SARAH
11907 JOLLY HWY
LIBER 2509, PAGE 26

9. PID: 040-036-400-220-00
MCCOMB, TOM & VANANTWERP, JASON
V/L W JOLLY HWY
LIBER 1909, PAGE 0459

STATE OF MICHIGAN
GILBERT
MARSHALL
BARISH
PROFESSIONAL
SURVEYOR
No.
47942
LICENSED PROFESSIONAL SURVEYOR

Gilbert M Barish

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REVISION DATE:	JUNE 4, 2018
FIELD: –	**DRAWN BY:** RW
DATE:	APRIL 12, 2018
FILE:	S043-2018
SHEET	2 OF 2

Boak, Sherrie

From:	Eric Brewer
Sent:	Thursday, August 2, 2018 9:24 AM
To:	Wood, Carol; Washington, Jody; Spitzley, Patricia; Dunbar, Kathie; Hussain, Adam; Jackson, Brian T.; Garza, Jeremy; Spadafore, Peter
Cc:	Boak, Sherrie
Subject:	Common Ground Music Festival – Overview
Attachments:	Final_Common_Ground_Music_Festival_Overview_8-2-2018.pdf
Follow Up Flag:	Follow up
Flag Status:	Flagged

Dear Council Members,

The attached report was compiled to provide more context about Common Ground Music Festival.

Purpose and Scope of Review

The purpose and scope of this review is to provide an overview of the entities and their relationship role with the coordination and production of the Common Ground Music Festival. Additionally it is to provide a top-level detail about the types of revenue and expenses for Common Ground Music Festival for past years.

Executive Summary Highlights

The primary entity of Center Park Productions is managed by LEPFA was created in 2000. It was established to contract with MI Entertainment Group to produce Common Ground Music Festival, which has had positive and negative aspects noted in the review. The event's financial performance has had a positive trend in ticket sales and community support. The event has also had a negative trend in event production cost and artist fees. Consequently, Center Park Productions has been in the red for the years reviewed and currently has the cumulative negative Net assets or fund balances at the end of year of $1,092,535.00 reported as of the 2016 - 990 tax form. **See Findings and/or Noted Discrepancies section for more detail.**

LEPFA provided 2017 event numbers for revenues of $1,870,000 and expenses of $1,950,336 with a net result of being **($80,336)** based on the information provided. **See Top Level Revenue/Expense... - LEPFA Response 7-20-2018" for more detail.**

It is important to note that Center Park Productions is operating at a loss after Contributions, Gifts, and Grants from the community and the sponsorship from the City of Lansing. The economic impact should be considered when analyzing the event's overall success and/or failures which is not covered in this review.

Let me know if you have any questions.

Sincerely,

Eric

CITY OF LANSING
INTERNAL AUDITOR
124 W MICHIGAN AVE FL 10
LANSING MI 48933-1605
(517) 483-4159
Fax (517) 483-7630

Disclaimer

This document is work product produced by the Internal Auditor and in no way implies any explicit or implicit meaning on behalf of either the Administration or City Council. In addition, items addressed in this review are believed to be obtained from reliable sources by the Internal Auditor and all information contained in this review is provided "as is" with no guarantee of completeness, accuracy, timeliness or of the results obtained from the use of this information without warranty of any kind, express or implied.

Support Review

Review Date: August 2, 2018
Subject: Common Ground Music Festival - Overview

Executive Summary

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Background of Common Ground and/or Other Related Information

Entity - Center Park Productions - http://www.commongroundfest.com/information/about-us/
Relationship – Set up by LEPFA and has some LEPFA employees on Board – Contracts with Mi Entertainment Group (MEG) to produce and promote Common Ground Event.

Per their website, "The Common Ground Music Festival is a not for profit 501 c3 corporation, Center Park Productions. Center Park Productions was established in 2000 by the Lansing Entertainment & Public Facilities Authority (LEPFA) in a partnership with the conceptual creator of the festival, MiEntertainment Group (MEG)." **See appendices "Org Purpose – Background – LEPFA Response 7-20-2018" and "Review of Structure – LEPFA Response 7-20-2018" for more detail.**

Center Park Productions directly contracts with MiEntertainment Group (MEG) to put on Common Ground Music Festival. Per LEPFA, "The agreement is for no more than 10% of the artist fee budget. It also includes incentives (bonus) if the festival revenues exceed expenses and a reduction in the fee if the festival revenues are less than expenses." **See appendices "Understanding of overall MI Entertainment Group Fee – LEPFA Response 7-20-2018" for more detail.**

In addition, Center Park Productions organization structure allows for contributions, gifts, and grants and other types of revenue to be received. **See appendices "List of sponsors, Not Value – LEPFA Response 7-20-2018" for more detail.**

Center Park Productions is required to file an annual Form 990 - Return of Organization Exempt from Income Tax with the Internal Revenue Service. These Form 990 filing, as most Form 990 is public information that can be located with little effort on different websites, such as the one listed below.

Center Park Productions - Form 990 - Year 2016
http://990s.foundationcenter.org/990_pdf_archive/383/383524450/383524450_201612_990.pdf

Center Park Productions - Form 990 – Year 2015
http://990s.foundationcenter.org/990_pdf_archive/383/383524450/383524450_201512_990.pdf

Center Park Productions - Form 990 – Year 2014
http://990s.foundationcenter.org/990_pdf_archive/383/383524450/383524450_201412_990.pdf

Entity - Lansing Entertainment & Public Facilities Authority (LEPFA) - https://www.lepfa.com/
Relationship - Contracts with City of Lansing for Management Services for City Owned Properties of Lansing Center, Cooley Law School Stadium, Lansing City Market, and the Groesbeck golf course. Some of LEPFA employees are on the board of Center Park Productions.

Some of LEPFA's current employees serve on Center Park Productions Board that can be located on the Form 990 filing. This information was confirmed in LEPFA response. **See appendices "Center Park Productions Board Members – LEPFA Response 7-20-2018" for more detail.**

In addition, LEPFA staff helps in the process of coordination and reconciliation with Mi Entertainment Group regarding revenue and expenses incurred for the Common Ground Music Festival. LEPFA staff also provides backup documentation for payment of funds in connection the City of Lansing sponsorship of the event that is contained on past City of Lansing Budget Line items for "COMMON GROUND SUPPORT" with Account Code of 101.834101.960014.0000. **See appendices "Statement on Recon process with MI Entertainment Group – LEPFA Response 7-20-2018" for more detail.**

Source Center Park Productions - IRS Form 990 Filed - Tax Year 2016				
Name	Title	Reportable Compensation from Organization (W-2/1099-MISC)	Reportable Compensation from Related Organizations (W-2/1099 MISC)	Related Entity - Current Role
Scott Keith	President	$0	$162,232	LEPFA - President & CEO
Jennifer Mcfatridge	Treasurer	$0	$72,311	LEPFA - VP of Finance
Heidi Brown	Secretary	$0	$75,683	LEPFA - VP of Administration/HR
Paul Ntoko	Director	$0	$73,064	LEPFA - VP of Food and Beverage
Mindy Biladeau	Director	$0	$0	Downtown Lansing, Inc. - Executive Director

Entity - Mi Entertainment Group - https://www.mientertainmentgroup.com/
Relationship – Contracts with Center Park Productions to produce and promote the Common Ground Event.

Per their website **https://www.mientertainmentgroup.com/**, "MiEntertainment Group is a Michigan based concert promoter with 40+ years of combined experience in the live events industry. Founded by Chris, Jenna and Kevin Meyer, MiEntertainment Group is a leading boutique production company that produces and promotes events year round throughout North America."

MiEntertainment Group is contracted by Center Park Productions to facilitate and produce the Common Ground Music Festival. This organization coordinates activities to include obtaining the artist, selling tickets, and all other related activities. MI Entertainment Group contract was requested,but not provided. Per LEPFA response, "Mi Entertainment Group contract not available due to proprietary information and confidentiality agreement." **See appendices "MI Entertainment Group Contract – LEPFA Response 7-20-2018" for more detail.**

Entity - City of Lansing - https://www.lansingmi.gov/
Relationship – Contracts with LEPFA for management of some of the City of Lansing Properties. Common Ground Event held on Adado Riverfront Park owned by the City and operated by the Parks and Recreation Department. Receives parking revenue, such as North Grand Ramp, from Common Ground event based on activities from City owned facilities that are operated by the Economic Development and Planning Department. In addition, provides Common Ground sponsorship to Common Ground event to Center Parks Productions.

The City of Lansing has a direct relationship with LEPFA by contracting for management services for the Lansing Center, Cooley Law School Stadium, Lansing City Market, and the Groesbeck Golf Course. In addition, the City of Lansing support for LEPFA can be found within the City of Lansing Budget Line items for "OP TRF LEPFA FUND" with Account Code of 101.966000.991570.0000 and "OP TFR LEPFA FUND" with Account Code of 584.783851.991570.00000.

Common Ground Music Festival is held on an annual basis at the City owned Adado Riverfront Park. This property is managed and operated by Parks and Recreation Department within the City of Lansing. **See appendices "Sponsorship City of Lansing – LEPFA Response 7-20-2018" for more detail.**

Methodology

(Step 1) Setup and Conduct Meeting with LEPFA staff about Common Ground expenses and requested additional information as a result of meeting. See information requested, as a result of meeting below.

- Board Member list
- Org Purpose and Background
- Interaction with City of Lansing/ review of structure
- Copy of sponsorship agreement with City of Lansing
- MI Entertainment Group contract--general explanation of any info redacted
- List of sponsors, Not value
- Incidental partnerships with IT, COL, services that are not part of sponsorship
- Copy of 990
- Top Level Revenue/Expense (Artist Total, Operational Expense, F&B)
- Statement on Recon process for LEPFA-time frame of settlement
- Statement on Recon process with MI Entertainment Group
- Understanding of overall MI Entertainment Group Fee

(Step 2) Research and identify entities and their relationship within the context of Common Ground. This includes information available by public means, such as entities websites and other related public forums documents for additional context.

(Step 3) Analysis of information provided by LEPFA and other information identified from other sources to provide overview and context for Common Ground material provided.

Findings and/or Noted Discrepancies

A meeting was held with LEPFA staff members concerning inquiry about Common Ground expenses in May of 2018 at the Lansing Center.

LEPFA staff provided an overview of the general method of how they track and keep track of financial information for Center Park Productions. This was in the form of an Excel Workbook that contained multiple years of financial information and is used in the reconciliation process between Center Park Productions and Mi Entertainment Group concerning revenues and expenses for the Common Ground Music Festival.

This workbook is also used in support of preparing the Form 990 filed by Center Park Productions and the reconciliation with the City of Lansing for the additional support for Common Ground Music Festival found in the City of Lansing Budget document. The reconciliation process between Center Park Productions and Mi Entertainment Group takes time to complete well after the Common Ground Music Festival has been completed. LEPFA staff were in the process of finalizing the information for the CY 2017 event when the meeting was held in May of 2018.

The tracking workbook contained more detailed itemized information about revenues and expenses then expressed in the Form 990. This was expected because the Form 990 would have a rollup of items that were itemized in more detail within the workbook. In addition, it is important to note the Form 990 is for tax purposes and may not be reflected of the numbers represented by the accounting method used, such as accrual accounting method. Consequently, the Form 990 will provide a basis for how Center Park Productions or Common Ground Event is performing.

Additional information was requested as a result of the meeting and received on 7-20-2018 to provide better context and understanding of some of the material covered.

Financial Performance

In review of the Form 990 for Center Park Productions, the revenues and expenses were reported as:

Source Center Park Productions - IRS Form 990 Filed			
Tax Year - Revenues	**2014**	**2015**	**2016**
Contributions, Gifts, Grants	$ 300,670.00	$ 420,654.00	$ 533,974.00
Gross Ticket Sales	$ 927,675.00	$ 915,177.00	$ 1,141,026.00
Net income or (loss) from sales of inventory	$ 159,669.00	$ 153,250.00	$ 233,182.00
Miscellaneous Revenue - Labor Reimbursement	$ 130,000.00	$ 132,500.00	$ 138,550.00
Miscellaneous Revenue - Miscellaneous	$ 24,137.00	$ 24,591.00	$ 63,153.00
Miscellaneous Revenue -Novelties	$ 23,832.00	$ 19,051.00	$ 12,328.00
Miscellaneous Revenue - All other Revenue	$ 740.00	$ 435.00	$ 783.00
Total Revenue	**$ 1,566,723.00**	**$ 1,665,658.00**	**$ 2,122,996.00**
Tax Year - Expenses	**2014**	**2015**	**2016**
Legal	$ 1,750.00	$ -	$ 3,598.00
Accounting	$ 1,800.00	$ 1,900.00	$ 3,500.00
Other	$ 127,461.00	$ 135,903.00	$ 125,743.00
Advertising and promotion	$ 58,109.00	$ 57,810.00	$ 56,652.00
Office expenses	$ 1,218.00	$ 1,487.00	$ 6,976.00
Occupancy	$ 91,051.00	$ 64,983.00	$ 28,361.00
Travel	$ 1,647.00	$ 966.00	$ 263.00
Insurance	$ 6,559.00	$ 3,910.00	$ 3,894.00
ARTIST FEES	$ 926,999.00	$ 1,025,438.00	$ 1,862,859.00
EVENT PRODUCTION	$ 470,821.00	$ 531,829.00	$ 543,660.00
VOLUNTEER EXPENSES	$ 14,450.00	$ 6,414.00	$ 6,325.00
MISCELLANEOUS	$ 6,825.00	$ 6,371.00	$ 5,400.00
All other expenses	$ 2,032.00	$ 12,309.00	$ 9,343.00
Total Functional Expenses	**$ 1,710,722.00**	**$ 1,849,320.00**	**$ 2,656,574.00**
Revenue Less Expenses	$ (143,999.00)	$ (183,662.00)	$ (533,578.00)
Total assets	$ 208,574.00	$ 43,120.00	$ 113,771.00
Total liabilities	$ 583,870.00	$ 602,077.00	$ 1,206,306.00
Net assets or fund balances	$ (375,296.00)	$ (558,957.00)	$ (1,092,535.00)

City of Lansing – Common Ground Music Festival Sponsorship

The City of Lansing allocated funds for the Common Ground Music Festival sponsorship reflected in adopted budget amount listed below.

Source - Adopted Budget Books - City of Lansing				
Fiscal Year	2014-2015	2015-2016	2017-2018	2018-2019
Common Ground Support - City of Lansing	$ 130,000.00	$ 130,000.00	$ 130,000.00	$ 140,000.00

These amounts are reflected in the Miscellaneous Revenue – Labor Reimbursement within the Form 990 for Center Park Productions.

Source Center Park Productions - IRS Form 990 Filed			
Tax Year - Revenues	2014	2015	2016
Miscellaneous Revenue - Labor Reimbursement	$130,000.00	$132,500.00	$138,550.00

The amounts reported in the Miscellaneous Revenue – Labor Reimbursement were traced to the following payment information located within the IFAS or Financial system used by the City of Lansing for the corresponding event year.

Post Date	Check No.	Description	Key	Object	Debit	Event Year
12/22/2014	611711	COMMON GROUND SPONSORSHIP 2014	1014101	960014	$ 55,000.00	2014
12/22/2014	611711	COMMON GROUND SPONSORSHIP 2014	1014101	960014	$ 75,000.00	2014
					$ 130,000.00	

Post Date	Check No.	Description	Key	Object	Debit	Event Year
12/16/2015	622442	CG GOLF CARTS 7/7-7/12/15	1014101	960014	$ 7,500.00	2015
10/5/2015	619976	COMMON GROUND SPONSORSHIP	1014101	960014	$ 50,000.00	2015
10/5/2015	619976	COMMON GROUND SPONSORSHIP	1014101	960014	$ 70,000.00	2015
3/12/2018	645561	COMMON GROUND SPNSHP JUL 2015	1014101	960014	$ 5,000.00	2015
					$ 132,500.00	

Post Date	Check No.	Description	Key	Object	Debit	Event Year
10/31/2016	631754	COMMON GROUND GOLF CART RENTAL	1014101	960014	$ 7,550.00	2016
10/31/2016	631754	COMMON GROUND SPONSORSHIP 2016	1014101	960014	$ 46,000.00	2016
10/31/2016	631754	COMMON GROUND SPONSORSHIP 2016	1014101	960014	$ 75,000.00	2016
6/7/2018	647598	2016 PS MISC SUPPORT	1014101	960014	$ 4,000.00	2016
3/12/2018	645561	COMMON GROUND SPNSHP 2016	1014101	960014	$ 6,000.00	2016
					$ 138,550.00	

Additional to the amounts expressed above, there are other incidental agreements in regards to the City of Lansing providing support services in connection with the Common Ground Music Festival Event. **See appendices "Incidental partnerships... - LEFPA Response 7-20-2018" for more detail.**

Based on the filings from the IRS Form 990 the following can be implied based on the budgeted amount for Common Ground Music Festival sponsorship support provided by the City of Lansing.

City of Lansing Support to Center Park Production Form 990			
Tax Year	2014	2015	2016
% Common Ground Support to Total Revenues	8.30%	7.80%	6.12%
% Common Ground Support to Total Expenses	7.60%	7.03%	4.89%

Gross Ticket Sales – Positive Trend

In the review of the information contained in the Form 990 from 2014-2016, Gross Ticket Sales have increased over the time period. **This is a positive trend and shows demand for these types of events do exist within and outside the community.**

Contributions, Gifts, Grants – Positive Trend

In the review of the information contained in the Form 990 from 2014-2016 Contributions, Gifts, and Grants have also increased during the same time period. **It is important to note that the increase was not due to the increase City of Lansing's sponsorship support, which remained at $130,000 for each calendar year and reflected in a different line on the Form 990 of Miscellaneous Revenue – Labor Reimbursement.**

Event Production Expenses – Negative Trend

In the review of the information contained in the Form 990 from 2014-2016, event production expenses have increased during the same time period. **It is important to note Event production is where the contracted payments for Mi Entertainment Group would be contained.**

Artist Fees – Negative Trend

In the review of the information contained in the Form 990 from 2014-2016, Artist fees have increased during the same time period. This is by far the largest expense for the production of Common Ground. **It is important to note that 2016 resulted in a larger than normal artist expense because of the booking of a perceived more significant headliner act. In addition, the 2016 event was coupled with bad weather that resulting loss of possible additional revenue.**

The amount of loss estimated at the time of meeting for 2017 by LEPFA staff was around $70,000. This decrease in loss from 2016 was primarily due to shortening the six-day event to four days. In addition, to being more proactive about looking to control the artist fees associated with the event. The estimated amount of $70,000 is around the amount that was provided of $80,336 with information received later.

Economic Impact and other Considerations – Should Be Considered

Common Ground Music Festival based on attendance increases and increases in the form of Contributions, Gifts, and Grants has support from public and private forums. The additional revenue for the City of Lansing for secondary services in connection with the event, such as parking revenue, is important to factor in when looking at the Center Park Productions performance. The additional revenue generated for downtown businesses, including significant overnight accommodation and restaurant revenues, and other entities located within Lansing has to be considered.

Recommendations

Center Park Productions needs to be more transparent about the Success and Failures.

It is recommended that Center Park Productions provide more information about their financial success and failures to the City of Lansing and the public about Common Ground Music Festival. This information would include at a minimum an annual report with more detailed financial information, such as some of the items listed below:

1) Total Dollar of Sponsorship Received – **Shows Community Support Health**
2) Total Gross Ticket Sales – **Shows Event Health**
3) Total Artist Fees – **Shows Production Cost Trend**
4) Total Event Production Costs – **Shows Administrative Cost Trend**
5) Revenues Less Expenses – **Shows How Close to Cost Neutral Trend**

In addition, the annual report would include information concerning the estimated annual economic impact from the event. The current and previous annual report(s) would be available to the public on LEPFA website to provide more context about whether additional support is warranted by community sponsors and/or other entities. This information would provide a better gauge about the short and long-term health of the Common Ground Music Festival.

Center Park Productions needs more community and/or regional support in the form of additional Contributions, Gifts, and Grants to make Common Ground Music Festival Cost Neutral.

This is believed to be more stable than trying to increase overall ticket sales that may result in paying more in artists fees to draw bigger attendance numbers in the hope of generating more revenue. The reasoning is increase production costs may not be directly related to increase in gross ticket sales and lead to a more negative outcome or greater loss.

Common Ground Music Festival may become cost prohibitive for the current entities that are supporting the event. The entities that benefits, but offer no direct support for this event in the form of Contributions, Gifts, and Grants or other types of support may not fully understand the impact of having this event until it is too late.

Center Park productions need to be more active in controlling - Artist Fees.

This would be the case for Artist fees that have significantly increased over the time period reviewed. Consequently, it is understandable because of competing entities, Soaring Eagle Casino, artist's cost may be harder to control due to outside factors. Thus, the artist mix booked based on expected draw has to be taken into account.

Center Park Productions must be able to adapt the format and layout that results from shifts in the market demand based on data collected.

This is a primary example of shifting from a six-day format to the four-day format based on the demand and need of the community and environment to minimize loss or become cost neutral. Looking at the demographic data for fans attending and when tickets are purchased and altering format and other types of activities will maximize the event based on changing market demand.

Appendices Detail

Center Park Productions Board Members – LEPFA Response 7-20-2018 – LEPFA provided response of current and past board members information for Center Park Productions.

Org Purpose – Background – LEPFA Response 7-20-2018 – LEPFA provided response for history and background of Common Ground Event.

Review of Structure – LEPFA Response 7-20-2018 – LEPFA provided response for structure and relationship of organizations and/or entities.

Sponsorship City of Lansing – LEPFA Response 7-20-2018 – LEPFA provided response for sponsorship agreement with City of Lansing.

MI Entertainment Group Contract – LEPFA Response 7-20-2018 – LEPFA provided response for MI Entertainment Group Contract request.

List of sponsors, Not Value – LEPFA Response 7-20-2018 - LEPFA provided response for list of sponsorship and partnership for Common Ground Event.

Incidental partnerships... - LEFPA Response 7-20-2018 – LEPFA provided response for incidental partnerships with the City of Lansing.

Top Level Revenue/Expense... - LEPFA Response 7-20-2018 – LEPFA provided response for top-level revenue and expense for 2017.

Statement on Recon process with MI Entertainment Group – LEPFA Response 7-20-2018 – LEPFA provided response for statement about reconciliation process with Mi Entertainment Group.

Understanding of overall MI Entertainment Group Fee – LEPFA Response 7-20-2018 – LEPFA provided response for statement about Mi Entertainment Group fee.

Center Park Productions Board Members - LEPFA Response 7-20-2018

Current Board	
President	Scott Keith
Director/Vice-Chair	Heidi Brown
Secretary/Treasurer/Director	Jennifer McFatridge
Director	Paul Ntoko
Director	Scott Horgan
Director	Mindy Biladeau

Past Board Members

Gus Pine
Greg Soleau
Marion Bryant
Eric Hart
Bill Grove
Peter Sullivan
Michael Meyers
Patrick Talty

Org Purpose - Background - LEPFA Response 7-20-2018

Common Ground Info

- Common Ground has been around for 19 years. Started in 2000, Peter Sullivan (LEPFA) and Kevin Meyer (Meridian Entertainment Group) saw the end of MichiganFest and approached Mayor Hollister about the idea of bringing a similar event to downtown Lansing.
- The mission of the Common Ground Festival is to present an annual summer event that provides a variety of entertainment and activities, enhances a positive community image, attracts visitors to Lansing and encourages unity and civic pride. Center Park Productions, in partnership with MI Entertainment Group, Inc. (MiEG) produces the Common Ground Festival.
- Center Park Productions (CPP) is a non-profit organization developed and organized to produce special events for the Lansing community. CPP operates under the professional management of its Board of Directors and the Lansing Entertainment & Public Facilities Authority (LEPFA) support staff. LEPFA is an official independent agency of the City of Lansing that manages the following facilities: The Lansing Center, Cooley Law School Stadium, Groesbeck Golf Course, and the Lansing City Market as well as numerous other special events and concerts throughout the year.
- Kevin Meyer of MiEG is the Festival Director and a Certified Festival Executive of the International Festivals & Events Association. MEG currently produces over 170 shows annually with more than 50 clients across eight states.
- Competition of other festival's and fairs continues to grow. For example: Faster Horses Festival @ MIS, Mo Pop Festival in Detroit, Allegan County Fair, Soaring Eagle Concert Series.
- Artist fees continues to grow as demand and industry changes increase the pressure on live performance fees. Since 2007 artist fees have risen nearly 400% on average across the music industry.
- Lansing being a tertiary market, typically pays higher fees than first and second tier markets (we call it the "bucket list" issue, nobody has playing Lansing on their bucket list of must play venues in their career).
- Attendees and Sponsors have many more options in our region to invest their dollars in entertainment spending (MSU sports, Lugnuts, etc).
- The costs of bringing the festival into the park have continued to increase as infrastructure in the park is not there to host events, and the city has not been able to invest in not only improving but even maintaining the park at the appropriate event space level.
- Festival pricing for artists has increased due to the over saturation of the music festival market. This is mostly due to the fact that most festivals have additional ancillary revenue streams such as camping, parking, etc. CGMF does not have these ancillary revenue options.
- Decreased footprint of the festival (due to development within the downtown proper of the City- good thing) has caused a capacity issue for the festival (only one main stage, lesser capacity of food venues, people, vendors, etc) which leads to potentially less revenue for the festival.

sk

Organizational Relationship

City of Lansing

L.E.P.F.A

Center Park Productions
(CPP)

MI Entertainment Group
Production, Marketing,
Ticketing, Talent Buying,
Volunteers/Staff,
Sponsorship

RESOLUTION #033
BY THE COMMITTEE ON WAYS AND MEANS
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, The City of Lansing desires to host a major multi-day music celebration at Louis F. Adado Riverfront Park in downtown Lansing; and

WHEREAS, this annual music celebration will constitute a public purpose by contributing to the continuing renaissance and economic vitality of downtown Lansing and the entire Lansing area through its substantial economic impact; and

WHEREAS, the Lansing Entertainment and Public Facilities Authority ("LEPFA"), with the contractual assistance of Meridian Entertainment Group, producers of the highly successful Cherry Festival in Traverse City and the Muskegon Summer Celebration, is proposing to develop and manage such a music celebration at Riverfront Park in downtown Lansing; and

WHEREAS, Louis F. Adado Riverfront Park is a City-owned public facility, the temporary management of which by the LEPFA and the presentation of a multi-day music festival falls within LEPFA's corporate purpose as originally set forth in its Articles of Incorporation; and

WHEREAS, this multi-day event will feature top national recording artists in order to maximize attendance and sponsorship opportunities; and

WHEREAS, this event would also feature children's programs, outdoor recreational opportunities, river based activities, and food and beverage offerings including beer and wine, and an array of food selections from ethnic groups, reflecting the diversity of the Lansing community; and

WHEREAS, this event will require the use of LEPFA's cash reserves in order to pay certain costs associated with the procurement of music talent, programming and operational expenses in producing a first class musical celebration; and

WHEREAS, an event of this magnitude will require City support of its FY 2000 budget for the Lansing Police and Parks and Recreation Department; and

WHEREAS, this event will also require a special parking rate of $5.00 for event parking in City facilities, with the parking revenues net of expenses supporting the event; and

NOW, THEREFORE BE IT RESOLVED, that the Lansing City Council encourages LEPFA to proceed and develop a major multi-day music celebration downtown at Louis F. Adado Riverfront Park to occur in the summer of 2000 if feasible; and

BE IT FURTHER RESOLVED, that any net income from this event shall result in a proportionate reduction in the City subsidy to LEPFA in the next fiscal year.

BE IT FINALLY RESOLVED, that the Lansing City Council will work with LEPFA to make this event a success.

S:\151\LEPFA\RESOL.033

MI Entertainment Group Contract - LEPFA Response 7-20-2018

Mi Entertainment Group contract not available due to proprietary information and confidentiality agreement.

List of sponsors, Not value - LEPFA Response 7-20-2018

Auto-Wares Group Inc.
Bell's Brewery
Board of Water & Light
Boost Mobile
Brogan Reed Van Gorder
Buffalo Wild Wings
Capital Area District Library
Capital Region International Airport
City of Lansing
Dan Henry Distributing
DBI Business Interiors
Diversified National
Foster Swift Collins
Great Clips
Greater Lansing CVB
Jackson National Life
Kelley Cawthorne
Liquid Web
MES Solutions
MI Agri-Business Association
Red Bull of North America
Rivertown Adventures
Sparrow Health System
Sysco
Tito's Handmade Vodka
UAW Region 1-D

view more artists
Play –

Menu

- Tickets
- Schedule
- Lineup
  - Alumni
- News
- Info
  - About Us
  - Accommodations
  - Contact Us
  - Directions
  - Festival Map
  - Play, Sell, Volunteer
  - VIP Group Packages
  - Media
  - Parking
  - Street Team
  - VIP UnCommon Club
  - FAQ
  - Lost and Found
- Festival Partners

List of sponsors, Not value - LEPFA Response 7-20-2018

Festival Partnerships

If you are interested in a Festival Partnership please contact:

Chris Meyer
chris@mientertainmentgroup.com

A BIG Thank You to our Festival Partners!

Miller Lite

Auto Value Parts Stores

Tito's Handmade Vodka

pepsi

BELL'S Inspired Brewing

Sparrow

Fly Lansing! Capital Region International Airport

25 DAN HENRY DISTRIBUTING CO.

Liquid Web™

List of sponsors, Not value - LEPFA Response 7-20-2018

Greater Lansing Michigan
Convention & Visitors Bureau

DBI
We Do Office
Supplies Furniture Environments

UAW Region 1D
United Automotive, Aerospace and Agricultural Implement Workers of America

FosterSwift
Foster Swift Collins & Smith PC Attorneys

Good things come from Sysco®

Great Clips®

Ohio National Financial Services.

Brogan, Reed, Van Gorder & Associates

Mercantile Bank of Michigan

Brighton
Jeep RAM

List of sponsors; Not value - LEPFA Response 7-20-2018

FIREBALL
RED HOT
WHISKY

- Buffalo Wild Wings- West Lansing
- Comerica Bank
- McAlister's Deli
- Michigan State University
- Nuthouse Sports Grill

List of sponsors, Not value - LEPFA Response 7-20-2018

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abc 53
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LANSING
THE CW 5

List of sponsors, Not value - LEPFA Response 7-20-2018

List of sponsors, Not value - LEPFA Response 7-20-2018

MeTV
MID-MICHIGAN

K 105.3
JACKSON'S HIT MUSIC

HOT COUNTRY 101.5

- Edge Partnerships
- M3 Group
- The Chronicle News

Thank you to our Festival Photographers:

- Mike Rice Photography
- John McEvers Photography
- Woody's Photography
- Amber Stokosa Photography (www.amberstokosa.com)

News & Updates

Apr
5
Børns and Judah & the Lion added to the lineup!

April 5th, 2018
Michigan native BØRNS will headline the Sparrow Stage on Thursday, July 5th at the 2018 Common Ground Music Festival. Born and raised in west Michigan, singer-songwriter BØRNS is known for singles like "10,000 Emerald Pools" and "Electric Lov... Read More

Mar
23
Logic to headline Saturday, July 7th!
March 23rd, 2018
Rapper, singer, songwriter Logic adds tour stop at the Common Ground Music Festival on Saturday, July 7th. Logic developed an interest in music as a teenager, and ventured into a musical career in early 2009. After securing a recording contract with... Read More

Mar
15
Halsey to headline Friday, July 6th!
March 15th, 2018
Multi-platinum alternative pop maverick Halsey will headline Friday, July 6th at the 2018 Common Ground Music Festival. GRAMMY® Award-nominated Halsey claimed the #1 spot on the Billboard Top 200 with her second release, hopeless fountain kingdom, a... Read More

Social Feeds
RT @lansingmichigan: Today is the last day of Common Ground Music Festival! Check below for today's lineup @CGMusicFest https://t.co/NMVFVF... 1 week ago
RT @laurenbn15: Had a great time seeing Logic at @CGMusicFest last night. This tour was so great and I can't wait until the next one http... 1 week ago
RT @DJ_DILL_PICKLES: Shout out to @Logic301 #PickleGang https://t.co/92DFli5Es8 1 week ago
About last night... @Logic301 https://t.co/MbCXspWWW7 1 week ago
♡ https://t.co/vDSmzK3wur 1 week ago
RT @amoeyoyo: Having a blast for night three at #CGMF18 seeing @Logic301 he's so great and lovely to the crowd - amazing!!!! @CGMusicFest h... 1 week ago
instagram twitter
A Big Thanks To All Of Our Festival Partners

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- Contact Us
- FAQ

List of sponsors, Not value - LEPFA Response 7-20-2018

- Play, Sell, Volunteer

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List of sponsors, Not value - LEPFA Response 7-20-2018

[lasso user_id=14769553]

March 15, 2018

Mr. Brain McGrain
Department Head-Economic Development & Planning
City of Lansing
316 N. Capital Ave. Suite D-1
Lansing, MI 48933

RE: Parking Agreement with 2018 "Common Ground Music Festival"

Dear Mr. McGrain:

Center Park Productions ("CPP"), a 501 C-3 non-profit is requesting support from the City of Lansing to present the18th Annual Common Ground Music Festival. The event will again be held in Adado Riverfront Park. We ask that the City provide parking services on terms acceptable to the City.

1) **Parking Department**:
   (a) Shall provide a total of five hundred (500) parking spaces available for Festival use in either North Capitol or North Grand ramp(s) for use by Festival for volunteer, staff, sponsor, VIP club(s) use for the dates of the Festival (July 5-8, 2018) during the hours of 4pm-midnight unless otherwise noted.
      (i) Festival shall have use of one hundred (100) spaces at North Capitol Ramp during normal business hours (8am-5pm) of the Festival dates for staff and volunteer parking only.
      (ii) Festival shall provide parking pass for each day for those allowed use of reserved parking in either ramp.
   (b) Shall bag meters on Schoolcraft Rd for use for merchant/vendor parking for dates of Festival.
   (c) Shall provide additional reserved parking for sale prior to the Festival through Festival ticketing system for N. Grand and N. Capitol ramp(s). Reserved parking shall be priced at $10/space/per day with Parking Department receiving $7/space/per day and Festival $3/space/ per day.

      (i) All other day of parking in city managed lots for CGMF shall be at prevailing rates unless otherwise mutually agreed upon.
      (ii) If all available reserved parking is purchased prior to the Festival dates, the Parking Department and Festival shall seek additional parking options for reserved parking and/or Festival use as mutually agreed upon.
   (d) Shall provide all staffing and materials (unless otherwise noted) needed for parking operations in ramps and lots as discussed; including operations, security, and clean up.

333 East Michigan Avenue Lansing, MI 48933 517-483-7400 phone 517-483-7439 fax

Festival

(a) Shall provide parking passes for staff, volunteers, sponsors, VIP club(s) use for parking in N. Grand or N. Capital ramp(s).
(b) Shall provide reserved parking option for purchase on Festival ticketing programs at agreed to pricing.
   (i) Reserved parking shall be in N. Grand or N. Capital ramp(s).
   (ii) Reserved parking shall be nightly (or weekly) as purchased.
   (iii) If all reserved parking is sold for a night/week then both parties shall re-visit the reserved parking option for additional opportunities.
   (iv) Shall provide staff a minimum of three (3) bar code scanners or similar to confirm/validate parking reservation vouchers.
(c) Shall provide link on Festival website offering directions, map, and locations for City Parking options.
(d) Shall provide list of merchant/vendor parking passes for Schoolcraft Rd bagged meter locations.
(e) Shall provide six (6) general admission tickets and two (2) grand club tickets per day of the Festival for department use.
(f) Shall provide staff to oversee the North Capitol Ramp during use of agreement.

The arrangements set forth above are acceptable to CPP.

The executed letter will then serve as our agreement with respect to the Parking Departments' services for the success of the festival. As always, if this letter or the attachments mis-state any discussions or understanding, please contact me at your earliest convenience.

"CPP and City of Lansing are independent entities and no agency, joint venture, partnership, or joint undertaking is created by this agreement. Further, this Parking Agreement is an agreement to provide parking spaces and related services and materials only; no proprietary interest in Common Ground or CPP is created for the City of Lansing"

The Common Ground Music Festival is very appreciative of the Parking Departments' involvement and partnership in the Festival. Common Ground 2018 will be a premier event due in no small part to the City's assistance and cooperation. Thank you.

Sincerely,

Scott Keith, President
Center Park Productions

AGREED:
CITY OF LANSING

____
Brian McGrain DATE:
Economic Development & Panning Department

cc: Honorable Andy Schor, Mayor, City of Lansing

Center Park Productions

common ground Music Festival

January 21, 2017

Mr. Chad Gamble, Chief Operations Officer
Office of the Mayor
City of Lansing
9th Floor City Hall
124 W. Michigan Ave.
Lansing, MI 48933

RE: Agreement to Provide Services in Connection with 2017 "Common Ground Music Festival"

Dear Mr. Gamble:

Center Park Productions ("CPP"), a 501 C-3 non-profit subsidiary of the Lansing Entertainment and Public Facilities Authority is requesting support from the City of Lansing to present the 17th Annual Common Ground Music Festival. The event will again be held in Adado Riverfront Park and we will require the use of Shiawassee Street and Grand Avenue adjacent to the park. We ask that the City provide certain services on terms acceptable to the City and incorporated in the City's FY 2017-18 budgets. The services and associated expenses to be provided by the various City Departments are described below, with the understanding that the associated expenses for any given Department cannot exceed what has been incorporated in each Department for the festival in the City budget for FY 2017-18. The Common Ground Departmental Budgets will be provided to CPP once the final budget is approved by City Council.

1. Police Department:

   Services/expenses associated with maintaining a police presence at Common Ground for public safety/security as mutually agreed upon with Chief Michael Yankowski.

2. Department of Information Technology:

   A. Informational Technology Service

      I. Desktop Service and Support

      - Information Technology provides ad hoc support for the Common Ground Festival including workstation support, data network support and other related services throughout the Festival.
      - During the month leading up to and during the festival, IT increases support to insure technical issues are quickly resolved and do not impact festival operations.

      II. Telecommunication Services and Support

      - Information Technology provides services with telephone line installation, data network wiring and cellular communications used by the festival staff. In addition, IT staff interfaces with AT&T (SBC) and any other internet service or telecommunications provider during the set-up phase to resolve service issues and during the actual festival when a problem develops.

III. Wired and Wireless Data Communications

- Information Technology works in conjunction with the festival staff and the local wireless (Wifi) provider to create the WiFi network used for the festival production trailers, performer trailers and Common Ground operations.

All of the above listed items are in addition to the needs of the Lansing Police Department and Lansing Fire Department.

3. Transportation Division:

The City will implement the appropriate traffic procedures, barricades and signage to direct event patrons in the roadways in and around the festival site.

4. Parks and Recreation Department:

Services/expenses associated with and as mutually agreed to include the following:

- Delivery of Lansing Entertainment and Public Facility Authority's T-Signs (Grey) to Adado Park for exclusive use during the festival (Signs are on loan to Parks and Rec throughout the year by LEPFA) that are not already stored at the Lansing Center.
- Use of the City Showmobile throughout the festival as needed July 6-10, 2017; any damage is responsibility of the festival.
- $5,000 Sponsorship to fund the following activities:
  - Labor services throughout the festival;
  - Utilization of Parks equipment and related staff in accordance with City's vehicle policy;
  - Park cleaning, including the pick up of trash from trash receptacles situated throughout the festival grounds during the event.
- Post event park cleaning.
- Use of Field Painting Equipment if needed.

5. Public Service Department:

B. Fleet Services

I. Generator and Heavy Equipment support

- Provide fueling of generators and diesel equipment as needed during regular business hours and as emergency services after hours. CGMF will seek to outsource these operations as necessary.
- Providing Emergency support which includes emergency repair and diagnosis services (during festival), and on-site emergency generator fueling.

II. Automotive and Golf Cart support

- Provide negotiations and rental of a list of golf cart type equipment that is used at the Common Ground Music Festival; this may be a joint effort between CGMF and City of Lansing. The City of Lansing will pay for up to $9,000 of services and any additional cost will be covered by CPP. CPP/CGMF staff to label and distribute carts.
- Provide one pickup truck and utility trailer (as available) for use by CGMF authorized employees.

- Provide a gas key for CGMF staff for the fueling of specific vehicles and other golf cart type equipment during the regular business hours. CGMF staff to follow City policies for recording fueling information. CGMF will seek additional options for an on-site fueling option of golf cars and vehicles not able to be fueled at fleet services garage location
- Provide emergency support which includes emergency repair and diagnosis services of equipment, and on-site fueling.
- Provide as needed damage assessments and repairs to golf type equipment. Minor maintenance repairs (flat tires, key replacement, etc.) not to exceed $250 per occurrence.

C. Building Maintenance

I. Electrical Installation and Support

The Electricians will provide and install all necessary electrical wire, lights and power for the following items:

- Power for North Pavilion/Sandbar, power for West Main Stage, power for 10x50 trailers, 8x36 trailers, the Common Ground Festival Trailer, two RV type trailers and three Box Offices.
- Power for the food vendors in tents, food vending trailers and other auxiliary refrigeration equipment. Installation of lights in approximately 65 tents and the Pedestrian Bridge. CGMF staff to assist with the hanging of lights and moving of cable; City electricians, LBWL and IBEW staff to perform electrical tie-in and connection.
- Hookup and disconnect motor coaches to shore power as requested and in a reasonable timely manner, if this service is not able to be provided due to staffing issues, then CPP will be reimbursed by the City for costs associated with this process. Install lights for the steps at all stage platforms. Hookup temporary power for media on live broadcasts in various locations and times as requested.
- Install general outlets for spot lights on both main stages. Install general outlets for mix positions as requested. Install portable panels for the Sponsor oasis, Sand Bar Back Stage Catering Area, Volunteer Oasis Tent, Un-Common Clubs Media locations, Vendor spaces, and other areas as requested and as agreed to with our coordination of city staff personnel.
- Coordinate with LBWL Electric for temporary electrical service drops as needed.
- Provide all necessary labor, tools and materials to properly place and run all generators at the festival. This includes placement of wire and distribution boxes as per festival plans and equipment manufacturer's specifications.
- Responsible for the necessary electrical permits as required by the State of Michigan and the City of Lansing for the temporary services to the site trailers and box offices, generators and all other temporary services.
- Responsible for electrical connections for any Amusement ride(s) or entertainment venues.

II. Plumbing Installation and Support

The Plumbers will provide and install all necessary plumbing items for the following:

- Two water hoses with nozzles for West Main Stage and Pavilion area. Sewer and water connections for 10x50 trailers, 8x36 trailers, the food vendors in tents, and the food vender trailers.
- Installation of two water distribution manifolds for vendors. Locate and place grey water tank for Vendors to use.
- CGMF to assist with recruiting two additional plumbing support staff from Local 333

of Plumber & Pipefitters Union, or other similar local plumbing support group (IBEW) or contractor, to assist with plumbing installation as needed.

- Responsible for the necessary temporary water service permits as required by the State of Michigan and the Lansing Board of Water and Light, Water Department to install two RPZ units from hydrants for water to the food vendors along N. Grand Avenue during the festival.
- Responsible for inoperation of the water irrigation system from the onset of the construction through the completion of the festival.

III. Carpentry Installation and Support

- Installation of four wood vehicle ramps at the curbs on the Shiawassee Street Bridge if necessary based on new layout of festival.
- Installation of two cable trays over walk-ways as needed based on layout of festival.
- Installation of and placement of up to 8 wooden cable ramps for truck and motor coach traffic at various locations.
- Install one 10'-12' curb ramp(s) on vendor row, west side for emergency exits or as determined according to Fire Emergency standards/Fire Marshal requirements.
- Installation of cable tray to the Front of House as needed. Preparation and cleanout of cabling pipe to Front of House from main stage as necessary.
- Installation of cable tray from Back Stage to existing electrical panel Installation of cable tray to hospitality location(s).
- Necessary carpentry repairs/improvements as needed and agreed upon.

IV. HVAC/Mechanical Installation and Support

- The City HVAC/Mechanical/Electrician crew is responsible for checking all HVAC units and repair of those units.

- Also providing emergency repair in support of the HVAC equipment. This includes temporary repairs or replacement of existing equipment or as instructed by the owners of the HVAC equipment. This includes the leased trailers and other refrigeration equipment provided by others.

V. Janitorial and Cleaning Support

- CGMF to provide staff to service restroom facilities and porta-potties throughout festival. CGMF to provide supplies to maintain restrooms.

VI. Management and Administrative Support

- The City will provide one staff member to act as Crew Manager during setup, events and teardown for the festival. This individual will provide Supervisory direction to the field operation supervisors and staff of the Public Service Department and Planning and Neighborhood Development.

- The Crew Manager will also be the liaison for the City of Lansing and work with a crew leader of the Lansing Board of Water and Light field operations and the International Brotherhood of Electrical Workers Local 352 and/or any other trades supplied to support the festival.

- The Crew Manager will act the liaison for the City of Lansing with Center Park Productions administration and contracted staff to assist in managing the festival facility operations and coordinate resources to help build, run and remove the infrastructure of the festival.

- Primary function is to lend support for the vendors and the entertainment for the event.

VII. Miscellaneous

- Any and all services needed to complete the above mentioned projects required to produce the Common Ground Music Festival that are no longer able to be supported by the City of Lansing including, but not limited to, electrical installation and support, plumbing installation and support, carpentry, fleet services, and HVAC, will be reimbursed to the festival by the City of Lansing as a sponsorship up to $50,000 upon agreement with both parties and signed document.
- CGMF will work with City Administration to reduce costs associated with CGMF on City departments; however, this change in associated in-kind sponsorship of the festival may reduce the overall allotted trade value of tickets and such to the City.
- Additional staffing to be coordinated by CGMF during construction of the festival through various outsourced options (i.e. IBEW, P&P 333, etc.).
- CGMF responsible for all repairs to irrigation damaged by installation of festival not caused by City employee or direct supervision.
- City will be responsible for all city permits required for set up and production of the CGMF.

Services/expenses associated with and as mutually agreed to include the following:

- One Hundred (100) 45 gallon trash containers (Blue Billies), supplemented by an additional twenty (20) – 90 Gallon trash containers from in-house stock for the event; Parks & Rec trash cans may also supplement the trash containers supplied by Public Services as needed.
- Pruning of trees in advance of the festival as needed, as well as grounds maintenance, i.e. grass cutting as needed;
- Supplies and materials (trash barrels and liners for the permanent trash receptacles)

- $70,000 Sponsorship to fund the following activities:
  - Rental of up to(10) construction trailers including set-up delivery, removal and storage;
  - Refuse removal (pumping) on a daily basis as needed;
  - Costs associated with perimeter fencing to enclose the festival site area;
  - Rental of a minimum 75 port-o-lets and associated washing stations (5), and related toilet/sink service;
  - Rental of up to Seven (7) 300 gallon holding tanks and associated tank pump outs (approximately 24);
  - Funding for tents, canopies, tables, chairs and umbrella's, generators (approximately 8), flood light towers (12); along with the associated number of distribution panels, quad boxes and feeder cable, and support equipment including scaffolding, leaf vacuums, post driver, fork lifts, cable jacks and feeder cable.
  - Labor to support above activities.
  - Snow fence.
  - CPP and CGMF or its staff shall not create any holes and/or anchor any object within the public right of way with the prior approval of the City Director of Public Service, or their designee; if such is done CPP/CGMF may be subject to repair cost.
  - Any/all paint markings placed by staff of CPP or CGMF used in right of way locations or identified field locations must be subject to use of water soluble paints. Any damages for non-compliance may cause responsibility for costs associated with removal.

6. <u>Fire Department</u>:

Services/expenses associated with providing on-site medical and fire services as mutually agreed to include the following:

- Emergency Medical Technicians (paramedics);
- Fire personnel and equipment;
- Location and support services to effectively operate Festival Communication Center.

The arrangements set forth above are acceptable to CPP.

It is understood that the City of Lansing will provide financial assistance to CPP in the event that "Common Ground" does not reach a breakeven point in CGMF FY 17, and must use reserves beyond capability to keep CPP from bankruptcy. If the City of Lansing is required to assist in maintaining a positive fund balance for CPP/CGMF, the City of Lansing may request an audit of CGMF FY 17 Budget and settlement agreement through an independent mutually agreed upon auditing agency. If the City can provide these services as described herein, please indicate so by executing the enclosed copy of this letter and returning it to us. The executed letter will then serve as our agreement with respect to the City's contribution of financial assistance and services for the success of the festival. As always, if this letter or the attachments mis-state any discussions or understanding, please contact me at your earliest convenience.

It is also understood that the City must provide verbal commitment in fall prior to future festival in order for festival to secure artists for following year's festival. Contract completion or incompletion after festival has secured talent will require City to be responsible for any/all costs associated with cancelling 2017 festival including, but not limited to, deposits on artists, production costs and fees, deposits on equipment, and any other costs associated with procurement of festival goods.

In addition, any funds not secured prior to the festival may have an impact on sponsorship trade for City (i.e. tickets, parking, etc).

The Common Ground Music Festival is very appreciative of the City's involvement and sponsorship of the Festival. Common Ground 2017 will be a premier event due in no small part to the City's assistance and cooperation. Thank you.

Sincerely,

Scott Keith, President
Center Park Productions

AGREED:

CITY OF LANSING

5/25/17

Chad Gamble DATE:
Chief Operations Officer

cc: Honorable Virgil Bernero, Mayor, City of Lansing

Top Level Revenue/Expense... - LEPFA Response 7-20-2018

	2017
Revenue	$ 1,870,000.00
Expense	
Operational	$ 744,336.00
Talent & Programming	$ 1,075,000.00
F&B	$ 131,000.00
	$ 1,950,336.00

Statement on Recon process with MI Entertainment Group - LEPFA Response 7-20-2018

All contracts for sponsorships/skylounges are provided to us by MiEntertainment Group via an electronic copy. These are invoiced to the specific company using our accounting software. All sponsorship revenue is remitted to Center Park Productions. All expenses paid by Center Park Productions are entered into our accounting system. All Center Park Production expenses require signature approval based on levels of spend. Single purchases exceeding $1,500 require approval of the President of the board of directors. Expenses can begin as soon as the MLCC application for liquor license is obtained (usually March preceding event in July). Expenses are reviewed and paid typically through the fall/winter. All items paid by Center Park Productions are also entered into a document called an RFO in the column labeled "Center Park Productions". This RFO document tracks all expenses and revenue by MiEntertainment Group and Center Park Productions. There is a color coding system to indicate status (initial, pending, final) of an expense. If there are questions around a revenue or expense line item, both sides come together via a phone call or in person meeting to discuss further. Upon final review of the RFO, we work with our accounting firm to complete the 990 documentation utilizing the workbook the firm provides.

Statement on Recon process with MI Entertainment Group - LEPFA Response 7-20-2018

All box office revenue is entered into the RFO document. This is broken down by each day of the festival. All expenses paid by MiEntertainment Group are shared with LEPFA in an electronic format (pdf). All expenses paid by Mi Entertainment Group are entered into our accounting system via a journal entry. Expenses are reviewed and paid typically through the fall/winter. All items paid by MiEntertainment Group are also entered into a document called an RFO in the column labeled "MiEntertainment Group". This RFO document tracks all expenses and revenue by MiEntertainment Group and Center Park Productions. There is a color coding system to indicate status (initial, pending, final) of an expense. If there are questions around any revenue or expense line item, both sides come together via a phone call or in person meeting to discuss further.

Boak, Sherrie

From: Eric Brewer
Sent: Thursday, August 9, 2018 11:46 AM
To: Wood, Carol; Washington, Jody; Spitzley, Patricia; Dunbar, Kathie; Hussain, Adam; Jackson, Brian T.; Garza, Jeremy; Spadafore, Peter
Cc: Boak, Sherrie
Subject: Lansing City Market Revenue and Expense - Overview
Attachments: Final_Lansing_City_Market_Expense_Overview_8-9-2018.pdf

Dear Council Members,

The attached report was compiled to provide more context about Lansing City Market Revenue and Expenses.

Purpose and Scope of Review

The purpose and scope of this review is to provide a top-level overview of the Lansing City Market Revenue and Expenses as reported by LEPFA staff. Additionally more information was sought to get a better understanding of the Building Rental Revenue line contained within the LEPFA reports.

Executive Summary Highlights

The Lansing City Market had a reported monthly Operating Revenue of $7,715.08 for the period of July 1st 2017 to May 31st 2018. The primary source of Operating Revenue was contained in the line of Building Rental that accounted for 83.10% of the Operating Revenue during this period. See appendices "Monthly Averages for July 1st 2017 to May 31st 2018 for Lansing City Market" for more detail.

When looking further into the Building Rental, it was observed that a majority of the rent was paid by one vendor. The Waterfront Bar & Grill accounted for 72% of the Operating Revenue for the month of January 2018. See appendices "Analysis of Information Received Concerning – January 2018 Invoices and General Ledger detail Rent Income Provided" for more detail.

The Lansing City Market had a reported monthly Operating Expenses of $10,590.79 for the period of July 1st 2017 to May 31st 2018. The majority of Operating Expenses came from Utilities and Salaries/Wages that accounted for 64.02% of the Operating Expenses. See appendices "Monthly Averages for July 1st 2017 to May 31st 2018 for Lansing City Market" for more detail.

The Operating Revenue and Operating Expenses for the period of July 1st 2017 to May 31st 2018 resulted in a monthly Operating Income Loss of $3,838.51 during the period reviewed. See appendices "Monthly Averages for July 1st 2017 to May 31st 2018 for Lansing City Market" for more detail.

Let me know if you have any questions.

Sincerely,

Eric

Eric Brewer, CPA, MBA

Understanding of overall MI Entertainment Group Fee - LEPFA Response 7-20-2018

Mi Entertainment Group is contracted for the purpose of performing all activities reasonably necessary for the presentation, production, and promotion of the Common Ground Music Festival. The contracted fee is paid to MiEG as part of the annual reconciliation of the festival. The fee was re-negotiated in 2017 as part of the *new* three-year agreement. The fee can be adjusted annually by applying the General Price Level defined in Article 9, Section 33 of the Michigan Constitution of 1963.

Most national talent buyers (non in-house) are paid approximately 10-18% of artist fees as a fee.

The agreement currently not only pays for the talent buying, but also includes procuring all equipment and labor needed for production of the event, vendor procurement, sponsorship, marketing and advertising, ticketing, volunteers, and paid staff.

The agreement is for no more than 10% of the artist fee budget. It also includes incentives (bonus) if the festival revenues exceed expenses and a reduction in the fee if the festival revenues are less than expenses.

CITY OF LANSING
INTERNAL AUDITOR
124 W MICHIGAN AVE FL 10
LANSING MI 48933-1605
(517) 483-4159
Fax (517) 483-7630

Support Review

Review Date: August 9, 2018
Subject: Lansing City Market Revenue and Expense - Overview

Executive Summary

The Lansing City Market had a reported monthly Operating Revenue of $7,715.08 for the period of July 1st 2017 to May 31st 2018. The primary source of Operating Revenue was contained in the line of Building Rental that accounted for 83.10% of the Operating Revenue during this period. **See appendices "Monthly Averages for July 1st 2017 to May 31st 2018 for Lansing City Market" for more detail.**

When looking further into the Building Rental, it was observed that a majority of the rent was paid by one vendor. The Waterfront Bar & Grill accounted for 72% of the Operating Revenue for the month of January 2018. **See appendices "Analysis of Information Received Concerning – January 2018 Invoices and General Ledger detail Rent Income Provided" for more detail.**

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The Operating Revenue and Operating Expenses for the period of July 1st 2017 to May 31st 2018 resulted in a monthly Operating Income Loss of $3,838.51 during the period reviewed. **See appendices "Monthly Averages for July 1st 2017 to May 31st 2018 for Lansing City Market" for more detail.**

Purpose and Scope of Review

The purpose and scope of this review is to provide a top-level overview of the Lansing City Market Revenue and Expenses as reported by LEPFA staff. Additionally more information was sought to get a better understanding of the Building Rental Revenue line contained within the LEPFA reports.

Background

Lansing City Market - Financial Statements - Unaudited

LEPFA staff provides on a monthly basis information concerning the summarized financial statements for the facilities managed by LEPFA to the Board Members that can be downloaded from the Lansing Center website Board Member portal. The Lansing City Market summarized financial statements was the primary source for this review. **See appendices "LEPFA Financial Statement – Lansing City Market – Downloaded Board Member Portal – July 17 to May 18" for more detail.**

Methodology

(Step 1) Compile information for City Market concerning revenue and expenses contained in the Income Statement for the time period of July 1st 2017 to May 31st 2018. Currently, the June 2018 information has not been released on the Lansing Center website Board Member portal.

(Step 2) Ask for additional follow up information concerning compiled information on worksheet.

(Step 3) Review and analysis of additional information received of requests made.

Findings and/or Noted Discrepancies

The Lansing City Market had a reported monthly Operating Revenue of $7,715.08 for the period of July 1st 2017 to May 31st 2018. The primary source of Operating Revenue was contained in the line of Building Rental that accounted for 83.10% of the Operating Revenue during this period. **See appendices "Monthly Averages for July 1st 2017 to May 31st 2018 for Lansing City Market" for more detail.**

When looking further into the Building Rental, it was observed that a majority of the rent was paid by one vendor. The Waterfront Bar & Grill accounted for 72% of the Operating Revenue for the month of January 2018. **See appendices "Analysis of Information Received Concerning – January 2018 Invoices and General Ledger detail Rent Income Provided" for more detail.**

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The Operating Revenue and Operating Expenses for the period of July 1st 2017 to May 31st 2018 resulted in a monthly Operating Income Loss of $3,838.51 during the period reviewed. **See appendices "Monthly Averages for July 1st 2017 to May 31st 2018 for Lansing City Market" for more detail.**

Professional Services – Additional Question

In the review, it was noticed that Professional Services on the City Market Income Statement for October 2017 was listed as year to date of $8,050.64. Consequently, the prior month of September had Professional Services on the Income Statement listed as $9,461.19. Thus, additional information was requested from LEPFA staff about discrepancy in year to date amount by email on 7-9-2018. **See appendices "City Market Revenue and Expenses – Source LEPFA Financial Statements Unaudited Provided LEPFA Board Meetings Material" for more detail.**

Professional Services – Additional Question – LEPFA Response

LEPFA provided a response to the question on 7-9-2018 by email of "The change in the Professional services category is tied to our FY17 Audit that occurred the week of October 23, 2017. There was an adjusting entry made per the review by the auditors. The notes on the GL review indicate "Per Audit Review June expense booked in July 2017" the amount of the entry was $3,960.46."

Building Rent Revenue – Additional Question

LEPFA staff was requested to provide more itemized breakdown for the Building Rental Revenue line for the City Market by email on 7-23-2018. It was requested that this information include the vendor names and the monthly rent received. In addition, to the email a phone call was made on 7-23-2018 to LEPFA staff to provide more context about the request. It was discussed that a sample or a limited time period could be provided to satisfy the request.

Building Rent Revenue – Additional Question – LEPFA Response

LEPFA staff provided the General Ledger detail Rent Income for January to March 2018. Additional LEPFA staff provided the January 2018 invoices to show breakdown of information provided. The information was received by email on 7-23-2018. **See appendices "General Ledger – Rent and Utilities Revenue Jan to Mar 31st – LEPFA Response 7-23-2018" and "January 2018 – Tenant Invoices Provided – LEPFA 7-23-2018" for more detail.**

Analysis of Information Received Concerning – January Invoices Provided

The additional information provided by LEPFA concerning the tenants' individual invoices were traced back to the amount reported on the Lansing City Market Income Statement for January 2018 in regards to Building Rental and Utilities revenue. **See appendices "Analysis of Information Received Concerning – January 2018 Invoices and General Ledger detail Rent Income Provided" for more detail.**

Analysis of Information Received Concerning – General Ledger detail Rent Income

The additional information provided by LEPFA concerning the General Ledger detail Rent Income was traced back to the amount reported on the Lansing City Market Income Statement for January, February, and March of 2018 for Building Rental and Utilities revenue. There was a small difference in the Miscellaneous revenue that was not included in the information provided by LEPFA. Thus, additional information was requested and provide by LEPFA that address this issue. **See appendices "Analysis of Information Received Concerning – January 2018 Invoices and General Ledger detail Rent Income Provided" for more detail.**

Miscellaneous Revenue Additional Questions – LEPFA Response

LEPFA provided the response on 7-23-2018 by email of "The general ledger information shared previously only included rent line items (3-level accounts). We do have 4 level accounts that include ATM Commission, Sponsorship revenue and a generic miscellaneous revenue account. We allocate late fee revenue to the general miscellaneous line."

Appendices Detail

City Market Revenue and Expenses – Source LEPFA Financial Statements Unaudited Provided LEPFA Board Meetings Material – This is the workbook that was compiled based on information represented in the LEPFA Lansing City Market Income Statement numbers to allow for easier analysis on a monthly period.

Monthly Averages for July 1st 2017 to May 31st 2018 for Lansing City Market – This is the computed monthly averages based on information reported on the LEPFA Lansing City Market Income Statement.

Analysis of Information Received Concerning – January 2018 Invoices and General Ledger detail Rent Income Provided – This is the analysis of information provided by LEPFA in regards to January 2018 and General Ledger additional information received.

General Ledger – Rent and Utilities Revenue Jan to Mar 31st – LEPFA Response 7-23-2018 – This is the additional information received from LEPFA regarding the General Ledger for Rent Revenue.

January 2018 – Tenant Invoices Provided – LEPFA 7-23-2018 – This is the additional information received from LEPFA regarding the tenants' invoices for the month of January.

LEPFA Financial Statement – Lansing City Market – Downloaded Board Member Portal – July 17 to May 18 – This is the downloaded Financial Statements for July 2017 to May 2018 that was previously download by means of the Lansing Center Board Members Portal.

City Market Revenue and Expenses - Source LEPFA Financial Statements Unaudited Provided LEPFA Board Meetings Material

	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	YTD - May 31,2018
OPERATING REVENUE												
Building Rental	$ 6,388.82	$ 6,413.82	$ 6,888.82	$ 6,388.82	$ 6,263.82	$ 6,288.82	$ 6,288.82	$ 6,383.82	$ 6,465.82	$ 6,488.82	$ 6,265.82	$ 70,526.02
Equipment Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Utilities	$ 1,003.26	$ 1,003.26	$ 1,003.26	$ 1,003.26	$ 1,003.26	$ 1,003.26	$ 1,003.26	$ 1,003.26	$ 1,003.26	$ 1,003.26	$ 956.30	$ 10,988.90
Promotions	$ -	$ -	$ -	$ -	$ -	$ 1,050.00	$ -	$ -	$ -	$ -	$ -	$ 1,050.00
Miscellaneous	$ 186.50	$ 230.15	$ 158.25	$ 166.00	$ 127.00	$ 170.75	$ 147.77	$ 414.02	$ 265.52	$ 193.25	$ 241.75	$ 2,300.96
Total Operating Revenue	$ 7,578.58	$ 7,647.23	$ 8,050.33	$ 7,558.08	$ 7,394.08	$ 8,512.83	$ 7,439.85	$ 7,801.10	$ 7,734.60	$ 7,685.33	$ 7,463.87	$ 84,865.88
OPERATING EXPENSES												
Salaries/Wages	$ 3,614.92	$ 3,746.60	$ 4,038.10	$ 4,227.96	$ 3,506.97	$ 2,940.02	$ 2,428.07	$ 3,490.40	$ 4,163.16	$ 3,542.93	$ 3,753.00	$ 39,452.13
Fringes/Related Costs	$ 878.98	$ 859.11	$ 790.19	$ 777.64	$ 764.71	$ 730.45	$ 752.06	$ 741.23	$ 743.77	$ 744.22	$ 752.68	$ 8,535.04
Communications	$ 219.96	$ 216.64	$ 218.02	$ 216.18	$ 218.23	$ 210.74	$ 215.43	$ 177.08	$ 257.08	$ 221.78	$ 218.31	$ 2,389.45
Professional Services	$ 391.91	$ 3,511.91	$ 1,596.91	$ 2,549.91	$ 926.91	$ 156.91	$ 734.41	$ 761.91	$ 156.91	$ 156.91	$ 8,230.91	$ 19,175.51
Utilities	$ 4,483.15	$ 4,995.62	$ 4,869.27	$ 3,929.61	$ 4,084.41	$ 3,594.25	$ 3,639.94	$ 2,993.20	$ 3,189.49	$ 2,843.57	$ 3,282.86	$ 41,905.37
Marketing	$ 270.60	$ 1,127.13	$ 409.40	$ 197.95	$ 1,453.57	$ 2,275.00	$ 51.32	$ 75.00	$ 3.12	$ -	$ -	$ 5,863.09
Maintenance of Equipment	$ -	$ -	$ -	$ 50.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 50.00
Maintenance of Facilities	$ 1,284.95	$ 415.54	$ 306.15	$ 306.15	$ 328.92	$ 306.14	$ 317.84	$ 317.83	$ 317.83	$ 319.83	$ 482.83	$ 4,704.01
Supplies/Materials	$ 102.47	$ -	$ 125.35	$ 16.96	$ 69.92	$ 146.29	$ 640.26	$ 327.39	$ 434.84	$ 468.92	$ 514.78	$ 2,847.18
Insurance/Bonding	$ 150.27	$ 150.20	$ 150.20	$ 150.20	$ 150.20	$ 150.20	$ 150.20	$ 150.20	$ 150.18	$ 150.18	$ 150.18	$ 1,652.21
Events	$ -	$ -	$ 50.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 50.00
Security	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 279.51	$ 279.51
Miscellaneous	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 186.00	$ -	$ 186.00
Total Operating Expenses	$ 11,397.21	$ 15,022.75	$ 12,553.59	$ 12,422.56	$ 11,503.84	$ 10,510.00	$ 8,929.53	$ 9,034.24	$ 9,416.38	$ 8,634.34	$ 17,665.06	$ 127,089.50
Operating Income (Loss)	$ (3,818.63)	$ (7,375.52)	$ (4,503.26)	$ (4,864.48)	$ (4,109.76)	$ (1,997.17)	$ (1,489.68)	$ (1,233.14)	$ (1,681.78)	$ (949.01)	$ (10,201.19)	$ (42,223.62)
OTHER NON_OPERATING INCOME/(EXPENSE)												
City Contribution	$ 2,595.15	$ 2,595.15	$ 5,909.49	$ 7,357.96	$ 7,357.96	$ 7,357.96	$ 10,258.41	$ 10,258.41	$ 10,258.41	$ 5,583.67	$ 5,583.67	$ 75,116.24
EXCESS REVENUES OVER EXPENSES	$ (1,223.48)	$ (4,780.37)	$ 1,406.23	$ 2,493.48	$ 3,248.20	$ 5,360.79	$ 8,768.73	$ 9,025.27	$ 8,576.63	$ 4,634.66	$ (4,617.52)	$ 32,892.62

Adjustment Required by Auditors

Breakdown of Adjustment	Jul-17	Aug-17	Sep-17	Oct-17
Orginal Amount Reported	$ 4,352.37	$ 3,511.91	$ 1,596.91	$ 2,549.91
Adjust Amount	$ 3,960.46	$ -	$ -	$ -
New Amount	**$ 391.91**	**$ 3,511.91**	**$ 1,596.91**	**$ 2,549.91**

Monthly Averages for July 1st 2017 to May 31st 2018 for Lansing City Market

OPERATING REVENUE	Monthly Avg: July 17 - May 18	Percent of Rev
Building Rental	$ 6,411.46	83.10%
Equipment Rental	$ -	0.00%
Utilities	$ 998.99	12.95%
Promotions	$ 95.45	1.24%
Miscellaneous	$ 209.18	2.71%
Total Operating Revenue	**$ 7,715.08**	**100.00%**

OPERATING EXPENSES	Monthly Avg: July 17 - May 18	Percent of Exp
Salaries/Wages	$ 3,287.68	31.04%
Fringes/Related Costs	$ 711.25	6.72%
Communications	$ 199.12	1.88%
Professional Services	$ 1,597.96	15.09%
Utilities	$ 3,492.11	32.97%
Marketing	$ 488.59	4.61%
Maintenance of Equipment	$ 4.17	0.04%
Maintenance of Facilities	$ 392.00	3.70%
Supplies/Materials	$ 237.27	2.24%
Insurance/Bonding	$ 137.68	1.30%
Events	$ 4.17	0.04%
Security	$ 23.29	0.22%
Miscellaneous	$ 15.50	0.15%
Total Operating Expenses	**$ 10,590.79**	**100.00%**

	Monthly Avg: July 17 - May 18
Operating Income (Loss)	$ (3,838.51)

Analysis of Information Received Concerning - January 2018 Invoices and General Ledger detail Rent Income Provided

Source Jan 2018 Invoices Provided on 7-23-2018

Vendor	January Invoice Amounts
Hills Cheese	$ 789.96
LS Jewelry	$ 460.00
Other Vendors Daily Booth	$ -
River Town Adventures	$ 553.40
The Waterfront Resaurant	$ 5,513.72
Totals Invoice	$ 7,317.08

Source General Ledger Output filter Jan 2018 - Provided on 7-23-2018

Vendor	Rent - Booth Rental	Rent - Daily Booth Rental	Rent - Miscellaneous	Utilities:CM	Grand Total
Hills Cheese	$ 568.00	$ -	$ 10.00	$ 211.96	$ 789.96
LS Jewelry	$ 450.00	$ -		$ 10.00	$ 460.00
Other Vendors Daily Booth	$ -	$ -	$ -	$ -	$ -
River Town Adventure	$ 518.40	$ -		$ 10.00	$ 528.40
The Waterfront Resta	$ 4,732.42	$ -	$ 10.00	$ 771.30	$ 5,513.72
Totals Category	$ 6,268.82	$ -	$ 20.00	$ 1,003.26	$ 7,292.08

Diff	Notes
$ -	
$ -	
$ -	
$ (25.00)	Late Payment Charge on Invoice
$ -	
$ (25.00)	See Above

Source General Ledger Output filter Feb 2018 - Provided on 7-23-2018

Vendor	Rent - Booth Rental	Rent - Daily Booth Rental	Rent - Miscellaneous	Utilities:CM	Grand Total
Hills Cheese	$ 568.00		$ 10.00	$ 211.96	$ 789.96
LS Jewelry	$ 450.00			$ 10.00	$ 460.00
Other Vendors Daily Booth		$ 95.00			$ 95.00
River Town Adventure	$ 518.40			$ 10.00	$ 528.40
The Waterfront Resta	$ 4,732.42		$ 10.00	$ 771.30	$ 5,513.72
Totals Category	$ 6,268.82	$ 95.00	$ 20.00	$ 1,003.26	$ 7,387.08

Source General Ledger Output filter Mar 2018 - Provided on 7-23-2018

Vendor	Rent - Booth Rental	Rent - Daily Booth Rental	Rent - Miscellaneous	Utilities:CM	Grand Total
Hills Cheese	$ 568.00		$ 10.00	$ 211.96	$ 789.96
LS Jewelry	$ 450.00			$ 10.00	$ 460.00
Other Vendors Daily Booth		$ 177.00			$ 177.00
River Town Adventure	$ 518.40			$ 10.00	$ 528.40
The Waterfront Resta	$ 4,732.42		$ 10.00	$ 771.30	$ 5,513.72
Totals Category	$ 6,268.82	$ 177.00	$ 20.00	$ 1,003.26	$ 7,469.08

General Ledger Detail Report

LANSING CITY MARKET (MKT)

Detail Postings for Period 07 Thru 09 Ending 3/31/2018

Account Number/Description

Period	Date	Journal	Comments	Beginning Balance	Debit	Credit	Net Change	Ending Balance
3050-4000			Rent - Booth Rental	37,962.92-				
07	1/1/2018	AR-000015	Hills Cheese REF: 0003716 - BATCH: 00460			568.00		38,530.92-
07	1/1/2018	AR-000015	LS Jewelry Design REF: 0003717 - BATCH: 00460			450.00		38,980.92-
07	1/1/2018	AR-000015	River Town Adventure REF: 0003718 - BATCH: 00460			518.40		39,499.32-
07	1/1/2018	AR-000015	The Waterfront Resta REF: 0003719 - BATCH: 00460			2,130.02		41,629.34-
07	1/1/2018	AR-000015	The Waterfront Resta REF: 0003719 - BATCH: 00460			650.63		42,279.97-
07	1/1/2018	AR-000015	The Waterfront Resta REF: 0003719 - BATCH: 00460			387.50		42,667.47-
07	1/1/2018	AR-000015	The Waterfront Resta REF: 0003719 - BATCH: 00460			396.80		43,064.27-
07	1/1/2018	AR-000015	The Waterfront Resta REF: 0003719 - BATCH: 00460			1,167.47		44,231.74-
08	2/1/2018	AR-000016	Hills Cheese REF: 0003720 - BATCH: 00461			568.00		44,799.74-
08	2/1/2018	AR-000016	LS Jewelry Design REF: 0003721 - BATCH: 00461			450.00		45,249.74-
08	2/1/2018	AR-000016	River Town Adventure REF: 0003722 - BATCH: 00461			518.40		45,768.14-
08	2/1/2018	AR-000016	The Waterfront Resta REF: 0003723 - BATCH: 00461			2,130.02		47,898.16-
08	2/1/2018	AR-000016	The Waterfront Resta REF: 0003723 - BATCH: 00461			650.63		48,548.79-
08	2/1/2018	AR-000016	The Waterfront Resta REF: 0003723 - BATCH: 00461			387.50		48,936.29-
08	2/1/2018	AR-000016	The Waterfront Resta REF: 0003723 - BATCH: 00461			396.80		49,333.09-
08	2/1/2018	AR-000016	The Waterfront Resta REF: 0003723 - BATCH: 00461			1,167.47		50,500.56-
09	3/1/2018	AR-000017	Hills Cheese REF: 0003725 - BATCH: 00463			568.00		51,068.56-
09	3/1/2018	AR-000017	LS Jewelry Design REF: 0003726 - BATCH: 00463			450.00		51,518.56-
09	3/1/2018	AR-000017	River Town Adventure REF: 0003727 - BATCH: 00463			518.40		52,036.96-
09	3/1/2018	AR-000017	The Waterfront Resta REF: 0003728 - BATCH: 00463			2,130.02		54,166.98-
09	3/1/2018	AR-000017	The Waterfront Resta REF: 0003728 - BATCH: 00463			650.63		54,817.61-
09	3/1/2018	AR-000017	The Waterfront Resta REF: 0003728 - BATCH: 00463			387.50		55,205.11-
09	3/1/2018	AR-000017	The Waterfront Resta REF: 0003728 - BATCH: 00463			396.80		55,601.91-
09	3/1/2018	AR-000017	The Waterfront Resta REF: 0003728 - BATCH: 00463			1,167.47		56,769.38-
				37,962.92-	0.00	18,806.46	18,806.46-	56,769.38-
3051-4000			Rent - Daily Booth Rental	550.00-				
08	2/6/2018	CR-000040	Lake Chiropractic Center REF:6620			20.00		570.00-
08	2/16/2018	CR-000043	Gloria Denning/Valentine's REF:R#43497			25.00		595.00-
08	2/28/2018	CR-000045	Hankra Jewel Am. Art REF:R#43501			25.00		620.00-
08	2/28/2018	CR-000045	Hankra Jewel Am. Art REF:R#7699			25.00		645.00-
09	3/26/2018	CR-000049	Hankrajewel American Jewelry REF:R#7701			25.00		670.00-
09	3/26/2018	CR-000049	Girl Scouts REF:R#868581			2.00		672.00-
09	3/30/2018	CR-000050	Sprint REF:61272			50.00		722.00-
09	3/31/2018	AR-000020	Shee B Baking REF: 0003733 - BATCH: 00465			100.00		822.00-
				550.00-	0.00	272.00	272.00-	822.00-
3099-4000			Rent - Miscellaneous	120.00-				
07	1/1/2018	AR-000015	Hills Cheese REF: 0003716 - BATCH: 00460			10.00		130.00-
07	1/1/2018	AR-000015	The Waterfront Resta REF: 0003719 - BATCH: 00460			10.00		140.00-
08	2/1/2018	AR-000016	Hills Cheese REF: 0003720 - BATCH: 00461			10.00		150.00-
08	2/1/2018	AR-000016	The Waterfront Resta REF: 0003723 - BATCH: 00461			10.00		160.00-
09	3/1/2018	AR-000017	Hills Cheese REF: 0003725 - BATCH: 00463			10.00		170.00-
09	3/1/2018	AR-000017	The Waterfront Resta REF: 0003728 - BATCH: 00463			10.00		180.00-
				120.00-	0.00	60.00	60.00-	180.00-
3800-4000			Utilities.CM	6,019.56-				
07	1/1/2018	AR-000015	Hills Cheese REF: 0003716 - BATCH: 00460			211.96		6,231.52-
07	1/1/2018	AR-000015	LS Jewelry Design REF: 0003717 - BATCH: 00460			10.00		6,241.52-
07	1/1/2018	AR-000015	River Town Adventure REF: 0003718 - BATCH: 00460			10.00		6,251.52-
07	1/1/2018	AR-000015	The Waterfront Resta REF: 0003719 - BATCH: 00460			425.00		6,676.52-
07	1/1/2018	AR-000015	The Waterfront Resta REF: 0003719 - BATCH: 00460			20.00		6,696.52-
07	1/1/2018	AR-000015	The Waterfront Resta REF: 0003719 - BATCH: 00460			326.30		7,022.82-
08	2/1/2018	AR-000016	Hills Cheese REF: 0003720 - BATCH: 00461			211.96		7,234.78-
08	2/1/2018	AR-000016	LS Jewelry Design REF: 0003721 - BATCH: 00461			10.00		7,244.78-
08	2/1/2018	AR-000016	River Town Adventure REF: 0003722 - BATCH: 00461			10.00		7,254.78-
08	2/1/2018	AR-000016	The Waterfront Resta REF: 0003723 - BATCH: 00461			425.00		7,679.78-
08	2/1/2018	AR-000016	The Waterfront Resta REF: 0003723 - BATCH: 00461			20.00		7,699.78-
08	2/1/2018	AR-000016	The Waterfront Resta REF: 0003723 - BATCH: 00461			326.30		8,026.08-
09	3/1/2018	AR-000017	Hills Cheese REF: 0003725 - BATCH: 00463			211.96		8,238.04-
09	3/1/2018	AR-000017	LS Jewelry Design REF: 0003726 - BATCH: 00463			10.00		8,248.04-
09	3/1/2018	AR-000017	River Town Adventure REF: 0003727 - BATCH: 00463			10.00		8,258.04-
09	3/1/2018	AR-000017	The Waterfront Resta REF: 0003728 - BATCH: 00463			425.00		8,683.04-
09	3/1/2018	AR-000017	The Waterfront Resta REF: 0003728 - BATCH: 00463			20.00		8,703.04-
09	3/1/2018	AR-000017	The Waterfront Resta REF: 0003728 - BATCH: 00463			326.30		9,029.34-
				6,019.56-	0.00	3,009.78	3,009.78-	9,029.34-

Report Total:	44,652.48-	0.00	22,148.24	22,148.24-	66,800.72-

LANSING CITY MARKET

INVOICE

LANSING ENTERTAINMENT & PUBLIC FACILITIES AUTHORITY
333 E. Michigan Avenue
Lansing, MI 48933
(517) 483-7400

INVOICE DATE:	1/1/2018
INVOICE NO:	0003716-IN
CUSTOMER NO.:	MK39430
TERMS:	Due on Receipt
CONTRACT #:	

BILL TO:
Hills Cheese
Attn: Glenn Hills
325 City Market Dr.
Lansing, MI 48912

DESCRIPTION	AMOUNT
.	
January 2018	
City Market Rent/CAM	568.00
Electric	211.96
Ice	10.00
.	
.	
If you would like to go paperless,	
enter in email address: ____________________	
.	
.	
.	
A late fee of $25 will be charged on all payments	
made after the 10th of the month	
INVOICE TOTAL:	789.96

FEDERAL ID NUMBER 38-3280174

LANSING CITY MARKET

INVOICE

LANSING ENTERTAINMENT & PUBLIC FACILITIES AUTHORITY
333 E. Michigan Avenue
Lansing, MI 48933
(517) 483-7400

INVOICE DATE:	1/1/2018
INVOICE NO:	0003717-IN
CUSTOMER NO.:	MK56800
TERMS:	Due on Receipt
CONTRACT #:	

BILL TO:
LS Jewelry Design
Attn:
1110 E. Malcom X Street
Lansing, MI 48912

DESCRIPTION	AMOUNT
.	
January 2018	
City Market Rent/CAM	450.00
Electric	10.00
.	
.	
.	
If you would like to go paperless,	
enter in email address: ________________________	
.	
.	
A late fee of $25 will be charged on all payments made after the 10th of the month	
INVOICE TOTAL:	460.00

FEDERAL ID NUMBER 38-3280174

LANSING CITY MARKET

INVOICE

Page: 1

LANSING ENTERTAINMENT & PUBLIC FACILITIES AUTHORITY
333 E. Michigan Avenue
Lansing, MI 48933
(517) 483-7400

INVOICE DATE:	1/1/2018
INVOICE NO:	0003718-IN
CUSTOMER NO.:	MK75140
TERMS:	Due on Receipt
CONTRACT #:	

BILL TO:
River Town Adventures
Attn: Mr. Paul Brogan
325 City Market Dr.
Lansing, MI 48912

DESCRIPTION	AMOUNT
January 2018	
.	
City Market Rent	0.00
.	
Capital Loop Gifts	
City Market Rent/CAM	518.40
Electric	10.00
.	
Late Fee	25.00
.	
.	
.	
If you would like to go paperless,	
enter in email address:______________	
.	
.	
.	
A late fee of $25 will be charges on all payments	
made after the 10th of the month	
INVOICE TOTAL:	553.40

FEDERAL ID NUMBER 38-3280174

LANSING CITY MARKET

INVOICE

LANSING ENTERTAINMENT & PUBLIC
FACILITIES AUTHORITY
333 E. Michigan Avenue
Lansing, MI 48933
(517) 483-7400

INVOICE DATE:	1/1/2018
INVOICE NO:	0003719-IN
CUSTOMER NO.:	MK94120
TERMS:	Due on Receipt
CONTRACT #:	

BILL TO:
The Waterfront Restaura
Attn: Andy Simmons
325 City Market Drive
Lansing, MI 48912

DESCRIPTION	AMOUNT
.	
January 2018	
City Mkt Rent/CAM Indoor Space	2,130.02
City Mkt Rent Outdoor Space	650.63
City Mkt Rent/CAM Dart Room	387.50
City Mkt Rent/CAM Seating	396.80
Electric - Indoor Space	425.00
Electric - Seating	20.00
Ice	10.00
.	
The Landings Mkt Rent/CAM	1,167.47
Electric - The Landings	326.30
.	
.	
.	
.	
If you would like to go paperless, enter in email address: ______________________	
.	
.	
.	
A late fee of $25 will be charged on all payments made after the 10th of the month	

FEDERAL ID NUMBER 38-3280174

INVOICE TOTAL:	5,513.72

LANSING ENTERTAINMENT/PUBLIC FACILITIES AUTHORITY
SUMMARIZED NOTES TO FINANCIAL STATEMENTS
CITY MARKET
as of: July 31, 2017

Income Statement (pg. 1)

Total Operating Revenue decreased from last year by 19% or $1,745.

Total Building Rental decreased from last year by 22% or $ 1,757.

Total Operating Expense increased over last year by 9% or $ 1,213.

NET LOSS (after city contribution) as of 07/31/17 is $5,184.

Internal revenue coverage of expenses is		49%
	Last month	63%
	Last year	66%

Balance Sheet (pg. 2)

Our current ratio is	1.53	Last month	2.07
		Last year	1.22

Our equity in # of days operations is		49.87
	Last month	66.07
	Last year	20.54

Budget vs. Actual (pg. 3)

Actual operating revenues are UNDER budget by 23% or $2,289.

Actual operating expenses are UNDER budget by 5% or $775.

NOTE:

Current Ratio = Current Assets/Current Liabilities
Measures cash position

LANSING ENTERTAINMENT AND PUBLIC FACILITIES AUTHORITY
Lansing City Market
INCOME STATEMENT-COMPARATIVE
For the 1 Months Ending July 31, 2017

	Current Year		Prior Year	
Account Description	Current Period	Year To Date	Current Period	Year To Date
OPERATING REVENUE				
Building Rental	$ 6,388.82	$ 6,388.82	$ 8,146.27	$ 8,146.27
Utilities	1,003.26	1,003.26	936.06	936.06
Miscellaneous	186.50	186.50	240.75	240.75
Total Operating Revenue	7,578.58	7,578.58	9,323.08	9,323.08
OPERATING EXPENSES				
Salaries/Wages	$ 3,614.92	$ 3,614.92	$ 4,915.06	$ 4,915.06
Fringes/Related Costs	878.98	878.98	1,292.15	1,292.15
Communications	219.96	219.96	189.42	189.42
Professional Services	4,352.37	4,352.37	176.91	176.91
Utilities	4,483.15	4,483.15	5,517.90	5,517.90
Marketing	270.60	270.60	355.15	355.15
Maintenance of Facilities	1,284.95	1,284.95	1,088.96	1,088.96
Supplies/Materials	102.47	102.47	322.74	322.74
Insurance/Bonding	150.27	150.27	150.27	150.27
Events	-	-	80.08	80.08
Miscellaneous	-	-	56.25	56.25
Total Operating Expenses	15,357.67	15,357.67	14,144.89	14,144.89
Operating Income (Loss)	(7,779.09)	(7,779.09)	(4,821.81)	(4,821.81)
OTHER NON-OPERATING INCOME/(EXPENSE)				
City Contribution	2,595.15	2,595.15	2,515.46	2,515.46
Total Non-Operating Income	2,595.15	2,595.15	2,515.46	2,515.46
Other Non-Operating Expenses				
Other Non-Operating Expenses	-	-	-	-
EXCESS REVENUES OVER EXPENSES	(5,183.94)	(5,183.94)	(2,306.35)	(2,306.35)

LANSING ENTERTAINMENT AND PUBLIC FACILITIES AUTHORITY
Lansing City Market
BALANCE SHEET
For the 1 Months Ending July 31, 2017

ASSETS	Current Year	Percent	Prior Year	Percent
Cash	2,860.00	4.03%	12,340.00	11.92%
City Market Checking	57,493.73	81.00%	75,890.15	73.28%
Total Cash	60,353.73	85.03%	88,230.15	85.20%
Accounts Receivable	4,012.01	5.65%	10,360.91	10.00%
Subsidy Receivable	2,595.15	3.66%	-	0.00%
Total Accounts Receivable	6,607.16	9.31%	10,360.91	10.00%
Prepaid Expenses	4,019.59	5.66%	4,968.59	4.80%
TOTAL CURRENT ASSETS	70,980.48	100.00%	103,559.65	100.00%
Furniture,Fixtures & Equipment	54,370.64	76.60%	54,370.64	52.50%
Less: Accumulated Depreciation	(54,370.64)	-76.60%	(54,370.64)	-52.50%
TOTAL ASSETS	70,980.48	100.00%	103,559.65	100.00%
LIABILITIES				
Accounts Payable	39,437.00	55.56%	63,471.62	61.29%
Accrued Salary/Wages/Benefits	-	0.00%	673.20	0.65%
Unearned Revenue-Advance Rent	280.00	0.39%	177.00	0.17%
Unearned Revenue-Subsidy	-	0.00%	8,345.25	8.06%
Unearned Revenue-Project Fresh	3,932.26	5.54%	10,040.26	9.70%
Unearned Revenue-Gift Cert.	2,625.00	3.70%	2,520.00	2.43%
Total Current Liabilities	46,274.26	65.19%	85,227.33	82.30%
TOTAL LIABILITIES	46,274.26	65.19%	85,227.33	90.38%
Unreserved Equity	24,706.22	34.81%	9,072.32	8.76%
TOTAL LIABILITIES & EQUITY	70,980.48	100.00%	94,299.65	100.00%

LANSING ENTERTAINMENT AND PUBLIC FACILITIES AUTHORITY
Lansing City Market
BUDGET VS ACTUAL
For the 1 Months Ending July 31, 2017

Account Description	Current Period Actual	Current Period Budget	Current Period Variance	Year-to-date Actual	Year-to-date Budget	Year-to-date Variance	Annual Budget
OPERATING REVENUE							
Building Rental	$ 6,388.82	$ 8,620.70	$ (2,231.88)	$ 6,388.82	$ 8,620.70	$ (2,231.88)	$ 90,968.27
Utilities	1,003.26	1,000.00	3.26	1,003.26	1,000.00	3.26	12,000.00
Labor Service	-	-	-	-	-	-	500.00
Promotions	-	-	-	-	-	-	3,210.00
Miscellaneous	186.50	246.67	(60.17)	186.50	246.67	(60.17)	3,300.04
Total Operating Revenue	7,578.58	9,867.37	(2,288.79)	7,578.58	9,867.37	(2,288.79)	109,978.31
OPERATING EXPENSES							
Salaries/Wages	$ 3,614.92	$ 5,289.59	$ (1,674.67)	$ 3,614.92	$ 5,289.59	$ (1,674.67)	$ 67,975.09
Fringes/Related Costs	878.98	1,872.79	(993.81)	878.98	1,872.79	(993.81)	23,372.56
Communications	219.96	197.37	22.59	219.96	197.37	22.59	2,368.44
Professional Services	4,352.37	200.00	4,152.37	4,352.37	200.00	4,152.37	2,400.00
Utilities	4,483.15	6,381.52	(1,898.37)	4,483.15	6,381.52	(1,898.37)	69,122.12
Marketing	270.60	482.58	(211.98)	270.60	482.58	(211.98)	9,000.08
Maintenance of Equipment	-	-	-	-	-	-	357.00
Maintenance of Facilities	1,284.95	862.15	422.80	1,284.95	862.15	422.80	6,154.93
Supplies/Materials	102.47	591.43	(488.96)	102.47	591.43	(488.96)	6,055.53
Insurance/Bonding	150.27	158.88	(8.61)	150.27	158.88	(8.61)	1,947.56
Depreciation	-	81.67	(81.67)	-	81.67	(81.67)	980.00
Miscellaneous	-	15.00	(15.00)	-	15.00	(15.00)	945.00
Total Operating Expenses	15,357.67	16,132.98	(775.31)	15,357.67	16,132.98	(775.31)	190,678.31
Operating Income (Loss)	(7,779.09)	(6,265.61)	(1,513.48)	(7,779.09)	(6,265.61)	(1,513.48)	(80,700.00)
OTHER NON-OPERATING INCOME/(EXPENSE)							
City Contribution	2,595.15	2,595.15	-	2,595.15	2,595.15	-	80,700.00
Total Non-Operating Income	2,595.15	2,595.15	-	2,595.15	2,595.15	-	80,700.00
Other Non-Operating Expenses							
Transition Expenses	-	-	-	-	-	-	-
EXCESS REVENUES OVER EXPENSES	(5,183.94)	(3,670.46)	(1,513.48)	(5,183.94)	(3,670.46)	(1,513.48)	(0.00)

LANSING ENTERTAINMENT/PUBLIC FACILITIES AUTHORITY
SUMMARIZED NOTES TO FINANCIAL STATEMENTS
CITY MARKET
as of: August 31, 2017

Income Statement (pg. 1)

Total Operating Revenue decreased over last year by 21% or $3,938

Total Building Rental decreased over last year by 23% or $3,770.

Total Operating Expense increased over last year by 3% or $897.

NET LOSS (after city contribution) as of 08/31/17 is $ 9,964

Internal revenue coverage of expenses is	50%
Last month	49%
Last year	65%

Balance Sheet (pg. 2)

Our current ratio is	1.42	Last month	1.53
		Last year	1.08

Our equity in # of days operations is	40.66
Last month	49.87
Last year	13.44

Budget vs. Actual (pg. 3)

Actual operating revenues are UNDER budget by 23% or $4,660.

Actual operating expenses are UNDER budget by 10% or $3,427.

NOTE:

Current Ratio = Current Assets/Current Liabilities
Measures cash position

	YTD 08/31/17	YTD 08/31/16	Variance	Percent
Operating Revenue	15,225.81	19,164.27	(3,938.00)	-21%
Building Revenue	12,802.64	16,572.54	(3,770.00)	-23%
Operating Expense	30,380.42	29,482.95	897.00	3%
Net Income	(9,964.31)	(5,287.76)		
Depreciation	0.00	0.00		
Net Income	(9,964.31)	(5,287.76)		
Interest	0.00	0.00		
Internal Revenue	0.50	0.65		
Current Assets	67,121.67	85,848.79		
Current Liabilities	47,195.82	85,725.46		
Current Ratio	1.42	1.00		
Unreserved Equity	19,925.85	123.33		
Number of Days	62	62		
Equity in Days	40.66	0.26		

	Revenues	Expenses
Actual	15,225.81	30,380.42
Budget	19,865.44	33,807.35
	(4,660.00)	3,427.00
	Under Budget	Under Budget
	23%	10%

LANSING ENTERTAINMENT AND PUBLIC FACILITIES AUTHORITY
Lansing City Market
INCOME STATEMENT-COMPARATIVE
For the 2 Months Ending August 31, 2017

	Current Year		Prior Year	
Account Description	Current Period	Year To Date	Current Period	Year To Date
OPERATING REVENUE				
Building Rental	$ 6,413.82	$ 12,802.64	$ 8,426.27	$ 16,572.54
Utilities	1,003.26	2,006.52	1,122.17	2,058.23
Miscellaneous	230.15	416.65	292.75	533.50
Total Operating Revenue	7,647.23	15,225.81	9,841.19	19,164.27
OPERATING EXPENSES				
Salaries/Wages	$ 3,746.60	$ 7,361.52	$ 5,803.90	$ 10,718.96
Fringes/Related Costs	859.11	1,738.09	1,317.11	2,609.26
Communications	216.64	436.60	203.86	393.28
Professional Services	3,511.91	7,864.28	946.91	1,123.82
Utilities	4,995.62	9,478.77	5,791.87	11,309.77
Marketing	1,127.13	1,397.73	315.50	670.65
Maintenance of Facilities	415.54	1,700.49	672.38	1,761.34
Supplies/Materials	-	102.47	-	322.74
Insurance/Bonding	150.20	300.47	150.20	300.47
Events	-	-	80.08	160.16
Miscellaneous	-	-	56.25	112.50
Total Operating Expenses	15,022.75	30,380.42	15,338.06	29,482.95
Operating Income (Loss)	(7,375.52)	(15,154.61)	(5,496.87)	(10,318.68)
OTHER NON-OPERATING INCOME/(EXPENSE)				
City Contribution	2,595.15	5,190.30	2,515.46	5,030.92
Total Non-Operating Income	2,595.15	5,190.30	2,515.46	5,030.92
Other Non-Operating Expenses				
Other Non-Operating Expenses	-	-	-	-
EXCESS REVENUES OVER EXPENSES	(4,780.37)	(9,964.31)	(2,981.41)	(5,287.76)

LANSING ENTERTAINMENT AND PUBLIC FACILITIES AUTHORITY
Lansing City Market
BALANCE SHEET
For the 2 Months Ending August 31, 2017

ASSETS	Current Year	Percent	Prior Year	Percent
Cash	2,000.00	2.98%	1,400.00	1.62%
City Market Checking	55,338.76	82.45%	69,694.27	80.83%
Total Cash	57,338.76	85.43%	71,094.27	82.45%
Accounts Receivable	6,183.58	9.21%	11,459.67	13.29%
Total Accounts Receivable	6,183.58	9.21%	11,459.67	13.29%
Prepaid Expenses	3,599.33	5.36%	3,672.09	4.26%
TOTAL CURRENT ASSETS	67,121.67	100.00%	86,226.03	100.00%
Furniture,Fixtures & Equipment	54,370.64	81.00%	54,370.64	63.06%
Less: Accumulated Depreciation	(54,370.64)	-81.00%	(54,370.64)	-63.06%
TOTAL ASSETS	67,121.67	100.00%	86,226.03	100.00%
LIABILITIES				
Accounts Payable	34,449.07	51.32%	61,750.87	71.62%
Accrued Salary/Wages/Benefits	-	0.00%	673.20	0.78%
Unearned Revenue-Advance Rent	280.00	0.42%	155.00	0.18%
Unearned Revenue-Subsidy	5,909.49	8.80%	5,829.79	6.76%
Unearned Revenue-Project Fresh	3,932.26	5.86%	9,126.26	10.58%
Unearned Revenue-Gift Cert.	2,625.00	3.91%	2,600.00	3.02%
Total Current Liabilities	47,195.82	70.31%	80,135.12	92.94%
TOTAL LIABILITIES	47,195.82	70.31%	80,135.12	92.94%
Unreserved Equity	19,925.85	29.69%	6,090.91	7.06%
TOTAL LIABILITIES & EQUITY	67,121.67	100.00%	86,226.03	100.00%

LANSING ENTERTAINMENT AND PUBLIC FACILITIES AUTHORITY
Lansing City Market
BUDGET VS ACTUAL
For the 2 Months Ending August 31, 2017

	Current Period			Year-to-date			
Account Description	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget
OPERATING REVENUE							
Building Rental	$ 6,413.82	$ 8,701.40	$ (2,287.58)	$ 12,802.64	$ 17,322.10	$ (4,519.46)	$ 90,968.27
Utilities	1,003.26	1,000.00	3.26	2,006.52	2,000.00	6.52	12,000.00
Labor Service	-	-	-	-	-	-	500.00
Promotions	-	-	-	-	-	-	3,210.00
Miscellaneous	230.15	316.67	(86.52)	416.65	563.34	(146.69)	3,300.04
Total Operating Revenue	7,647.23	10,018.07	(2,370.84)	15,225.81	19,885.44	(4,659.63)	109,978.31
OPERATING EXPENSES							
Salaries/Wages	$ 3,746.60	$ 5,739.59	$ (1,992.99)	$ 7,361.52	$ 11,029.18	$ (3,667.66)	$ 67,975.09
Fringes/Related Costs	859.11	1,872.79	(1,013.68)	1,738.09	3,745.58	(2,007.49)	23,372.56
Communications	216.64	197.37	19.27	436.60	394.74	41.86	2,368.44
Professional Services	3,511.91	200.00	3,311.91	7,864.28	400.00	7,464.28	2,400.00
Utilities	4,995.62	7,970.59	(2,974.97)	9,478.77	14,352.11	(4,873.34)	69,122.12
Marketing	1,127.13	377.50	749.63	1,397.73	860.08	537.65	9,000.08
Maintenance of Equipment	-	-	-	-	-	-	357.00
Maintenance of Facilities	415.54	469.31	(53.77)	1,700.49	1,331.46	369.03	6,154.93
Supplies/Materials	-	566.67	(566.67)	102.47	1,158.10	(1,055.63)	6,055.53
Insurance/Bonding	150.20	158.88	(8.68)	300.47	317.76	(17.29)	1,947.56
Depreciation	-	81.67	(81.67)	-	163.34	(163.34)	980.00
Miscellaneous	-	40.00	(40.00)	-	55.00	(55.00)	945.00
Total Operating Expenses	15,022.75	17,674.37	(2,651.62)	30,380.42	33,807.35	(3,426.93)	190,678.31
Operating Income (Loss)	(7,375.52)	(7,656.30)	280.78	(15,154.61)	(13,921.91)	(1,232.70)	(80,700.00)
OTHER NON-OPERATING INCOME/(EXPENSE)							
City Contribution	2,595.15	2,595.15	-	5,190.30	5,190.30	-	80,700.00
Total Non-Operating Income	2,595.15	2,595.15	-	5,190.30	5,190.30	-	80,700.00
Other Non-Operating Expenses							
Transition Expenses	-	-	-	-	-	-	-
EXCESS REVENUES OVER EXPENSES	(4,780.37)	(5,061.15)	280.78	(9,964.31)	(8,731.61)	(1,232.70)	(0.00)

LANSING ENTERTAINMENT/PUBLIC FACILITIES AUTHORITY
SUMMARIZED NOTES TO FINANCIAL STATEMENTS
CITY MARKET
as of: September 30, 2017

Income Statement (pg. 1)

Total Operating Revenue decreased from last year by 11% or $2,938.

Total Building Rental decreased from last year by 12% or $2,796.

Total Operating Expense decreased from last year by less than 1% or $206.

NET LOSS (after city contribution) as of 09/30/17 is $8,558.

Internal revenue coverage of expenses is	54%
Last month	50%
Last year	61%

Balance Sheet (pg. 2)

Our current ratio is	1.34	Last month	1.42
		Last year	1.11

Our equity in # of days operations is	48.72
Last month	40.66
Last year	11.33

Budget vs. Actual (pg. 3)

Actual operating revenues are UNDER budget by 20% or $5,826.

Actual operating expenses are UNDER budget by 14% or $7,025.

LANSING ENTERTAINMENT AND PUBLIC FACILITIES AUTHORITY
Lansing City Market
INCOME STATEMENT-COMPARATIVE
For the 3 Months Ending September 30, 2017

	Current Year				Prior Year			
Account Description		Current Period		Year To Date		Current Period		Year To Date
OPERATING REVENUE								
Building Rental	$	6,888.82	$	19,691.46	$	5,914.47	$	22,487.01
Utilities		1,003.26		3,009.78		972.17		3,030.40
Miscellaneous		158.25		574.90		163.25		696.75
Total Operating Revenue		8,050.33		23,276.14		7,049.89		26,214.16
OPERATING EXPENSES								
Salaries/Wages	$	4,038.10	$	11,399.62	$	4,786.51	$	15,505.47
Fringes/Related Costs		790.19		2,528.28		1,540.96		4,150.22
Communications		218.02		654.62		191.10		584.38
Professional Services		1,596.91		9,461.19		301.91		1,425.73
Utilities		4,869.27		14,348.04		5,514.72		16,824.49
Marketing		409.40		1,807.13		548.91		1,219.56
Maintenance of Facilities		306.15		2,006.64		372.56		2,133.90
Supplies/Materials		125.35		227.82		-		322.74
Insurance/Bonding		150.20		450.67		150.20		450.67
Events		50.00		50.00		129.57		289.73
Miscellaneous		-		-		120.54		233.04
Total Operating Expenses		12,553.59		42,934.01		13,656.98		43,139.93
Operating Income (Loss)		(4,503.26)		(19,657.87)		(6,607.09)		(16,925.77)
OTHER NON-OPERATING INCOME/(EXPENSE)								
City Contribution		5,909.49		11,099.79		5,829.79		10,860.71
Total Non-Operating Income		5,909.49		11,099.79		5,829.79		10,860.71
Other Non-Operating Expenses								
Other Non-Operating Expenses		-		-		-		-
EXCESS REVENUES OVER EXPENSES		1,406.23		(8,558.08)		(777.30)		(6,065.06)

LANSING ENTERTAINMENT AND PUBLIC FACILITIES AUTHORITY
Lansing City Market
BALANCE SHEET
For the 3 Months Ending September 30, 2017

ASSETS	Current Year	Percent	Prior Year	Percent
Cash	3,720.00	4.11%	1,920.00	3.46%
City Market Checking	81,026.12	89.61%	41,508.31	74.83%
Total Cash	84,746.12	93.72%	43,428.31	78.30%
Accounts Receivable	2,502.60	2.77%	8,854.09	15.96%
Total Accounts Receivable	2,502.60	2.77%	8,854.09	15.96%
Prepaid Expenses	3,176.06	3.51%	3,185.09	5.74%
TOTAL CURRENT ASSETS	90,424.78	100.00%	55,467.49	100.00%
Furniture,Fixtures & Equipment	54,370.64	60.13%	54,370.64	98.02%
Less: Accumulated Depreciation	(54,370.64)	-60.13%	(54,370.64)	-98.02%
TOTAL ASSETS	90,424.78	100.00%	55,467.49	100.00%
LIABILITIES				
Accounts Payable	40,191.56	44.45%	37,219.42	67.10%
Accrued Salary/Wages/Benefits	-	0.00%	673.20	1.21%
Unearned Revenue-Advance Rent	263.00	0.29%	155.00	0.28%
Unearned Revenue-Subsidy	22,073.88	24.41%	-	0.00%
Unearned Revenue-Project Fresh	3,932.26	4.35%	9,126.26	16.45%
Unearned Revenue-Gift Cert.	1,230.00	1.36%	2,980.00	5.37%
Total Current Liabilities	67,690.70	74.86%	50,153.88	90.42%
TOTAL LIABILITIES	67,690.70	74.86%	50,153.88	90.42%
Unreserved Equity	22,734.08	25.14%	5,313.61	9.58%
TOTAL LIABILITIES & EQUITY	90,424.78	100.00%	55,467.49	100.00%

LANSING ENTERTAINMENT AND PUBLIC FACILITIES AUTHORITY
Lansing City Market
BUDGET VS ACTUAL
For the 3 Months Ending September 30, 2017

	Current Period			Year-to-date			
Account Description	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget
OPERATING REVENUE							
Building Rental	$ 6,888.82	$ 7,669.78	$ (780.96)	$ 19,691.46	$ 24,991.88	$ (5,300.42)	$ 90,968.27
Utilities	1,003.26	1,000.00	3.26	3,009.78	3,000.00	9.78	12,000.00
Labor Service	-	300.00	(300.00)	-	300.00	(300.00)	500.00
Promotions	-	-	-	-	-	-	3,210.00
Miscellaneous	158.25	246.67	(88.42)	574.90	810.01	(235.11)	3,300.04
Total Operating Revenue	8,050.33	9,216.45	(1,166.12)	23,276.14	29,101.89	(5,825.75)	109,978.31
OPERATING EXPENSES							
Salaries/Wages	$ 4,038.10	$ 5,289.59	$ (1,251.49)	$ 11,399.62	$ 16,318.77	$ (4,919.15)	$ 67,975.09
Fringes/Related Costs	790.19	1,868.79	(1,078.60)	2,528.28	5,614.37	(3,086.09)	23,372.56
Communications	218.02	197.37	20.65	654.62	592.11	62.51	2,368.44
Professional Services	1,596.91	200.00	1,396.91	9,461.19	600.00	8,861.19	2,400.00
Utilities	4,869.27	6,942.37	(2,073.10)	14,348.04	21,294.48	(6,946.44)	69,122.12
Marketing	409.40	727.50	(318.10)	1,807.13	1,587.58	219.55	9,000.08
Maintenance of Equipment	-	-	-	-	-	-	357.00
Maintenance of Facilities	306.15	270.94	35.21	2,006.64	1,602.40	404.24	6,154.93
Supplies/Materials	125.35	364.46	(239.11)	227.82	1,522.56	(1,294.74)	6,055.53
Insurance/Bonding	150.20	169.13	(18.93)	450.67	486.89	(36.22)	1,947.56
Events	50.00	-	50.00	50.00	-	50.00	-
Depreciation	-	81.67	(81.67)	-	245.01	(245.01)	980.00
Miscellaneous	-	40.00	(40.00)	-	95.00	(95.00)	945.00
Total Operating Expenses	12,553.59	16,151.82	(3,598.23)	42,934.01	49,959.17	(7,025.16)	190,678.31
Operating Income (Loss)	(4,503.26)	(6,935.37)	2,432.11	(19,657.87)	(20,857.28)	1,199.41	(80,700.00)
OTHER NON-OPERATING INCOME/(EXPENSE)							
City Contribution	5,909.49	5,909.49	-	11,099.79	11,099.79	-	80,700.00
Total Non-Operating Income	5,909.49	5,909.49	-	11,099.79	11,099.79	-	80,700.00
Other Non-Operating Expenses							
Transition Expenses	-	-	-	-	-	-	-
EXCESS REVENUES OVER EXPENSES	1,406.23	(1,025.88)	2,432.11	(8,558.08)	(9,757.49)	1,199.41	(0.00)

LANSING ENTERTAINMENT/PUBLIC FACILITIES AUTHORITY
SUMMARIZED NOTES TO FINANCIAL STATEMENTS
CITY MARKET
as of: October 31, 2017

Income Statement (pg. 1)

Total Operating Revenue decreased from last year by 11% or $3,914.

Total Building Rental decreased from last year by 12% or $3,686.

Total Operating Expense decreased from last year by 8% or $4,602.

NET LOSS (after city contribution) as of 10/31/17 is $2,104

Internal revenue coverage of expenses is		60%
	Last month	54%
	Last year	62%

Balance Sheet (pg. 2)

Our current ratio is	1.49	Last month	1.34
		Last year	1.13

Our equity in # of days operations is		56.30
	Last month	48.72
	Last year	18.15

Budget vs. Actual (pg. 3)

Actual operating revenues are UNDER budget by 19% or $7,345.

Actual operating expenses are UNDER budget by 22% or $14,724.

NOTE:

Current Ratio = Current Assets/Current Liabilities
Measures cash position

LANSING ENTERTAINMENT AND PUBLIC FACILITIES AUTHORITY
Lansing City Market
INCOME STATEMENT-COMPARATIVE
For the 4 Months Ending October 31, 2017

	Current Year		Prior Year	
Account Description	Current Period	Year To Date	Current Period	Year To Date
OPERATING REVENUE				
Building Rental	$ 6,388.82	$ 26,080.28	$ 7,279.67	$ 29,766.68
Utilities	1,003.26	4,013.04	1,072.17	4,102.57
Miscellaneous	166.00	740.90	182.50	879.25
Total Operating Revenue	7,558.08	30,834.22	8,534.34	34,748.50
OPERATING EXPENSES				
Salaries/Wages	$ 4,227.96	$ 15,627.58	$ 4,771.02	$ 20,276.49
Fringes/Related Costs	777.64	3,305.92	1,301.64	5,451.86
Communications	216.18	870.80	189.28	773.66
Professional Services	2,549.91	8,050.64	301.91	1,727.64
Utilities	3,929.61	18,277.65	4,226.98	21,051.47
Marketing	197.95	2,005.08	550.00	1,769.56
Maintenance of Equipment	50.00	50.00	40.00	40.00
Maintenance of Facilities	306.15	2,312.79	621.86	2,755.76
Supplies/Materials	16.96	244.78	699.45	1,022.19
Insurance/Bonding	150.20	600.87	150.20	600.87
Events	-	50.00	-	289.73
Miscellaneous	-	-	6.25	239.29
Total Operating Expenses	12,422.56	51,396.11	12,858.59	55,998.52
Operating Income (Loss)	(4,864.48)	(20,561.89)	(4,324.25)	(21,250.02)
OTHER NON-OPERATING INCOME/(EXPENSE)				
City Contribution	7,357.96	18,457.75	7,274.63	18,135.34
Total Non-Operating Income	7,357.96	18,457.75	7,274.63	18,135.34
Other Non-Operating Expenses				
Other Non-Operating Expenses	-	-	-	-
EXCESS REVENUES OVER EXPENSES	2,493.48	(2,104.14)	2,950.38	(3,114.68)

LANSING ENTERTAINMENT AND PUBLIC FACILITIES AUTHORITY
Lansing City Market
BALANCE SHEET
For the 4 Months Ending October 31, 2017

ASSETS	Current Year	Percent	Prior Year	Percent
Cash	2,700.00	3.79%	1,100.00	1.55%
City Market Checking	61,966.36	87.08%	57,993.73	81.71%
Total Cash	64,666.36	90.88%	59,093.73	83.26%
Accounts Receivable	2,613.60	3.67%	8,759.55	12.34%
Total Accounts Receivable	2,613.60	3.67%	8,759.55	12.34%
Prepaid Expenses	3,876.52	5.45%	3,119.56	4.40%
TOTAL CURRENT ASSETS	71,156.48	100.00%	70,972.84	100.00%
Furniture,Fixtures & Equipment	54,370.64	76.41%	54,370.64	76.61%
Less: Accumulated Depreciation	(54,370.64)	-76.41%	(54,370.64)	-76.61%
TOTAL ASSETS	71,156.48	100.00%	70,972.84	100.00%
LIABILITIES				
Accounts Payable	27,481.01	38.62%	36,175.13	50.97%
Accrued Salary/Wages/Benefits	-	0.00%	673.20	0.95%
Unearned Revenue-Advance Rent	273.00	0.38%	155.00	0.22%
Unearned Revenue-Subsidy	14,715.92	20.68%	14,549.26	20.50%
Unearned Revenue-Project Fresh	3,932.26	5.53%	8,401.26	11.84%
Unearned Revenue-Gift Cert.	1,230.00	1.73%	2,755.00	3.88%
Total Current Liabilities	47,632.19	66.94%	62,708.85	88.36%
TOTAL LIABILITIES	47,632.19	66.94%	62,708.85	88.36%
Unreserved Equity	23,524.29	33.06%	8,263.99	11.64%
TOTAL LIABILITIES & EQUITY	71,156.48	100.00%	70,972.84	100.00%

LANSING ENTERTAINMENT AND PUBLIC FACILITIES AUTHORITY
Lansing City Market
BUDGET VS ACTUAL
For the 4 Months Ending October 31, 2017

Account Description	Current Period Actual	Current Period Budget	Current Period Variance	Year-to-date Actual	Year-to-date Budget	Year-to-date Variance	Annual Budget
OPERATING REVENUE							
Building Rental	$ 6,388.82	$ 7,831.08	$ (1,442.26)	$ 26,080.28	$ 32,822.96	$ (6,742.68)	$ 90,968.27
Utilities	1,003.26	1,000.00	3.26	4,013.04	4,000.00	13.04	12,000.00
Labor Service	-	-	-	-	300.00	(300.00)	500.00
Promotions	-	-	-	-	-	-	3,210.00
Miscellaneous	166.00	246.67	(80.67)	740.90	1,056.68	(315.78)	3,300.04
Total Operating Revenue	7,558.08	9,077.75	(1,519.67)	30,834.22	38,179.64	(7,345.42)	109,978.31
OPERATING EXPENSES							
Salaries/Wages	$ 4,227.96	$ 5,739.59	$ (1,511.63)	$ 15,627.58	$ 22,058.36	$ (6,430.78)	$ 67,975.09
Fringes/Related Costs	777.64	1,868.79	(1,091.15)	3,305.92	7,483.16	(4,177.24)	23,372.56
Communications	216.18	197.37	18.81	870.80	789.48	81.32	2,368.44
Professional Services	2,549.91	200.00	2,349.91	8,050.64	800.00	7,250.64	2,400.00
Utilities	3,929.61	5,858.34	(1,928.73)	18,277.65	27,152.82	(8,875.17)	69,122.12
Marketing	197.95	615.00	(417.05)	2,005.08	2,202.58	(197.50)	9,000.08
Maintenance of Equipment	50.00	156.00	(106.00)	50.00	156.00	(106.00)	357.00
Maintenance of Facilities	306.15	970.51	(664.36)	2,312.79	2,572.91	(260.12)	6,154.93
Supplies/Materials	16.96	304.76	(287.80)	244.78	1,827.32	(1,582.54)	6,055.53
Insurance/Bonding	150.20	158.88	(8.68)	600.87	645.77	(44.90)	1,947.56
Events	-	-	-	50.00	-	50.00	-
Depreciation	-	81.67	(81.67)	-	326.68	(326.68)	980.00
Miscellaneous	-	10.00	(10.00)	-	105.00	(105.00)	945.00
Total Operating Expenses	12,422.56	16,160.91	(3,738.35)	51,396.11	66,120.08	(14,723.97)	190,678.31
Operating Income (Loss)	(4,864.48)	(7,083.16)	2,218.68	(20,561.89)	(27,940.44)	7,378.55	(80,700.00)
OTHER NON-OPERATING INCOME/(EXPENSE)							
City Contribution	7,357.96	7,357.96	-	18,457.75	18,457.75	-	80,700.00
Total Non-Operating Income	7,357.96	7,357.96	-	18,457.75	18,457.75	-	80,700.00
Other Non-Operating Expenses							
Transition Expenses	-	-	-	-	-	-	-
EXCESS REVENUES OVER EXPENSES	2,493.48	274.80	2,218.68	(2,104.14)	(9,482.69)	7,378.55	(0.00)

LANSING ENTERTAINMENT/PUBLIC FACILITIES AUTHORITY
SUMMARIZED NOTES TO FINANCIAL STATEMENTS
CITY MARKET
as of: October 31, 2017

Income Statement (pg. 1)

Total Operating Revenue decreased from last year by 11% or $3,914.

Total Building Rental decreased from last year by 12% or $3,686.

Total Operating Expense decreased from last year by 8% or $4,602.

NET LOSS (after city contribution) as of 10/31/17 is $2,104

Internal revenue coverage of expenses is		60%
	Last month	54%
	Last year	62%

Balance Sheet (pg. 2)

Our current ratio is	1.49	Last month	1.34
		Last year	1.13

Our equity in # of days operations is		56.30
	Last month	48.72
	Last year	18.15

Budget vs. Actual (pg. 3)

Actual operating revenues are UNDER budget by 19% or $7,345.

Actual operating expenses are UNDER budget by 22% or $14,724.

NOTE:

Current Ratio = Current Assets/Current Liabilities
Measures cash position

LANSING ENTERTAINMENT AND PUBLIC FACILITIES AUTHORITY
Lansing City Market
INCOME STATEMENT-COMPARATIVE
For the 4 Months Ending October 31, 2017

	Current Year		Prior Year	
Account Description	Current Period	Year To Date	Current Period	Year To Date
OPERATING REVENUE				
Building Rental	$ 6,388.82	$ 26,080.28	$ 7,279.67	$ 29,766.68
Utilities	1,003.26	4,013.04	1,072.17	4,102.57
Miscellaneous	166.00	740.90	182.50	879.25
Total Operating Revenue	7,558.08	30,834.22	8,534.34	34,748.50
OPERATING EXPENSES				
Salaries/Wages	$ 4,227.96	$ 15,627.58	$ 4,771.02	$ 20,276.49
Fringes/Related Costs	777.64	3,305.92	1,301.64	5,451.86
Communications	216.18	870.80	189.28	773.66
Professional Services	2,549.91	8,050.64	301.91	1,727.64
Utilities	3,929.61	18,277.65	4,226.98	21,051.47
Marketing	197.95	2,005.08	550.00	1,769.56
Maintenance of Equipment	50.00	50.00	40.00	40.00
Maintenance of Facilities	306.15	2,312.79	621.86	2,755.76
Supplies/Materials	16.96	244.78	699.45	1,022.19
Insurance/Bonding	150.20	600.87	150.20	600.87
Events	-	50.00	-	289.73
Miscellaneous	-	-	6.25	239.29
Total Operating Expenses	12,422.56	51,396.11	12,858.59	55,998.52
Operating Income (Loss)	(4,864.48)	(20,561.89)	(4,324.25)	(21,250.02)
OTHER NON-OPERATING INCOME/(EXPENSE)				
City Contribution	7,357.96	18,457.75	7,274.63	18,135.34
Total Non-Operating Income	7,357.96	18,457.75	7,274.63	18,135.34
Other Non-Operating Expenses				
Other Non-Operating Expenses	-	-	-	-
EXCESS REVENUES OVER EXPENSES	2,493.48	(2,104.14)	2,950.38	(3,114.68)

LANSING ENTERTAINMENT AND PUBLIC FACILITIES AUTHORITY
Lansing City Market
BALANCE SHEET
For the 4 Months Ending October 31, 2017

ASSETS	Current Year	Percent	Prior Year	Percent
Cash	2,700.00	3.79%	1,100.00	1.55%
City Market Checking	61,966.36	87.08%	57,993.73	81.71%
Total Cash	64,666.36	90.88%	59,093.73	83.26%
Accounts Receivable	2,613.60	3.67%	8,759.55	12.34%
Total Accounts Receivable	2,613.60	3.67%	8,759.55	12.34%
Prepaid Expenses	3,876.52	5.45%	3,119.56	4.40%
TOTAL CURRENT ASSETS	71,156.48	100.00%	70,972.84	100.00%
Furniture,Fixtures & Equipment	54,370.64	76.41%	54,370.64	76.61%
Less: Accumulated Depreciation	(54,370.64)	-76.41%	(54,370.64)	-76.61%
TOTAL ASSETS	71,156.48	100.00%	70,972.84	100.00%
LIABILITIES				
Accounts Payable	27,481.01	38.62%	36,175.13	50.97%
Accrued Salary/Wages/Benefits	-	0.00%	673.20	0.95%
Unearned Revenue-Advance Rent	273.00	0.38%	155.00	0.22%
Unearned Revenue-Subsidy	14,715.92	20.68%	14,549.26	20.50%
Unearned Revenue-Project Fresh	3,932.26	5.53%	8,401.26	11.84%
Unearned Revenue-Gift Cert.	1,230.00	1.73%	2,755.00	3.88%
Total Current Liabilities	47,632.19	66.94%	62,708.85	88.36%
TOTAL LIABILITIES	47,632.19	66.94%	62,708.85	88.36%
Unreserved Equity	23,524.29	33.06%	8,263.99	11.64%
TOTAL LIABILITIES & EQUITY	71,156.48	100.00%	70,972.84	100.00%

LANSING ENTERTAINMENT AND PUBLIC FACILITIES AUTHORITY
Lansing City Market
BUDGET VS ACTUAL
For the 4 Months Ending October 31, 2017

	Current Period			Year-to-date			
Account Description	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget
OPERATING REVENUE							
Building Rental	$ 6,388.82	$ 7,831.08	$ (1,442.26)	$ 26,080.28	$ 32,822.96	$ (6,742.68)	$ 90,968.27
Utilities	1,003.26	1,000.00	3.26	4,013.04	4,000.00	13.04	12,000.00
Labor Service	-	-	-	-	300.00	(300.00)	500.00
Promotions	-	-	-	-	-	-	3,210.00
Miscellaneous	166.00	246.67	(80.67)	740.90	1,056.68	(315.78)	3,300.04
Total Operating Revenue	7,558.08	9,077.75	(1,519.67)	30,834.22	38,179.64	(7,345.42)	109,978.31
OPERATING EXPENSES							
Salaries/Wages	$ 4,227.96	$ 5,739.59	$ (1,511.63)	$ 15,627.58	$ 22,058.36	$ (6,430.78)	$ 67,975.09
Fringes/Related Costs	777.64	1,868.79	(1,091.15)	3,305.92	7,483.16	(4,177.24)	23,372.56
Communications	216.18	197.37	18.81	870.80	789.48	81.32	2,368.44
Professional Services	2,549.91	200.00	2,349.91	8,050.64	800.00	7,250.64	2,400.00
Utilities	3,929.61	5,858.34	(1,928.73)	18,277.65	27,152.82	(8,875.17)	69,122.12
Marketing	197.95	615.00	(417.05)	2,005.08	2,202.58	(197.50)	9,000.08
Maintenance of Equipment	50.00	156.00	(106.00)	50.00	156.00	(106.00)	357.00
Maintenance of Facilities	306.15	970.51	(664.36)	2,312.79	2,572.91	(260.12)	6,154.93
Supplies/Materials	16.96	304.76	(287.80)	244.78	1,827.32	(1,582.54)	6,055.53
Insurance/Bonding	150.20	158.88	(8.68)	600.87	645.77	(44.90)	1,947.56
Events	-	-	-	50.00	-	50.00	-
Depreciation	-	81.67	(81.67)	-	326.68	(326.68)	980.00
Miscellaneous	-	10.00	(10.00)	-	105.00	(105.00)	945.00
Total Operating Expenses	12,422.56	16,160.91	(3,738.35)	51,396.11	66,120.08	(14,723.97)	190,678.31
Operating Income (Loss)	(4,864.48)	(7,083.16)	2,218.68	(20,561.89)	(27,940.44)	7,378.55	(80,700.00)
OTHER NON-OPERATING INCOME/(EXPENSE)							
City Contribution	7,357.96	7,357.96	-	18,457.75	18,457.75	-	80,700.00
Total Non-Operating Income	7,357.96	7,357.96	-	18,457.75	18,457.75	-	80,700.00
Other Non-Operating Expenses							
Transition Expenses	-	-	-	-	-	-	-
EXCESS REVENUES OVER EXPENSES	2,493.48	274.80	2,218.68	(2,104.14)	(9,482.69)	7,378.55	(0.00)

LANSING ENTERTAINMENT/PUBLIC FACILITIES AUTHORITY
SUMMARIZED NOTES TO FINANCIAL STATEMENTS
CITY MARKET
as of: December 31, 2017

Income Statement (pg. 1)

Total Operating Revenue decreased from last year by 11% or $5,782.

Total Building Rental decreased from last year by 12% or $5,077.

Total Operating Expense decreased from last year by 13% or $10,589.

NET INCOME (after city contribution) as of 12/31/17 is $6,505.

Internal revenue coverage of expenses is	64%
Last month	61%
Last year	63%

Balance Sheet (pg. 2)

Our current ratio is	1.92	Last month	1.52
		Last year	1.14

Our equity in # of days operations is	80.54
Last month	65.12
Last year	27.57

Budget vs. Actual (pg. 3)

Actual operating revenues are UNDER budget by 19% or $10,758.

Actual operating expenses are UNDER budget by 26% or $25,927.

NOTE:

Current Ratio = Current Assets/Current Liabilities
Measures cash position

LANSING ENTERTAINMENT AND PUBLIC FACILITIES AUTHORITY
Lansing City Market
INCOME STATEMENT-COMPARATIVE
For the 6 Months Ending December 31, 2017

	Current Year		Prior Year	
Account Description	Current Period	Year To Date	Current Period	Year To Date
OPERATING REVENUE				
Building Rental	$ 6,288.82	$ 38,632.92	$ 6,578.82	$ 43,710.17
Utilities	1,003.26	6,019.56	1,003.26	6,178.00
Promotions	1,050.00	1,050.00	-	1,500.00
Miscellaneous	170.75	1,038.65	114.75	1,135.00
Total Operating Revenue	8,512.83	46,741.13	7,696.83	52,523.17
OPERATING EXPENSES				
Salaries/Wages	$ 2,940.02	$ 22,074.57	$ 4,107.43	$ 29,427.29
Fringes/Related Costs	730.45	4,801.08	1,355.54	8,115.55
Communications	210.74	1,299.77	189.41	1,149.22
Professional Services	156.91	9,134.46	171.91	2,071.46
Utilities	3,594.25	25,956.31	3,382.73	27,732.08
Marketing	2,275.00	5,733.65	1,660.00	5,244.52
Maintenance of Equipment	-	50.00	-	40.00
Maintenance of Facilities	306.14	2,947.85	907.71	3,830.80
Supplies/Materials	146.29	460.99	3,521.74	4,854.45
Insurance/Bonding	150.20	901.27	150.20	901.27
Events	-	50.00	-	289.73
Miscellaneous	-	-	-	342.29
Total Operating Expenses	10,510.00	73,409.95	15,446.67	83,998.66
Operating Income (Loss)	(1,997.17)	(26,668.82)	(7,749.84)	(31,475.49)
OTHER NON-OPERATING INCOME/(EXPENSE)				
City Contribution	7,357.96	33,173.67	7,274.63	32,684.60
Total Non-Operating Income	7,357.96	33,173.67	7,274.63	32,684.60
Other Non-Operating Expenses				
Other Non-Operating Expenses	-	-	-	-
EXCESS REVENUES OVER EXPENSES	5,360.79	6,504.85	(475.21)	1,209.11

LANSING ENTERTAINMENT AND PUBLIC FACILITIES AUTHORITY
Lansing City Market
BALANCE SHEET
For the 6 Months Ending December 31, 2017

ASSETS	Current Year	Percent	Prior Year	Percent
Cash	1,760.00	2.62%	2,540.00	2.46%
City Market Checking	62,004.42	92.46%	90,433.52	87.70%
Total Cash	63,764.42	95.08%	92,973.52	90.17%
Accounts Receivable	1,214.40	1.81%	7,984.60	7.74%
Total Accounts Receivable	1,214.40	1.81%	7,984.60	7.74%
Prepaid Expenses	2,083.00	3.11%	2,156.56	2.09%
TOTAL CURRENT ASSETS	67,061.82	100.00%	103,114.68	100.00%
Furniture,Fixtures & Equipment	54,370.64	81.08%	54,370.64	52.73%
Less: Accumulated Depreciation	(54,370.64)	-81.08%	(54,370.64)	-52.73%
TOTAL ASSETS	67,061.82	100.00%	103,114.68	100.00%
LIABILITIES				
Accounts Payable	29,513.28	44.01%	32,017.37	31.05%
Unearned Revenue-Advance Rent	253.00	0.38%	160.00	0.16%
Unearned Revenue-Subsidy	(0.00)	0.00%	47,026.27	45.61%
Unearned Revenue-Project Fresh	3,932.26	5.86%	8,628.26	8.37%
Unearned Revenue-Gift Cert.	1,230.00	1.83%	2,695.00	2.61%
Total Current Liabilities	34,928.54	52.08%	90,526.90	87.79%
TOTAL LIABILITIES	34,928.54	52.08%	90,526.90	87.79%
Unreserved Equity	32,133.28	47.92%	12,587.78	12.21%
TOTAL LIABILITIES & EQUITY	67,061.82	100.00%	103,114.68	100.00%

LANSING ENTERTAINMENT AND PUBLIC FACILITIES AUTHORITY
Lansing City Market
BUDGET VS ACTUAL
For the 6 Months Ending December 31, 2017

	Current Period			Year-to-date			
Account Description	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget
OPERATING REVENUE							
Building Rental	$ 6,288.82	$ 7,362.80	$ (1,073.98)	$ 38,632.92	$ 47,569.36	$ (8,936.44)	$ 90,968.27
Utilities	1,003.26	1,000.00	3.26	6,019.56	6,000.00	19.56	12,000.00
Labor Service	-	-	-	-	300.00	(300.00)	500.00
Promotions	1,050.00	1,150.00	(100.00)	1,050.00	2,110.00	(1,060.00)	3,210.00
Miscellaneous	170.75	246.67	(75.92)	1,038.65	1,520.02	(481.37)	3,300.04
Total Operating Revenue	8,512.83	9,759.47	(1,246.64)	46,741.13	57,499.38	(10,758.25)	109,978.31
OPERATING EXPENSES							
Salaries/Wages	$ 2,940.02	$ 5,739.59	$ (2,799.57)	$ 22,074.57	$ 33,537.54	$ (11,462.97)	$ 67,975.09
Fringes/Related Costs	730.45	2,029.30	(1,298.85)	4,801.08	11,391.76	(6,590.68)	23,372.56
Communications	210.74	197.37	13.37	1,299.77	1,184.22	115.55	2,368.44
Professional Services	156.91	200.00	(43.09)	9,134.46	1,200.00	7,934.46	2,400.00
Utilities	3,594.25	4,735.19	(1,140.94)	25,956.31	37,099.75	(11,143.44)	69,122.12
Marketing	2,275.00	1,820.00	455.00	5,733.65	5,892.58	(158.93)	9,000.08
Maintenance of Equipment	-	201.00	(201.00)	50.00	357.00	(307.00)	357.00
Maintenance of Facilities	306.14	358.14	(52.00)	2,947.85	3,289.37	(341.52)	6,154.93
Supplies/Materials	146.29	417.22	(270.93)	460.99	3,195.60	(2,734.61)	6,055.53
Insurance/Bonding	150.20	169.13	(18.93)	901.27	973.78	(72.51)	1,947.56
Events	-	-	-	50.00	-	50.00	-
Depreciation	-	81.67	(81.67)	-	490.02	(490.02)	980.00
Miscellaneous	-	610.00	(610.00)	-	725.00	(725.00)	945.00
Total Operating Expenses	10,510.00	16,558.61	(6,048.61)	73,409.95	99,336.62	(25,926.67)	190,678.31
Operating Income (Loss)	(1,997.17)	(6,799.14)	4,801.97	(26,668.82)	(41,837.24)	15,168.42	(80,700.00)
OTHER NON-OPERATING INCOME/(EXPENSE)							
City Contribution	7,357.96	7,357.96	-	33,173.67	33,173.67	-	80,700.00
Total Non-Operating Income	7,357.96	7,357.96	-	33,173.67	33,173.67	-	80,700.00
Other Non-Operating Expenses							
Transition Expenses	-	-	-	-	-	-	-
EXCESS REVENUES OVER EXPENSES	5,360.79	558.82	4,801.97	6,504.85	(8,663.57)	15,168.42	(0.00)

LANSING ENTERTAINMENT/PUBLIC FACILITIES AUTHORITY
SUMMARIZED NOTES TO FINANCIAL STATEMENTS
CITY MARKET
as of: January 31, 2018

Income Statement (pg. 1)

Total Operating Revenue decreased from last year by 10% or $6,013.

Total Building Rental decreased from last year by 11% or $5,287.

Total Operating Expense decreased from last year by 15% or $14,049.

NET INCOME (after city contribution) as of 01/31/18 is $15,274

Internal revenue coverage of expenses is		66%
	Last month	64%
	Last year	62%

Balance Sheet (pg. 2)

Our current ratio is	1.71	Last month	1.92
		Last year	1.23

Our equity in # of days operations is		106.80
	Last month	80.54
	Last year	40.25

Budget vs. Actual (pg. 3)

Actual operating revenues are UNDER budget by 17% or $11,084

Actual operating expenses are UNDER budget by 28% or $31,331.

NOTE:

Current Ratio = Current Assets/Current Liabilities
Measures cash position

LANSING ENTERTAINMENT AND PUBLIC FACILITIES AUTHORITY
Lansing City Market
INCOME STATEMENT-COMPARATIVE
For the 7 Months Ending January 31, 2018

	Current Year		Prior Year	
Account Description	Current Period	Year To Date	Current Period	Year To Date
OPERATING REVENUE				
Building Rental	$ 6,288.82	$ 44,921.74	$ 6,498.82	$ 50,208.99
Utilities	1,003.26	7,022.82	1,003.26	7,181.26
Promotions	-	1,050.00	-	1,500.00
Miscellaneous	147.77	1,186.42	168.25	1,303.25
Total Operating Revenue	7,439.85	54,180.98	7,670.33	60,193.50
OPERATING EXPENSES				
Salaries/Wages	$ 2,428.07	$ 24,502.64	$ 5,170.63	$ 34,597.92
Fringes/Related Costs	752.06	5,553.14	1,416.99	9,532.54
Communications	215.43	1,515.20	182.75	1,331.97
Professional Services	734.41	9,868.87	281.91	2,353.37
Utilities	3,639.94	29,596.25	3,771.08	31,503.16
Marketing	51.32	5,784.97	371.42	5,615.94
Maintenance of Equipment	-	50.00	-	40.00
Maintenance of Facilities	317.84	3,265.69	390.37	4,221.17
Supplies/Materials	640.26	1,101.25	589.33	5,443.78
Insurance/Bonding	150.20	1,051.47	150.20	1,051.47
Events	-	50.00	65.00	354.73
Miscellaneous	-	-	-	342.29
Total Operating Expenses	8,929.53	82,339.48	12,389.68	96,388.34
Operating Income (Loss)	(1,489.68)	(28,158.50)	(4,719.35)	(36,194.84)
OTHER NON-OPERATING INCOME/(EXPENSE)				
City Contribution	10,258.41	43,432.08	10,175.08	42,859.68
Total Non-Operating Income	10,258.41	43,432.08	10,175.08	42,859.68
Other Non-Operating Expenses				
Other Non-Operating Expenses	-	-	-	-
EXCESS REVENUES OVER EXPENSES	8,768.73	15,273.58	5,455.73	6,664.84

LANSING ENTERTAINMENT AND PUBLIC FACILITIES AUTHORITY
Lansing City Market
BALANCE SHEET
For the 7 Months Ending January 31, 2018

ASSETS	Current Year	Percent	Prior Year	Percent
Cash	3,100.00	3.14%	2,360.00	2.46%
City Market Checking	91,390.46	92.55%	87,695.88	91.28%
Total Cash	94,490.46	95.68%	90,055.88	93.74%
Accounts Receivable	2,227.80	2.26%	2,999.28	3.12%
Total Accounts Receivable	2,227.80	2.26%	2,999.28	3.12%
Prepaid Expenses	2,033.46	2.06%	3,017.28	3.14%
TOTAL CURRENT ASSETS	98,751.72	100.00%	96,072.44	100.00%
Furniture,Fixtures & Equipment	54,370.64	55.06%	54,370.64	56.59%
Less: Accumulated Depreciation	(54,370.64)	-55.06%	(54,370.64)	-56.59%
TOTAL ASSETS	98,751.72	100.00%	96,072.44	100.00%
LIABILITIES				
Accounts Payable	31,917.63	32.32%	29,764.48	30.98%
Unearned Revenue-Advance Rent	253.00	0.26%	100.00	0.10%
Unearned Revenue-Subsidy	20,516.82	20.78%	36,851.19	38.36%
Unearned Revenue-Project Fresh	3,932.26	3.98%	8,628.26	8.98%
Unearned Revenue-Gift Cert.	1,230.00	1.25%	2,685.00	2.79%
Total Current Liabilities	57,849.71	58.58%	78,028.93	81.22%
TOTAL LIABILITIES	57,849.71	58.58%	78,028.93	81.22%
Unreserved Equity	40,902.01	41.42%	18,043.51	18.78%
TOTAL LIABILITIES & EQUITY	98,751.72	100.00%	96,072.44	100.00%

LANSING ENTERTAINMENT AND PUBLIC FACILITIES AUTHORITY
Lansing City Market
BUDGET VS ACTUAL
For the 7 Months Ending January 31, 2018

Account Description	Current Period Actual	Current Period Budget	Current Period Variance	Year-to-date Actual	Year-to-date Budget	Year-to-date Variance	Annual Budget
OPERATING REVENUE							
Building Rental	$ 6,288.82	$ 6,449.18	$ (160.36)	$ 44,921.74	$ 54,018.54	$ (9,096.80)	$ 90,968.27
Utilities	1,003.26	1,000.00	3.26	7,022.82	7,000.00	22.82	12,000.00
Labor Service	-	-	-	-	300.00	(300.00)	500.00
Promotions	-	-	-	1,050.00	2,110.00	(1,060.00)	3,210.00
Miscellaneous	147.77	316.67	(168.90)	1,186.42	1,836.69	(650.27)	3,300.04
Total Operating Revenue	7,439.85	7,765.85	(326.00)	54,180.98	65,265.23	(11,084.25)	109,978.31
OPERATING EXPENSES							
Salaries/Wages	$ 2,428.07	$ 5,739.59	$ (3,311.52)	$ 24,502.64	$ 39,277.13	$ (14,774.49)	$ 67,975.09
Fringes/Related Costs	752.06	2,109.30	(1,357.24)	5,553.14	13,501.06	(7,947.92)	23,372.56
Communications	215.43	197.37	18.06	1,515.20	1,381.59	133.61	2,368.44
Professional Services	734.41	200.00	534.41	9,868.87	1,400.00	8,468.87	2,400.00
Utilities	3,639.94	4,366.96	(727.02)	29,596.25	41,466.71	(11,870.46)	69,122.12
Marketing	51.32	552.50	(501.18)	5,784.97	6,445.08	(660.11)	9,000.08
Maintenance of Equipment	-	-	-	50.00	357.00	(307.00)	357.00
Maintenance of Facilities	317.84	528.09	(210.25)	3,265.69	3,817.46	(551.77)	6,154.93
Supplies/Materials	640.26	239.57	400.69	1,101.25	3,435.17	(2,333.92)	6,055.53
Insurance/Bonding	150.20	158.88	(8.68)	1,051.47	1,132.66	(81.19)	1,947.56
Events	-	-	-	50.00	-	50.00	-
Depreciation	-	81.67	(81.67)	-	571.69	(571.69)	580.00
Miscellaneous	-	160.00	(160.00)	-	885.00	(885.00)	945.00
Total Operating Expenses	8,929.53	14,333.93	(5,404.40)	82,339.48	113,670.55	(31,331.07)	190,678.31
Operating Income (Loss)	(1,489.68)	(6,568.08)	5,078.40	(28,158.50)	(48,405.32)	20,246.82	(80,700.00)
OTHER NON-OPERATING INCOME/(EXPENSE)							
City Contribution	10,258.41	10,258.41	-	43,432.08	43,432.08	-	80,700.00
Total Non-Operating Income	10,258.41	10,258.41	-	43,432.08	43,432.08	-	80,700.00
Other Non-Operating Expenses							
Transition Expenses	-	-	-	-	-	-	-
EXCESS REVENUES OVER EXPENSES	8,768.73	3,690.33	5,078.40	15,273.58	(4,973.24)	20,246.82	(0.00)

LANSING ENTERTAINMENT/PUBLIC FACILITIES AUTHORITY
SUMMARIZED NOTES TO FINANCIAL STATEMENTS
CITY MARKET
as of: February 28, 2018

Income Statement (pg. 1)

Total Operating Revenue deccreased from last year by 8% or $ 5,659.

Total Building Rental decreased from last year by 9% or $ 5,212.

Total Operating Expense decreased from last year by 17% or $18,265.

NET INCOME (after city contribution) as of 02/28/18 is $ 24,299.

Internal revenue coverage of expenses is	68%
Last month	66%
Last year	62%

Balance Sheet (pg. 2)

Our current ratio is	2.23	Last month	1.71
		Last year	1.32

Our equity in # of days operations is	132.78
Last month	106.80
Last year	49.68

Budget vs. Actual (pg. 3)

Actual operating revenues are Under budget by 15% or $ 10,996.

Actual operating expenses are Under budget by 28% or $ 36,208.

NOTE:

Current Ratio = Current Assets/Current Liabilities
Measures cash position

LANSING ENTERTAINMENT AND PUBLIC FACILITIES AUTHORITY
Lansing City Market
INCOME STATEMENT-COMPARATIVE
For the 8 Months Ending February 28, 2018

	Current Year		Prior Year	
Account Description	Current Period	Year To Date	Current Period	Year To Date
OPERATING REVENUE				
Building Rental	$ 6,383.82	$ 51,305.56	$ 6,308.82	$ 56,517.81
Utilities	1,003.26	8,026.08	1,003.26	8,184.52
Promotions	-	1,050.00	-	1,500.00
Miscellaneous	414.02	1,600.44	135.75	1,439.00
Total Operating Revenue	7,801.10	61,982.08	7,447.83	67,641.33
OPERATING EXPENSES				
Salaries/Wages	$ 3,490.40	$ 27,993.04	$ 4,785.52	$ 39,383.44
Fringes/Related Costs	741.23	6,294.37	1,414.78	10,947.32
Communications	177.08	1,692.28	181.59	1,513.56
Professional Services	761.91	10,630.78	2,716.08	5,069.45
Utilities	2,993.20	32,589.45	2,955.33	34,458.49
Marketing	75.00	5,859.97	658.97	6,274.91
Maintenance of Equipment	-	50.00	-	40.00
Maintenance of Facilities	317.83	3,583.52	269.77	4,490.94
Supplies/Materials	327.39	1,428.64	118.37	5,562.15
Insurance/Bonding	150.20	1,201.67	150.20	1,201.67
Events	-	50.00	-	354.73
Miscellaneous	-	-	-	342.29
Total Operating Expenses	9,034.24	91,373.72	13,250.61	109,638.95
Operating Income (Loss)	(1,233.14)	(29,391.64)	(5,802.78)	(41,997.62)
OTHER NON-OPERATING INCOME/(EXPENSE)				
City Contribution	10,258.41	53,690.49	10,175.08	53,034.76
Total Non-Operating Income	10,258.41	53,690.49	10,175.08	53,034.76
Other Non-Operating Expenses				
Other Non-Operating Expenses	-	-	-	-
EXCESS REVENUES OVER EXPENSES	9,025.27	24,298.85	4,372.30	11,037.14

LANSING ENTERTAINMENT AND PUBLIC FACILITIES AUTHORITY
Lansing City Market
BALANCE SHEET
For the 8 Months Ending February 28, 2018

ASSETS	Current Year	Percent	Prior Year	Percent
Cash	2,600.00	2.87%	2,600.00	2.84%
City Market Checking	83,721.10	92.39%	83,206.44	90.80%
Total Cash	86,321.10	95.26%	85,806.44	93.64%
Accounts Receivable	2,781.20	3.07%	3,527.68	3.85%
Total Accounts Receivable	2,781.20	3.07%	3,527.68	3.85%
Prepaid Expenses	1,513.20	1.67%	2,303.28	2.51%
TOTAL CURRENT ASSETS	90,615.50	100.00%	91,637.40	100.00%
Furniture,Fixtures & Equipment	54,370.64	60.00%	54,370.64	59.33%
Less: Accumulated Depreciation	(54,370.64)	-60.00%	(54,370.64)	-59.33%
TOTAL ASSETS	90,615.50	100.00%	91,637.40	100.00%
LIABILITIES				
Accounts Payable	25,014.55	27.61%	31,232.22	34.08%
Unearned Revenue-Advance Rent	253.00	0.28%	-	0.00%
Unearned Revenue-Subsidy	10,258.41	11.32%	26,676.11	29.11%
Unearned Revenue-Project Fresh	3,932.26	4.34%	8,628.26	9.42%
Unearned Revenue-Gift Cert.	1,230.00	1.36%	2,685.00	2.93%
Total Current Liabilities	40,688.22	44.90%	69,221.59	75.54%
TOTAL LIABILITIES	40,688.22	44.90%	69,221.59	75.54%
Unreserved Equity	49,927.28	55.10%	22,415.81	24.46%
TOTAL LIABILITIES & EQUITY	90,615.50	100.00%	91,637.40	100.00%

LANSING ENTERTAINMENT AND PUBLIC FACILITIES AUTHORITY
Lansing City Market
BUDGET VS ACTUAL
For the 8 Months Ending February 28, 2018

Account Description	Current Period Actual	Current Period Budget	Current Period Variance	Year-to-date Actual	Year-to-date Budget	Year-to-date Variance	Annual Budget
OPERATING REVENUE							
Building Rental	$ 6,383.82	$ 6,395.85	$ (12.03)	$ 51,305.56	$ 60,414.39	$ (9,108.83)	$ 90,968.27
Utilities	1,003.26	1,000.00	3.26	8,026.08	8,000.00	26.08	12,000.00
Labor Service	-	-	-	-	300.00	(300.00)	500.00
Promotions	-	-	-	1,050.00	2,110.00	(1,060.00)	3,210.00
Miscellaneous	414.02	316.67	97.35	1,600.44	2,153.36	(552.92)	3,300.04
Total Operating Revenue	7,801.10	7,712.52	88.58	61,982.08	72,977.75	(10,995.67)	109,978.31
OPERATING EXPENSES							
Salaries/Wages	$ 3,490.40	$ 5,739.59	$ (2,249.19)	$ 27,993.04	$ 45,016.72	$ (17,023.68)	$ 67,975.09
Fringes/Related Costs	741.23	2,089.30	(1,348.07)	6,294.37	15,590.36	(9,295.99)	23,372.56
Communications	177.08	197.37	(20.29)	1,692.28	1,578.96	113.32	2,368.44
Professional Services	761.91	200.00	561.91	10,630.78	1,600.00	9,030.78	2,400.00
Utilities	2,993.20	4,205.01	(1,211.81)	32,589.45	45,671.72	(13,082.27)	69,122.12
Marketing	75.00	527.50	(452.50)	5,859.97	6,972.58	(1,112.61)	9,000.08
Maintenance of Equipment	-	-	-	50.00	357.00	(307.00)	357.00
Maintenance of Facilities	317.83	346.17	(28.34)	3,583.52	4,163.63	(580.11)	6,154.93
Supplies/Materials	327.39	346.04	(18.65)	1,428.64	3,781.21	(2,352.57)	6,055.53
Insurance/Bonding	150.20	158.88	(8.68)	1,201.67	1,291.54	(89.87)	1,947.56
Events	-	-	-	50.00	-	50.00	-
Depreciation	-	81.67	(81.67)	-	653.36	(653.36)	980.00
Miscellaneous	-	20.00	(20.00)	-	905.00	(905.00)	945.00
Total Operating Expenses	9,034.24	13,911.53	(4,877.29)	91,373.72	127,582.08	(36,208.36)	190,678.31
Operating Income (Loss)	(1,233.14)	(6,199.01)	4,965.87	(29,391.64)	(54,604.33)	25,212.69	(80,700.00)
OTHER NON-OPERATING INCOME/(EXPENSE)							
City Contribution	10,258.41	10,258.41	-	53,690.49	53,690.49	-	80,700.00
Total Non-Operating Income	10,258.41	10,258.41	-	53,690.49	53,690.49	-	80,700.00
Other Non-Operating Expenses							
Transition Expenses	-	-	-	-	-	-	-
EXCESS REVENUES OVER EXPENSES	9,025.27	4,059.40	4,965.87	24,298.85	(913.84)	25,212.69	(0.00)

LANSING ENTERTAINMENT/PUBLIC FACILITIES AUTHORITY
SUMMARIZED NOTES TO FINANCIAL STATEMENTS
CITY MARKET
as of: March 31, 2018

Income Statement (pg. 1)

Total Operating Revenue decreased from last year by 7% or $5,352.

Total Building Rental decreased from last year by 8% or $5,090.

Total Operating Expense decreased from last year by 17% or $20,597.

NET INCOME (after city contribution) as of 03/31/18 is $32,875

Internal revenue coverage of expenses is	69%
Last month	68%
Last year	62%

Balance Sheet (pg. 2)

Our current ratio is	2.26	Last month	2.23
		Last year	1.50

Our equity in # of days operations is	159.04
Last month	132.78
Last year	63.81

Budget vs. Actual (pg. 3)

Actual operating revenues are UNDER budget by 15% or $12,351.

Actual operating expenses are UNDER budget by 30% or $42,428.

NOTE:

Current Ratio = Current Assets/Current Liabilities
Measures cash position

LANSING ENTERTAINMENT AND PUBLIC FACILITIES AUTHORITY
Lansing City Market
INCOME STATEMENT-COMPARATIVE
For the 9 Months Ending March 31, 2018

Account Description	Current Year: Current Period	Current Year: Year To Date	Prior Year: Current Period	Prior Year: Year To Date
OPERATING REVENUE				
Building Rental	$ 6,465.82	$ 57,771.38	$ 6,343.82	$ 62,861.63
Utilities	1,003.26	9,029.34	1,003.26	9,187.78
Promotions	-	1,050.00	-	1,500.00
Miscellaneous	265.52	1,865.96	80.50	1,519.50
Total Operating Revenue	7,734.60	69,716.68	7,427.58	75,068.91
OPERATING EXPENSES				
Salaries/Wages	$ 4,163.16	$ 32,156.20	$ 5,232.78	$ 44,616.22
Fringes/Related Costs	743.77	7,038.14	1,643.80	12,591.12
Communications	257.08	1,949.36	196.46	1,710.02
Professional Services	156.91	10,787.69	529.41	5,598.86
Utilities	3,189.49	35,778.94	3,255.83	37,714.32
Marketing	3.12	5,863.09	302.60	6,577.51
Maintenance of Equipment	-	50.00	-	40.00
Maintenance of Facilities	317.83	3,901.35	283.93	4,774.87
Supplies/Materials	434.84	1,863.48	152.90	5,715.05
Insurance/Bonding	150.18	1,351.85	150.20	1,351.87
Events	-	50.00	-	354.73
Miscellaneous	-	-	-	342.29
Total Operating Expenses	9,416.38	100,790.10	11,747.91	121,386.86
Operating Income (Loss)	(1,681.78)	(31,073.42)	(4,320.33)	(46,317.95)
OTHER NON-OPERATING INCOME/(EXPENSE)				
City Contribution	10,258.41	63,948.90	10,175.08	63,209.84
Total Non-Operating Income	10,258.41	63,948.90	10,175.08	63,209.84
Other Non-Operating Expenses				
Other Non-Operating Expenses	-	-	-	-
EXCESS REVENUES OVER EXPENSES	8,576.63	32,875.48	5,854.75	16,891.89

LANSING ENTERTAINMENT AND PUBLIC FACILITIES AUTHORITY
Lansing City Market
BALANCE SHEET
For the 9 Months Ending March 31, 2018

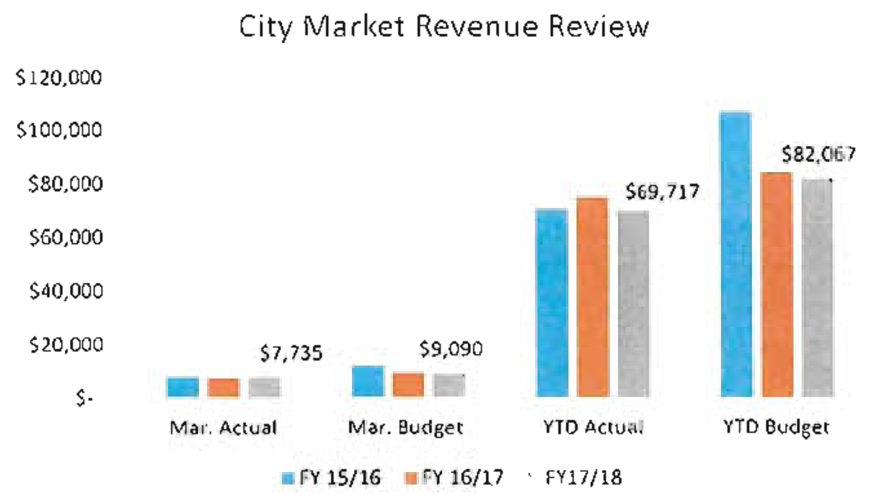
ASSETS	Current Year	Percent	Prior Year	Percent
Cash	2,420.00	2.31%	2,080.00	2.44%
City Market Checking	98,406.50	93.82%	78,073.43	91.47%
Total Cash	100,826.50	96.12%	80,153.43	93.91%
Accounts Receivable	2,974.60	2.84%	3,516.08	4.12%
Total Accounts Receivable	2,974.60	2.84%	3,516.08	4.12%
Prepaid Expenses	1,089.97	1.04%	1,686.28	1.98%
TOTAL CURRENT ASSETS	104,891.07	100.00%	85,355.79	100.00%
Furniture,Fixtures & Equipment	54,370.64	51.84%	54,370.64	63.70%
Less: Accumulated Depreciation	(54,370.64)	-51.84%	(54,370.64)	-63.70%
TOTAL ASSETS	104,891.07	100.00%	85,355.79	100.00%
LIABILITIES				
Accounts Payable	24,220.80	23.09%	29,250.94	34.27%
Unearned Revenue-Advance Rent	253.00	0.24%	-	0.00%
Unearned Revenue-Subsidy	16,751.10	15.97%	16,501.03	19.33%
Unearned Revenue-Project Fresh	3,932.26	3.75%	8,628.26	10.11%
Unearned Revenue-Gift Cert.	1,230.00	1.17%	2,705.00	3.17%
Total Current Liabilities	46,387.16	44.22%	57,085.23	66.88%
TOTAL LIABILITIES	46,387.16	44.22%	57,085.23	66.88%
Unreserved Equity	58,503.91	55.78%	28,270.56	33.12%
TOTAL LIABILITIES & EQUITY	104,891.07	100.00%	85,355.79	100.00%

LANSING ENTERTAINMENT AND PUBLIC FACILITIES AUTHORITY
Lansing City Market
BUDGET VS ACTUAL
For the 9 Months Ending March 31, 2018

	Current Period			Year-to-date			
Account Description	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget
OPERATING REVENUE							
Building Rental	$ 6,465.82	$ 6,672.95	$ (207.13)	$ 57,771.38	$ 67,087.34	$ (9,315.96)	$ 90,968.27
Utilities	1,003.26	1,000.00	3.26	9,029.34	9,000.00	29.34	12,000.00
Labor Service	-	-	-	-	300.00	(300.00)	500.00
Promotions	-	1,100.00	(1,100.00)	1,050.00	3,210.00	(2,160.00)	3,210.00
Miscellaneous	265.52	316.67	(51.15)	1,865.96	2,470.03	(604.07)	3,300.04
Total Operating Revenue	7,734.60	9,089.62	(1,355.02)	69,716.68	82,067.37	(12,350.69)	109,978.31
OPERATING EXPENSES							
Salaries/Wages	$ 4,163.16	$ 5,739.59	$ (1,576.43)	$ 32,156.20	$ 50,756.31	$ (18,600.11)	$ 67,975.09
Fringes/Related Costs	743.77	2,109.30	(1,365.53)	7,038.14	17,699.66	(10,661.52)	23,372.56
Communications	257.08	197.37	59.71	1,949.36	1,776.33	173.03	2,368.44
Professional Services	156.91	200.00	(43.09)	10,787.69	1,800.00	8,987.69	2,400.00
Utilities	3,189.49	5,316.06	(2,126.57)	35,778.94	50,987.78	(15,208.84)	69,122.12
Marketing	3.12	452.50	(449.38)	5,863.09	7,425.08	(1,561.99)	9,000.08
Maintenance of Equipment	-	-	-	50.00	357.00	(307.00)	357.00
Maintenance of Facilities	317.83	846.64	(528.81)	3,901.35	5,010.27	(1,108.92)	6,154.93
Supplies/Materials	434.84	513.28	(78.44)	1,863.48	4,294.49	(2,431.01)	6,055.53
Insurance/Bonding	150.18	169.13	(18.95)	1,351.85	1,460.67	(108.82)	1,947.56
Events	-	-	-	50.00	-	50.00	-
Depreciation	-	81.67	(81.67)	-	735.03	(735.03)	980.00
Miscellaneous	-	10.00	(10.00)	-	915.00	(915.00)	945.00
Total Operating Expenses	9,416.38	15,635.54	(6,219.16)	100,790.10	143,217.62	(42,427.52)	190,678.31
Operating Income (Loss)	(1,681.78)	(6,545.92)	4,864.14	(31,073.42)	(61,150.25)	30,076.83	(80,700.00)
OTHER NON-OPERATING INCOME/(EXPENSE)							
City Contribution	10,258.41	10,258.41	-	63,948.90	63,948.90	-	80,700.00
Total Non-Operating Income	10,258.41	10,258.41	-	63,948.90	63,948.90	-	80,700.00
Other Non-Operating Expenses							
Transition Expenses	-	-	-	-	-	-	-
EXCESS REVENUES OVER EXPENSES	8,576.63	3,712.49	4,864.14	32,875.48	2,798.65	30,076.83	(0.00)

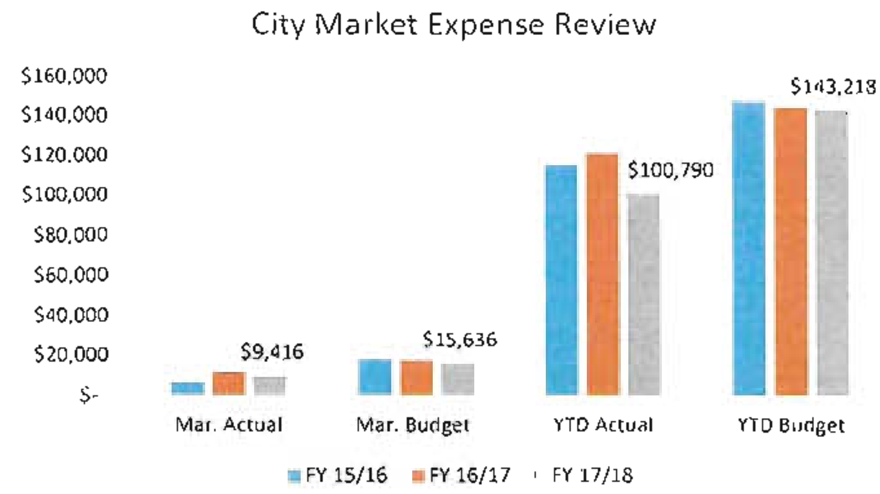
March 2018
City Market Review

Chart 1



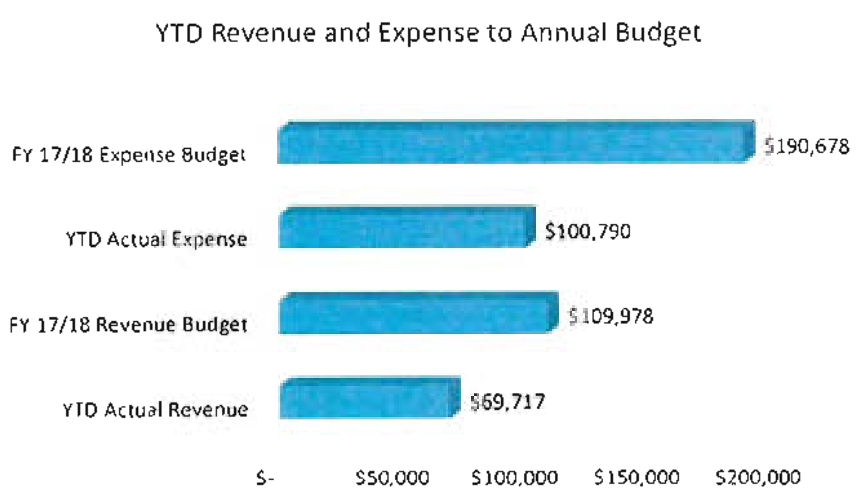
*YTD Operating Revenue has decreased when compared to last year

Chart 2



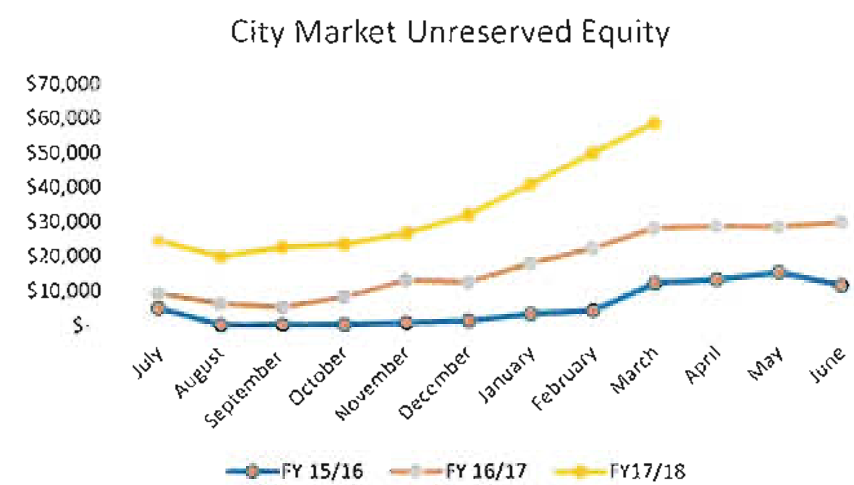
*Overall, the Market expenses came in under budget for March and to last year

Chart 3



*The Market has contained its expenses to 53% of the budget and has captured 63% of the revenue budget

Chart 4



*Through nine months of the fiscal year, unreserved equity continues climbing.

LANSING ENTERTAINMENT/PUBLIC FACILITIES AUTHORITY
SUMMARIZED NOTES TO FINANCIAL STATEMENTS
CITY MARKET
as of: April 30, 2018

Income Statement (pg. 1)

Total Operating Revenue decreased from last year by 6% or $5,184.

Total Building Rental decreased from last year by 7% or $4,910.

Total Operating Expense decreased from last year by 18% or $24,511.

NET INCOME(after city contribution) as of 04/30/18 is $17,361.

Internal revenue coverage of expenses is	71%
Last month	69%
Last year	62%

Balance Sheet (pg. 2)

Our current ratio is	2.50	Last month	2.26
		Last year	1.50

Our equity in # of days operations is	175.41
Last month	159.04
Last year	65.23

Budget vs. Actual (pg. 3)

Actual operating revenues are UNDER budget by 16% or $14,827.

Actual operating expenses are UNDER budget by 31% or $48,564.

LANSING ENTERTAINMENT AND PUBLIC FACILITIES AUTHORITY
Lansing City Market
INCOME STATEMENT-COMPARATIVE
For the 10 Months Ending April 30, 2018

	Current Year		Prior Year	
Account Description	Current Period	Year To Date	Current Period	Year To Date
OPERATING REVENUE				
Building Rental	$ 6,488.82	$ 64,260.20	$ 6,308.82	$ 69,170.45
Utilities	1,003.26	10,032.60	1,003.26	10,191.04
Promotions	-	1,050.00	-	1,500.00
Miscellaneous	193.25	2,059.21	205.25	1,724.75
Total Operating Revenue	7,685.33	77,402.01	7,517.33	82,586.24
OPERATING EXPENSES .				
Salaries/Wages	$ 3,542.93	$ 35,699.13	$ 5,585.93	$ 50,202.15
Fringes/Related Costs	744.22	7,782.36	1,381.24	13,972.36
Communications	221.78	2,171.14	201.41	1,911.43
Professional Services	156.91	10,944.60	846.91	6,445.77
Utilities	2,843.57	38,622.51	2,973.87	40,688.19
Marketing	-	5,863.09	551.10	7,128.61
Maintenance of Equipment	-	50.00	-	40.00
Maintenance of Facilities	319.83	4,221.18	303.94	5,078.81
Supplies/Materials	468.92	2,332.40	380.44	6,095.49
Insurance/Bonding	150.18	1,502.03	150.20	1,502.07
Events	-	50.00	-	354.73
Miscellaneous	186.00	186.00	173.33	515.62
Total Operating Expenses	8,634.34	109,424.44	12,548.37	133,935.23
Operating Income (Loss)	(949.01)	(32,022.43)	(5,031.04)	(51,348.99)
OTHER NON-OPERATING INCOME/(EXPENSE)				
City Contribution	5,583.67	69,532.57	5,500.34	68,710.18
Total Non-Operating Income	5,583.67	69,532.57	5,500.34	68,710.18
Other Non-Operating Expenses				
Other Non-Operating Expenses	-	-	-	-
EXCESS REVENUES OVER EXPENSES	4,634.66	37,510.14	469.30	17,361.19

LANSING ENTERTAINMENT AND PUBLIC FACILITIES AUTHORITY
Lansing City Market
BALANCE SHEET
For the 10 Months Ending April 30, 2018

ASSETS	Current Year	Percent	Prior Year	Percent
Cash	1,640.00	1.56%	3,740.00	4.35%
City Market Checking	98,888.48	93.98%	76,335.33	88.86%
Total Cash	100,528.48	95.54%	80,075.33	93.21%
Accounts Receivable	3,428.00	3.26%	4,389.48	5.11%
Total Accounts Receivable	3,428.00	3.26%	4,389.48	5.11%
Prepaid Expenses	1,265.47	1.20%	1,443.00	1.68%
TOTAL CURRENT ASSETS	105,221.95	100.00%	85,907.81	100.00%
Furniture,Fixtures & Equipment	54,370.64	51.67%	54,370.64	63.29%
Less: Accumulated Depreciation	(54,370.64)	-51.67%	(54,370.64)	-63.29%
TOTAL ASSETS	105,221.95	100.00%	85,907.81	100.00%
LIABILITIES				
Accounts Payable	25,500.69	24.24%	34,577.00	40.25%
Unearned Revenue-Advance Rent	253.00	0.24%	280.00	0.33%
Unearned Revenue-Subsidy	11,167.43	10.61%	11,000.69	12.81%
Unearned Revenue-Project Fresh	3,932.26	3.74%	8,615.26	10.03%
Unearned Revenue-Gift Cert.	1,230.00	1.17%	2,695.00	3.14%
Total Current Liabilities	42,083.38	39.99%	57,167.95	66.55%
TOTAL LIABILITIES	42,083.38	39.99%	57,167.95	66.55%
Unreserved Equity	63,138.57	60.01%	28,739.86	33.45%
TOTAL LIABILITIES & EQUITY	105,221.95	100.00%	85,907.81	100.00%

LANSING ENTERTAINMENT AND PUBLIC FACILITIES AUTHORITY
Lansing City Market
BUDGET VS ACTUAL
For the 10 Months Ending April 30, 2018

Account Description	Current Period Actual	Current Period Budget	Current Period Variance	Year-to-date Actual	Year-to-date Budget	Year-to-date Variance	Annual Budget
OPERATING REVENUE							
Building Rental	$ 6,488.82	$ 8,844.90	$ (2,356.08)	$ 64,260.20	$ 75,932.24	$ (11,672.04)	$ 90,968.27
Utilities	1,003.26	1,000.00	3.26	10,032.60	10,000.00	32.60	12,000.00
Labor Service	-	-	-	-	300.00	(300.00)	500.00
Promotions	-	-	-	1,050.00	3,210.00	(2,160.00)	3,210.00
Miscellaneous	193.25	316.67	(123.42)	2,059.21	2,786.70	(727.49)	3,300.04
Total Operating Revenue	7,685.33	10,161.57	(2,476.24)	77,402.01	92,228.94	(14,826.93)	109,978.31
OPERATING EXPENSES							
Salaries/Wages	$ 3,542.93	$ 5,739.59	$ (2,196.66)	$ 35,699.13	$ 56,495.90	$ (20,796.77)	$ 67,975.09
Fringes/Related Costs	744.22	1,934.30	(1,190.08)	7,782.36	19,633.96	(11,851.60)	23,372.56
Communications	221.78	197.37	24.41	2,171.14	1,973.70	197.44	2,368.44
Professional Services	156.91	200.00	(43.09)	10,944.60	2,000.00	8,944.60	2,400.00
Utilities	2,843.57	4,843.39	(1,999.82)	38,622.51	55,831.17	(17,208.66)	69,122.12
Marketing	-	670.00	(670.00)	5,863.09	8,095.08	(2,231.99)	9,000.08
Maintenance of Equipment	-	-	-	50.00	357.00	(307.00)	357.00
Maintenance of Facilities	319.83	453.12	(133.29)	4,221.18	5,463.39	(1,242.21)	6,154.93
Supplies/Materials	468.92	482.07	(13.15)	2,332.40	4,776.56	(2,444.16)	6,055.53
Insurance/Bonding	150.18	158.88	(8.70)	1,502.03	1,619.55	(117.52)	1,947.56
Events	-	-	-	50.00	-	50.00	-
Depreciation	-	81.67	(81.67)	-	816.70	(816.70)	980.00
Miscellaneous	186.00	10.00	176.00	186.00	925.00	(739.00)	945.00
Total Operating Expenses	8,634.34	14,770.39	(6,136.05)	109,424.44	157,988.01	(48,563.57)	190,678.31
Operating Income (Loss)	(949.01)	(4,608.82)	3,659.81	(32,022.43)	(65,759.07)	33,736.64	(80,700.00)
OTHER NON-OPERATING INCOME/(EXPENSE)							
City Contribution	5,583.67	5,583.67	-	69,532.57	69,532.57	-	80,700.00
Total Non-Operating Income	5,583.67	5,583.67	-	69,532.57	69,532.57	-	80,700.00
Other Non-Operating Expenses							
Transition Expenses	-	-	-	-	-	-	-
EXCESS REVENUES OVER EXPENSES	4,634.66	974.85	3,659.81	37,510.14	3,773.50	33,736.64	(0.00)

LANSING ENTERTAINMENT/PUBLIC FACILITIES AUTHORITY
SUMMARIZED NOTES TO FINANCIAL STATEMENTS
CITY MARKET
as of: May 31, 2018

Income Statement (pg. 1)

Total Operating Revenue decreased from last year by 6% or $5,497.

Total Building Rental decreased from last year by 7% or $5,033.

Total Operating Expense decreased from last year by 14% or $20,203.

NET INCOME (after city contribution) as of 05/31/18 is $32,892.62.

Internal revenue coverage of expenses is		67%
	Last month	71%
	Last year	61%

Balance Sheet (pg. 2)

Our current ratio is	2.23	Last month	2.50
		Last year	1.52

Our equity in # of days operations is		154.75
	Last month	175.41
	Last year	65.18

Budget vs. Actual (pg. 3)

Actual operating revenues are UNDER budget by 17% or $17,665.

Actual operating expenses are UNDER budget by 27% or $46,407.

NOTE:

Current Ratio = Current Assets/Current Liabilities
Measures cash position

LANSING ENTERTAINMENT AND PUBLIC FACILITIES AUTHORITY
Lansing City Market
INCOME STATEMENT-COMPARATIVE
For the 11 Months Ending May 31, 2018

	Current Year		Prior Year	
Account Description	Current Period	Year To Date	Current Period	Year To Date
OPERATING REVENUE				
Building Rental	$ 6,265.82	$ 70,526.02	$ 6,388.82	$ 75,559.27
Equipment Rental	-	-	88.00	88.00
Utilities	956.30	10,988.90	1,003.26	11,194.30
Promotions	-	1,050.00	-	1,500.00
Miscellaneous	241.75	2,300.96	296.75	2,021.50
Total Operating Revenue	7,463.87	84,865.88	7,776.83	90,363.07
OPERATING EXPENSES				
Salaries/Wages	$ 3,753.00	$ 39,452.13	$ 4,929.88	$ 55,132.03
Fringes/Related Costs	752.68	8,535.04	1,314.22	15,286.58
Communications	218.31	2,389.45	224.70	2,136.13
Professional Services	8,230.91	19,175.51	1,616.91	8,062.68
Utilities	3,282.86	41,905.37	3,186.34	43,874.53
Marketing	-	5,863.09	486.14	7,614.75
Maintenance of Equipment	-	50.00	-	40.00
Maintenance of Facilities	482.83	4,704.01	399.32	5,478.13
Supplies/Materials	514.78	2,847.18	1,049.14	7,144.63
Insurance/Bonding	150.18	1,652.21	150.20	1,652.27
Events	-	50.00	-	354.73
Security	279.51	279.51	-	-
Miscellaneous	-	186.00	-	515.62
Total Operating Expenses	17,665.06	127,089.50	13,356.85	147,292.08
Operating Income (Loss)	(10,201.19)	(42,223.62)	(5,580.02)	(56,929.01)
OTHER NON-OPERATING INCOME/(EXPENSE)				
City Contribution	5,583.67	75,116.24	5,500.34	74,210.52
Total Non-Operating Income	5,583.67	75,116.24	5,500.34	74,210.52
Other Non-Operating Expenses				
Other Non-Operating Expenses	-	-	-	-
EXCESS REVENUES OVER EXPENSES	(4,617.52)	32,892.62	(79.68)	17,281.51

LANSING ENTERTAINMENT AND PUBLIC FACILITIES AUTHORITY
Lansing City Market
BALANCE SHEET
For the 11 Months Ending May 31, 2018

ASSETS	Current Year	Percent	Prior Year	Percent
Cash	2,340.00	2.20%	1,660.00	1.99%
City Market Checking	100,171.33	93.97%	76,424.62	91.72%
Total Cash	102,511.33	96.17%	78,084.62	93.72%
Accounts Receivable	3,341.40	3.13%	4,444.48	5.33%
Total Accounts Receivable	3,341.40	3.13%	4,444.48	5.33%
Prepaid Expenses	745.24	0.70%	791.50	0.95%
TOTAL CURRENT ASSETS	106,597.97	100.00%	83,320.60	100.00%
Furniture,Fixtures & Equipment	54,370.64	51.01%	54,370.64	65.25%
Less: Accumulated Depreciation	(54,370.64)	-51.01%	(54,370.64)	-65.25%
TOTAL ASSETS	106,597.97	100.00%	83,320.60	100.00%
LIABILITIES				
Accounts Payable	36,920.90	34.64%	37,559.81	45.08%
Unearned Revenue-Advance Rent	253.00	0.24%	290.00	0.35%
Unearned Revenue-Subsidy	5,583.76	5.24%	5,500.35	6.60%
Unearned Revenue-Project Fresh	3,932.26	3.69%	8,615.26	10.34%
Unearned Revenue-Gift Cert.	1,200.00	1.13%	2,695.00	3.23%
Total Current Liabilities	47,889.92	44.93%	54,660.42	65.60%
TOTAL LIABILITIES	47,889.92	44.93%	54,660.42	65.60%
Unreserved Equity	58,708.05	55.07%	28,660.18	34.40%
TOTAL LIABILITIES & EQUITY	106,597.97	100.00%	83,320.60	100.00%

LANSING ENTERTAINMENT AND PUBLIC FACILITIES AUTHORITY
Lansing City Market
BUDGET VS ACTUAL
For the 11 Months Ending May 31, 2018

	Current Period			Year-to-date			
Account Description	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget
OPERATING REVENUE							
Building Rental	$ 6,265.82	$ 9,055.46	$ (2,789.64)	$ 70,526.02	$ 84,987.70	$ (14,461.68)	$ 90,968.27
Utilities	956.30	1,000.00	(43.70)	10,988.90	11,000.00	(11.10)	12,000.00
Labor Service	-	-	-	-	300.00	(300.00)	500.00
Promotions	-	-	-	1,050.00	3,210.00	(2,160.00)	3,210.00
Miscellaneous	241.75	246.67	(4.92)	2,300.96	3,033.37	(732.41)	3,300.04
Total Operating Revenue	7,463.87	10,302.13	(2,838.26)	84,865.88	102,531.07	(17,665.19)	109,978.31
OPERATING EXPENSES							
Salaries/Wages	$ 3,753.00	$ 5,739.59	$ (1,986.59)	$ 39,452.13	$ 62,235.49	$ (22,783.36)	$ 67,975.09
Fringes/Related Costs	752.68	1,874.30	(1,121.62)	8,535.04	21,508.26	(12,973.22)	23,372.56
Communications	218.31	197.37	20.94	2,389.45	2,171.07	218.38	2,368.44
Professional Services	8,230.91	200.00	8,030.91	19,175.51	2,200.00	16,975.51	2,400.00
Utilities	3,282.86	5,628.65	(2,345.79)	41,905.37	61,459.82	(19,554.45)	69,122.12
Marketing	-	477.50	(477.50)	5,863.09	8,572.58	(2,709.49)	9,000.08
Maintenance of Equipment	-	-	-	50.00	357.00	(307.00)	357.00
Maintenance of Facilities	482.83	344.76	138.07	4,704.01	5,808.15	(1,104.14)	6,154.93
Supplies/Materials	514.78	795.79	(281.01)	2,847.18	5,572.35	(2,725.17)	6,055.53
Insurance/Bonding	150.18	158.88	(8.70)	1,652.21	1,778.43	(126.22)	1,947.56
Events	-	-	-	50.00	-	50.00	-
Security	279.51	-	279.51	279.51	-	279.51	-
Depreciation	-	81.67	(81.67)	-	898.37	(898.37)	980.00
Miscellaneous	-	10.00	(10.00)	186.00	935.00	(749.00)	945.00
Total Operating Expenses	17,665.06	15,508.51	2,156.55	127,089.50	173,496.52	(46,407.02)	190,678.31
Operating Income (Loss)	(10,201.19)	(5,206.38)	(4,994.81)	(42,223.62)	(70,965.45)	28,741.83	(80,700.00)
OTHER NON-OPERATING INCOME/(EXPENSE)							
City Contribution	5,583.67	5,583.67	-	75,116.24	75,116.24	-	80,700.00
Total Non-Operating Income	5,583.67	5,583.67	-	75,116.24	75,116.24	-	80,700.00
Other Non-Operating Expenses							
Transition Expenses	-	-	-	-	-	-	-
EXCESS REVENUES OVER EXPENSES	(4,617.52)	377.29	(4,994.81)	32,892.62	4,150.79	28,741.83	(0.00)

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

WHEREAS, pursuant to Rule 41 of the Lansing City Council Rules, a proposed rule revision shall be placed on the Council Agenda for Council receipt and review, but “shall not be considered for adoption sooner than the next council meeting”.

THEREFORE BE IT RESOLVED, that the City Council hereby moves to amend the City Council Rule 4 as fully set forth below.

LANSING CITY COUNCIL RULE

(Rule amendment introduced August 13, 2018 and to be considered for adoption August 27, 2018)

Rule 4. Appointment of Committee Members; Creation of Ad-Hoc Committees.

The President shall appoint all Council Members to the standing committees, any Council Ad-Hoc Advisory Committee and SUBJECT TO CHARTER SECTION 5-103, to any outside agency. (see Section 3-102.6 of the City Charter). The President shall appoint the Chairperson and Vice-Chairperson of each standing committee and any ad-hoc advisory committee. Each standing and ad-hoc committee of City Council shall consist of ~~not more than four~~ THREE Council Members. ~~Should any such standing committee issue result in a tie vote, said issue should automatically be referred to the Committee of the Whole, and the standing committee shall be discharged of the issue.~~ The President may, at his or her discretion, create or discharge any ad-hoc advisory committees.

Draft #1

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

WHEREAS, the Charter of the City of Lansing requires the Council to adopt an annual statement of Budget Policies and Priorities serving to guide the Administration in developing and presenting the Fiscal Year 2019-2020 Budget; and

WHEREAS, the City Council, with joint efforts from the Administration and the Financial Health Team, established the following Mission/Vision and goals; and

The City of Lansing's mission is to ensure quality of life by:

I. Promoting a vibrant, safe, healthy and inclusive community that provides opportunity for personal and economic growth for residents, businesses and visitors
    a. The City's diverse economy generates and retains (sustains) high quality stable jobs that strengthen the sales and property tax base and contribute to an exceptional quality of life.
    b. The City is governed in a transparent, efficient, accountable and responsive manner on behalf of all citizens.
    c. The City's neighborhoods have various resources that allow them to be on a long term viable and appealing basis.
    d. Support economic development initiatives that promote and retain new industries and markets.

II. Securing short and long term financial stability through prudent management of city resources.
    a. Wise stewardship of financial resources results in the City's ability to meet and exceed service demands and obligations without compromising the ability of future generations to do the same.
    b. Pursue and facilitate shared services regionally that allow for cost savings and revenue enhancement.
    c. Support initiatives that build the City's property and income tax base.

III. Providing reliable, efficient and quality services that are responsive to the needs of residents and businesses.
    a. The City's core services and infrastructure are efficiently, effectively and strategically delivered to enable economic development and to maintain citizen's health, safety and general welfare.

IV. Adopting sustainable practices that protect and enhance our cultural, natural and historical resources.
   a. Seek partnership opportunities with educational and corporate institutions and to maintain and expand our talent base.
   b. Create vibrant places, support events and activities that showcase our waterfront and green spaces.
   c. Raise the level of support for projects and initiatives that showcase local and state history.

V. Facilitating regional collaboration and connecting communities.
   a. The City has a safe efficient and well connected multimodal transportation system that contributes to a high quality of life and is sensitive to surrounding uses.
   b. Seek a balanced distribution of affordable housing in the tri-county region.

WHEREAS, the City Council would like to continue its commitment, if funding is available, to:

- Maintain and improve the City's infrastructure;
- Preserve and ensure clean, safe, well-maintained housing and neighborhoods;
- Provide comprehensive and affordable recreational programs and youth and family services;
- Explore alternatives for improved efficiency in service and delivery; and

WHEREAS, in considering these Fiscal Year 2019-2020 Budget priorities, the Administration is encouraged to ascertain the feasibility of funding any new programs through either the reduction of spending in existing program areas or the exploration of new funding sources that would assure the sustainability of the program; and

WHEREAS, the Administration was encouraged to supplement, not supplant any existing resources for police, fire and local roads with the General Fund revenues collected under this millage; and

WHEREAS, the Administration is requested to include in its Fiscal Year 2019-2020 Budget, the necessary funding to accomplish all requested plans, studies, evaluations, reviews, report submissions, program assessments, and analyses noted within this resolution below, or alternatively documentation as to why such activities are prohibitively costly; and

WHEREAS, the Lansing City Charter states that the budget proposal due on the fourth Monday in March of each year shall contain "the necessary information for understanding the budget" and how the proposal addresses the priorities proposed by the City Council.

NOW BE IT RESOLVED, that the Lansing City Council, hereby, acknowledges that the City will likely need to adopt, at best, a budget which recognizes the structural changes that are the result of lost revenues and future liabilities, encourages the Administration to prudently develop next year's budget with the following conditions:

- Protection of public and emergency services.

BE IT FURTHER RESOLVED, that the Administration review the attached statement of policies and priorities and implement those items that would boost efficiencies to increase productivity or reduce costs, that could replace existing programming, or if funding becomes available, that could be considered as new programming; and

BE IT FURTHER RESOLVED, that the Administration is requested to the extent practicable to include non-appropriations clauses and other similar out provisions in existing and future leases, and vendor contracts upon review of City Council; and

NOW THEREFORE BE IT FURTHER RESOLVED that the Administration provide all requested plans, studies, evaluations, reviews, report submissions, program assessments, and analyses noted within this resolution below, or alternatively documentation as to why such activities were prohibitively costly, by the fourth Monday in March 2019.

I. Promoting a vibrant, safe, healthy and inclusive community that provides opportunity for personal and economic growth for residents, businesses and visitors.

a) The City's diverse economy generates and retains (sustains) high quality stable jobs that strengthen the sales and property tax base and contribute to an exceptional quality of life

(1) <u>Economic Development</u> The Administration should require a beautification standard/expectation and a storm water mitigation plan for all proposed development projects that receive incentives from the City. Such standards should serve as a planning and economic development tool that will enhance property values, create jobs, and revitalize neighborhoods and business areas. These standards and plan should be presented to the City Council.

b) The City is governed in a transparent efficient accountable and responsive manner on behalf of all citizens.

(1) Administration is to present to City Council a delineation of recommendations of the Financial Health Team, noting which recommendations have been implemented, which are in the FY

2018/2019 proposed Budget, which are planned to be implemented at a future time, and which have been determined not to be implemented at any time. A timetable for future implementation is requested.

(2) Administration is to present to Council a Supplemental Accounting Level Detail. Administration is to develop a plan and timeline for the implementation of performance based budgeting.

(3) Develop and analyze a cost recovery schedule for City services.

(4) Develop a return on investment analysis for all proposed changes in City services.

(5) Identify and provide a complete and ongoing analysis of the City's structural deficits and the Administration's plan to eliminate the same.

(6) Incorporate into the proposed Budget a 5-Year projection of revenues and expenditures.

c) The City's neighborhoods have various resources that allow them to be long term viable and appealing.

(1) Administration research and issue a report on surrounding community models for neighborhood organization technical support structure within the City.

(2) Working with the City Attorney and Fire Department Code Compliance Division to expedite improvements or closure of abandoned, neglected, and burned out houses and commercial building by using the International Property Maintenance Code (IPMC) and adopt the latest version of the IPMC from the State of Michigan. Develop aggressive policies to deal with problematic property owners.

(3) Food Access: The Administration and the City of Lansing Economic Development Corporation should increase quality food access throughout the City using all incentives available.

(4) Code Compliance: The Administration shall ensure the Code Compliance Department is conducting the appropriate inspections and issuing appropriate fines to ensure the buildings in our City are safe and that we have quality neighborhoods. The Administration is

to conduct a study of Code Compliance to determine a level of service for first time inspections and re-inspections assuring the safety of the housing stock for residential and mobile homes.

d) Support economic development initiatives that promote and retain new industries and markets.

II. Securing short and long term financial stability through prudent management of City resources.

a) Wise stewardship of financial resources results in the City's ability to meet and exceed service demands and obligations without compromising the ability of future generations to do the same.

(1) Administration is requested to submit the following list of deliverables when they are due per City Charter and State Statue and adhere to them based on these priorities.

(a) Comprehensive Annual Financial Audit (CAFR)- annually, no later than December 31st of each year, in accordance with the State Statue.

(b) During the months of October, January and April of each fiscal year, the Director of Finance shall provide a written report showing the control of expenditures. (Charter- Article 7-110)

(c) By September 1st of each fiscal year, the Administration shall provide a written budget update report so that Council can review their standings on current budget items in preparation for the Council required creation of Budget Policies and Priorities that need to be adopted by October 1, 2018. (Charter- Article 7-102)

(d) No later than the last regular City Council meeting in January of each year, the Mayor shall present a state of the City report to the City Council and to the public. (Charter- Article 4 -102.4)

(e) The Mayor shall submit the Proposed Budget with annual estimate of all revenues and annual appropriation of expenditures no later than the 4th Monday in March of each year. (Charter – Article 7-101)

(f) Administration shall present to Council each department budget in preparation for Council to adopt the Budget Resolution no later than the 3rd Monday in May each year.

b) Pursue and facilitate shared services regionally that allow for cost savings and revenue enhancement.

(1) Administration pursue partnerships with stakeholders, (intra municipal and intergovernmental), to align services in relation to public services.

(2) Facilities Plan: The Administration is requested to submit to the City Council a five and ten year Master Facilities Plan including school and county facilities that are used for current and future City uses. City Council is also requesting that the Administration continue to work on any delayed maintenance issues with regard to all City Facilities.

c) Support initiatives that build City's property and income tax base

III. Providing reliable, efficient and quality services that are responsive to the needs of residents and businesses.

a) The City's core services and infrastructure are efficiently, effectively and strategically delivered to enable economic development and to maintain citizen's health, safety and general welfare.

(1) Establish funding for an additional Code Compliance Officer dedicated to sign enforcement, and Commercial buildings based under the authority of the IPMC. As well as an additional support staff to track down property owners that have not scheduled re-inspection and to research properties suspected of being unregistered rentals.

(2) City-wide Emergency Preparedness: The Administration should allocate sufficient funding for the Emergency Management Division to prepare City Employees with appropriate emergency training, continue efforts to prepare the public and neighborhood groups to assist in emergencies, and provide basic search and rescue operations and necessary emergency equipment at key City facilities, and communicate the plan to the Lansing City Council and the public. Updated and continual training should be provided. The

Administration shall assist residents in times of unforeseen disasters.

(3) Fire Facilities Maintenance: The Administration is to conduct a study of the maintenance needs of all fire stations and report to City Council an update of the status of the study by the 4th Monday of March. Along with a funding recommendation for short and long term improvement to these structures.

(4) Regionalism: The Administration should continue with the current regional efforts, and look into the possibility of expanding the efforts.

(5) Police-Community Relations: Designate funding to help the Police Department to ensure the improvement of police-community relations. Reaffirming the City's commitment to equality and freedom for all people regardless of actual or perceived race, sex, religion, ancestry, national origin, color, age, height, weight, student status, marital status, familiar status, housing status, military discharge status, sexual orientation, gender identification or express, mental or physical limitation, and legal source of income.

(6) Crime Prevention: Designate funding to invest in programs for long-term crime prevention strategies.

(7) Allocate Overtime for Problem Solving Area: Designate sufficient funding for overtime for police officers to address problem solving to help certain crime and address quality of life issues.

(8) Community Policing: Continue and increase funding along with searching for grant funds for COPs in neighborhoods with a goal not only to reduce crime but to stabilize the neighborhood over an extended period of time that will help to ensure its ability to rebound.

(9) Leadership vacancies: Develop and implement a plan and timeline to fill all funded vacancies and provide a report to City Council.

(10) Front –loading of Police Officers: Continue to front-load Police Officers so that we have officers ready to take the road when officers retire.

IV. Adopting sustainable practices that protect and enhance our cultural, natural and historical resources.

a) Seek partnership opportunities with educational and corporate institutions and to maintain and expand our talent base.

b) Create vibrant places, support events and activities that showcase our waterfront and green spaces.

(1) Trail/Greenways The Administration should encourage the Parks and Recreation Department to work collaboratively with the Tri-County Planning Commission to develop/expand our citywide/regional trail system and seek opportunities to reduce expenses in this effort. Additionally, look at the feasibility of connecting the River Trail (through bike lanes/Greenways to Trails) where there is currently no access to the trail.

c) Raise the level of support for projects and initiatives that showcase local and state history.

V. Facilitating regional collaboration and connecting communities

a) The City has a safe efficient and well connected multimodal transportation system that contributes to a high quality of life and is sensitive to surrounding uses.

(1) Corridor: City Council encourages the Administration continue to develop a plan and report its status to the Lansing City Council that seeks to revitalize and enhance all major corridors that lead into the City.

b) Seek a balanced distribution of affordable housing in the tri-county region.