



AGENDA
Committee of the Whole
Monday, September 10, 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 27, 2018
 4. **Public Comment on Agenda Items (Up to 3 Minutes)**
 5. **Presentations:**
 - Court Consolidation for Ingham County- Mayor Schor
 - Internal Auditor Presentation on Audit Findings for:
 - City Market
 6. **Discussion/Action:**
 - A.) **RESOLUTION** - LBWL Return on Equity/Payment in Lieu of Taxes; Amendment No. 4 to Agreement between the City of Lansing and the Lansing Board of Water & Light
 - B.) **DISCUSSION** – Update on Severance Package for Lansing Housing Commission Executive Director
 - C.) **DISCUSSION** – Fiscal Year 2019/2020 Budget Policies and Priorities
 7. **Other:**
 - **Place on File** – Mayoral Withdraw of Ballot Language for Potential Sale of the City Market property
 - **Place on File** - Mayoral Withdraw of Reappointment of Dennis Louney. 1st Ward Member to the LBWL Board of Commissioners
 - **Place on File** - Proposal by Citizen Initiative; Annexation of Eight (8) Parcels in Delta Township to the City of Lansing
- {Closed Session}**
- **City Attorney Update on Pending Litigation**
- {Reconvene}**
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



DATE Aug 27, 2018

NAME	ADDRESS	Purpose for Attending	Email Address	PHONE
Loretta Hanaway	546 Armstrong Rd	city market	soswop@aol.com	517 6485730
Kette Green	415 E Miller Rd			
Kat Pothoof	919 Flagstone Dr	Ameri Corps	kpothoof@peckham.org	
Mary Reynolds				

Mary Reynolds



MINUTES
Committee of the Whole
Monday, August 27, 2018 @ 5:00 p.m.
City Council Chambers, City Hall 10th Floor

CALL TO ORDER

Council President Wood called the meeting to order at 5:00 p.m.

PRESENT

Councilmember Kathie Dunbar
Councilmember Jeremy A. Garza
Councilmember Adam Hussain
Council Member Brian T. Jackson
Councilmember Peter Spadafore
Councilmember Patricia Spitzley
Councilmember Jody Washington
Councilmember Carol Wood

OTHERS PRESENT

Sherrie Boak, Council Staff
Eric Brewer, Council Internal Auditor
Jim Smiertka, City Attorney
Samantha Harkins, Mayor Executive Assistant
Heather Sumner, Deputy Chief City Attorney
Greg Venker, Assistant City Attorney
Loretta Stanaway
Deb Parrish
Chad Gamble, City Parking Manager
Brian McGrain, Economic Development & Planning Director
Rachel Lewis, Lansing School District
Kate Long, TCOA
Joe Reeves, TCOA
Elaine Womboldt
Mary Reynolds
Caamla Canul, LSD Superintendent
Dr. Bryan Beverly, Lansing School District
Dr. Nino Rodriguez, Lansing School District
Dr. Nathan Burroughs, Lansing School District
Guillermo Lopez, Lansing School District
Ken Lane
Brett Kaschinske, Parks & Recreation Director

Minutes

MOTION BY COUNCIL MEMBER WASHINGTON TO APPROVE THE MINUTES FROM AUGUST 13, 2018 AS PRESENTED. MOTION CARRIED 8-0.

Public Comment on Agenda Items

Ms. Stanaway spoke in opposition to the Adado Park grant.

Ms. Parrish asked for ADA spaces at the Lansing Center site.

Ms. Womboldt spoke in opposition to the cost of the Adado grant.

PRESENTATIONS

City of Lansing Parking Services Presentation Updates

Council President Wood restated to the Committee, staff and public that the discussion began during the budget process when they knew there would be increases in the parking fees at the parking ramp. At that time Council had concerns on the justification with those and even why some ramps had different rates. Because at the time it was so close to passing the budget, Council agreed to go ahead with the increase, but requested a presentation by July 1st with the hopes that if there needed to be additional increases they could make them before fiscal year end. The presentation was never done before that and leadership has extended the offer to the department a few times since then. She continued, that after the first meeting with the parking department there were follow up questions and any additional questions they would take up at this time. Currently, it was noted, there is an agenda item for a Resolution to adjust the fees if the Committee so chooses.

Mr. McGrain distributed a handout on Monthly Parking Ramp Fee Rates Comparison, and Mr. Gamble provided an updated on the current construction projects on the lots and ramps. It was noted that Lot 21 and 37 at the Lansing Center and Lot 8 off Michigan Avenue behind The Green Door have been completed. They have begun work on the north and south parking lots at Foster Center with the hopes to finish the end of the week of September 3, 2018. The funds for that job, Mr. Gamble confirmed, were from the park millage funds. Mr. Gamble then stated that they will be 2/3 through the ramp improvements, and once they are done with the North Grand Ramp, they will move to South Capital then onto Townsend.

Council President Wood pointed out to Mr. Gamble that in their last meeting there was a discussion on the justification on the increases, realizing there are improvements that need to be made, but there are some questions on why the different rates in different ramps, along with how those were determined. Mr. Gamble referenced the recent handout, which noted the comparison information from other cities, such as East Lansing and Grand Rapids. He then referred back to his earlier meeting presentation, slide 8 which reflected revenues of the parking service fund this year and in comparison to the fund balance. Some rates, it was noted, have not been raised in the last 4-5 years. Council Member Spadafore asked if that chart also reflects the increases. Mr. Gamble confirmed and stated it also included a hypothetical increase over the life of the chart. Council President Wood asked how much debt service was still left on the Townsend Ramp. Mr. Gamble stated there is a \$1.9 million per year,

and set to come off in 2022. That is a collective bond issuance but he noted a lot of it is the Townsend Ramp. Council President Wood asked if the case had been settled with the State of Michigan regarding the Townsend Ramp, and Mr. Gamble confirmed it had not, however they hoped to close the case soon. He did add that to his knowledge there is a ball park balance of \$400,000. Council Member Garza asked what the repairs on the Townsend Ramp would be, and it was stated they would be addressing drainage issues, traffic design and the asphalt topping.

Council President Wood stated to Mr. Gamble, Council and the Administration that it appeared all the Council questions were answered, and it appeared there was no interest to do a Resolution to amend the current rates. However she asked Mr. McGrain in moving forward with the budget next year, if they wished to increase rates, incorporate those into their EDP Budget next year.

Council Member Spitzley stated to Mr. Gamble that at the last meeting he attended there was a discussion on considering of the cost of living increases so she was curious in more detail on why it came up, what they saw in other areas, and what the rate is. Mr. Gamble stated that it is typical to review and it was a challenge, and his objective is to do the comparison annually. Council Member Spitzley then inquired into the waiting list on ramps he stated at the other meeting and it was monthly or annual permits. Mr. Gamble stated it was most of the facilities, with the exception of the Townsend ramp. Council Member Spadafore asked if they logged where the users were coming from, and Mr. Gamble confirmed they do track transit users.

Lansing School District on Bonding, Finances, etc.

Ms. Lewis introduced other members of the Lansing School Board that were present and the Superintendent. Ms. Lewis then distributed and went through a presentation on Lansing Pathway Promise 2016 Bond Update. Dr. Beverly went through the financial aspect found on slide 3, which was the \$120 million investment, then slide 4 outlined the current debt and sinking fund millage out to 22/23. Dr. Beverly highlighted the budget to date, which currently had a balance of \$516,478.00. Ms. Lewis took over the presentation highlighting the progress that has been made thus far on technology updates including classroom audio updates, security video surveillance and entrance intercoms. Dr. Beverly added that they also do address weekly security concerns beyond the current bond. Ms. Lewis continued with the progress nothing the new Pattengill Biotechnology Academy will open September 4, 2018. Other schools to open in 2019 will be Post Oak IB Academy, Eastern Biotechnolgy IB High School and Dwight Rich.

Council Member Garza asked if there was video surveillance at every entrance, and was informed they do not because of the structural design, but they are having security upgrades across the district. These upgrades could include creating vestibules at some locations, and the schools with the vestibules already do have the video. It will take a few years to address at all the schools. Council Member Garza asked what plans they had for the swim team since Eastern was moving to Pattengill. Dr. Beverly confirmed they have opportunities to share with pools in the community. Council Member Washington asked if students in North Lansing only have the option to attend Sheridan Road and Geyer. Dr. Beverly confirmed there was also Willow and the District does have district wide busing if they choose to attend another school.

Council Member Washington asked about a reservoir that recently has received complaints on it because of odor. Dr. Beverly confirmed they are working on a buffer and are doing engagement opportunities to get input from the residents, regarding the odor the smell was a result of top soil that was laid down on wet dirt and then the recent rains stirred it up. Council Member Washington then asked for assurance, per the resident's request, that the streets around Post Oak that were damaged would be repaired, and Dr. Beverly confirmed there were ongoing discussions with the school and community. There was a brief explanation on "centralized busing". Council Member Hussain asked what happens to the students if they cannot get into the school in their neighborhood, and Mr. Beverly confirmed it does not happen. Council Member Hussain then asked what the District plan was for Pleasant View School, and then stated his frustration all the funds were spend in the east side. Dr. Beverly stated there are no current plans for Pleasant View.

Council Member Hussain stepped away from the meeting at 5:56 p.m.

Council Member Dunbar referred back to the slide on the budget and inquired into why the "Food Services Added" had no funds spent yet. Ms. Lewis stated they have to bond for food services, that is part of a rebate and a revenue. Council Member Spadafore explained further that the District had to budget for that fund in the bond because when the District makes the expenditures it would be in there for the reimbursement. Food service had the funds for the expenditures so the bond is refunded. Council Member Dunbar asked if that can be reallocated, which she was informed it could be for another food service. Dr. Beverly added that Pattengill did get a new kitchen and there was an upgrade at Averill, along with District purchasing refrigerated food trucks.

Council Member Hussain returned to the meeting at 5:58 p.m.

Council President Wood asked if the balance in the budget of \$516,478 can be used for other things. Dr. Beverly confirmed that \$75,000 still has to be used on food services, and the balance can be used for additional facility updates. Council President Wood then informed the School Board members of a complaint she had received that the contractors were working on Saturdays at the former Fairview, but it appeared no noise waiver was granted. She encouraged them to get a noise waiver in the future. Council President Wood then inquired into the status of what she had heard were field issues at Eastern. Ms. Lewis confirmed that site samples were taken and they determined what to build but when they dug they found that the former school foundation was still buried, and in turn they found environmental removal issues. They worked with facilities to cap the materials, followed all guidelines and that site was and is going to be a parking lot. Council President Wood asked if there have been offers or interest from outside purchasers for Otto Middle School. She was informed that they have been approached but no current offers.

Council Member Washington voiced a concern with traffic exiting from the Eastern site onto Orchard, and Dr. Beverly assured her that they plan to direct traffic away from that street.

Tri-County Office on Aging; FY 2019 Annual Implementation Plan

Ms. Long presented a 2019 Annual Implementation Plan Summary which highlighted their goals, grant funding, resources and programs.

DISCUSSION/ACTION

RESOLUTION - Tri-County Office on Aging; FY 2019 Annual Implementation Plan

MOTION BY COUNCIL MEMBER WASHINGTON TO APPROVE THE RESOLUTION FOR THE TRI-COUNTY OFFICE ON AGING FY2019 ANNUAL IMPLEMENTATION PLAN.

Council President Wood asked to be recused from the motion because her daily job creates a conflict.

MOTION BY COUNCIL MEMBER WASHINGTON TO RECUSE COUNCIL MEMBER WOOD FROM THE MOTION. MOTION CARRIED 7-0.

MOTION CARRIED 7-0, ONE RECUSAL.

RESOLUTION – Adado Riverfront Park Outdoor Recreation Legacy Partnership (ORLP) Grant

Ms. Harkins stated that this is a new grant with the National Parks Services Grand, and they can choose two (2) grants to submit, so this resolution is showing support to submit the grant application. This would be for the re-design of Adado Park without a full stage. The Administration wants to make sure park can be used all the time and so they will be re-designing the space. The way the grant is drafted, it says the City will match the grant which could be the park millage or other funding. Ms. Harkins continued stating this is the first step of several to get submitted by the Park Services DNR and will be for FY2019/2020.

Council Member Spitzley referred to the grant application, noting the total funds are \$1.7 million, but it appears they are only asking for \$750,000. She asked if the City match is \$1 million. Ms. Harkins assured her the grant will only match the maximum amount of \$750,000. Council Member Spadafore confirmed the City was not committing but just considering. Ms. Harkins confirmed, and if the City does not appropriate they will not get the grant, so they are voting to just support putting the application in. Council Member Jackson asked if the design will accommodate Common Ground and when would could get input on the creative ideas. Mr. Kaschinske answered that the plan would increase the number of people in the park area. He added that they have brought in a number of partners including LCC, Art Council, and festivals that come into the park regularly. Council Member Jackson asked if they are considering designing a stage to be used by Common Ground so they do not have to rent one. Mr. Kaschinske noted that the overall plan from a community stake holder meeting, was to address with this grant the middle of the park, which is the start, and will be good for daily impact and Common Ground. The renovations will be built with a plan in mind for phases. Council President Wood asked Law to confirm that since the statements in the resolution are in the “Be It Resolved” if it would be committing Council to any funding obligation without another vote for appropriation. Mr. Smiertka stated it is an agreement of principal. Not coming

at this time as a supplement appropriation per Charter, just a commitment to the concept at this point. Council President Wood then asked Ms. Harkins when the process for the grant application started, and Ms. Harkins stated she received an email on August 14th.

MOTION BY COUNCIL MEMBER WASHINGTON TO APPROVE THE RESOLUTION FOR THE ADADO RIVERFRONT PARK OUTDOOR RECREATION LEGACY PARTNERSHIP (ORLP) GRANT. MOTION CARRIED 8-0.

RESOLUTION - Reappointments of two (2) individuals to Boards & Commissions

Cassandra Nelson – At Large; Historic District Commission

Joseph Quick – At Large; Board of Zoning Appeals

MOTION BY COUNCIL MEMBER WASHINGTON TO APPROVE THE RESOLUTION FOR THE TWO REAPPOINTMENTS; CASSANDRA NELSON AND JOSEPH QUICK. MOTION CARRIED

RESOLUTION – Reappointments of three (3) individuals to Boards & Commission

Frank Ferro- At Large; Board of Fire Commissioners

David Kenney- 2nd Ward; Board of Fire Commissioners

Price Dobernack – At Large; Lansing Entertainment & Public Facilities Authority

MOTION BY COUNCIL MEMBER WASHINGTON TO APPROVE THE RESOLUTION FOR THE REAPPOINTMENTS OF 3 MEMBERS; FRANK FERRO, DAVID KENNEY AND PRICE DOBERNICK. MOTION CARRIED

RESOLUTION – Addition of AML Group, PLC to the City Attorney's approved Outside Counsel List

Council Member Spadafore asked if Mr. Lane had a “non-compete” clause in his contract with Clark Hill. Mr. Lane stated he did not have one.

Mr. Smiertka referenced the Charter (4-304.6) which stated that before City Attorney can start speaking to a new outside Counsel, Council must agree to place them on the list. Council Member Wood, on behalf of the Retirement Boards, stated they can pick their own Attorney, and since Mr. Lane was working with them for years as a representative from Clark Hill, they were interested in continuing working with him. Council Member Jackson asked what the fee difference was from Clark Hill to Mr. Lane's new company, AML Group. Mr. Smiertka acknowledged that this resolution was strictly to place him on the list and authorize them to start discussions with Mr. Lane. Therefore, there has been no discussions on the rates; noting however that the Office of the City Attorney is exempt from the Bidding Ordinance.

MOTION BY COUNCIL MEMBER WASHINGTON TO APPROVE THE RESOLUTION FOR THE ADDITION OF AML GROUP PLC TO THE APPROVED OUTSIDE COUNSEL. MOTION CARRIED 8-0.

RESOLUTION - Issuance & Sale of General Obligation Refunding Bonds to refund the Building Authority Refunding Bond, Series 2007

Ms. Bennett confirmed the debt was outstanding to the Townsend Road Ramp, and were refunding 2007 and the City has another 11 years to look into the bond. Council President Wood informed Ms. Bennett that Mr. Gamble stated earlier that the bond for

the Townsend Ramp would be paid off in 2022. Ms. Bennett stated there are multiple bonds on the ramp, and he could have been talking about a different one, but this one will be 2029. With this refund they are expecting \$450,000 savings projected, but won't have the final numbers until the day it goes on the market.

Council Member Garza stepped away from the meeting at 6:44 p.m.

Ms. Bennett referred to page 11 of the resolution which states that the debt resolve has to be acceptable to the City and if this was no longer in our benefit the City can pull back. Council President Wood asked what the cost on the estimated payment was. Ms. Bennett stated annually it was going to be about \$680,000. Council President Wood then asked how many bonds were connected to the Townsend Ramp. Ms. Bennett stated two, but confirmed she would have to check, and Mr. Brewer was asked but did not have the information either. Council Member Spitzley voiced her concern with the staff that during the same day there are two conversation on the same subject and conflicting information.

Council Member Garza returned to the meeting at 6:49 p.m.

Council Member Spitzley went on to state her concern that staff speaks to payoff and interest, but cannot provide a definite number. She requested definitive answers, and stated she was concerned the Administration was only reviewing bonds "time to time".

Council President Wood pointed out that at the last Council meeting when the items were being referred, 8/13/2018, Council was also being asked to address in COW and Council the same night. She then asked if they needed to be addressed at Council. Ms. Bennett stated it was highly preferable. Council President Wood asked then these bonds were initiated in her office, and Ms. Bennett confirmed a month ago. Council Member Spitzley stated she would not support last minute requests.

Council Member Spadafore spoke in support of the refinancing, and noted in the approved budget there was \$2 million in debt service, and \$1.2 million in interest in the Parking Fund. Council Member Jackson asked if the \$1.7 bond is covered from the State. Ms. Bennett corrected the statement stating that was separate, and this was "not to exceed refunding". Council Member Washington asked how much was still owed on this debt service, and was informed by Ms. Bennett it was \$6.4 million. The perimeters are in the resolution, and they will not know the interest rates until the day of sale, but will not exceed 5.7%. Council Member Washington asked for the interest rate on each maturity and if approved, what the final year will be. As for the final year question, Ms. Bennett stated 2029, with a \$45,000 savings per year. She added the City would not go forward unless the interest rate would be a significant savings. Council Member Washington again asked for the interest rates.

Council Member Spitzley referenced the section in the resolution which stated the City Finance Director would take the action without Council action, and asked what that meant. Ms. Bennet states it means she can work with the escrow agent to make sure it is set up appropriately, and work with the underwriters, then the day of the market it is net savings to proceed. Council Member Washington asked why they were before

Council now, and Ms. Bennett stated it was because with this bond, and the way maturity works, they look at interest rates.

MOTION BY COUNCIL MEMBER WASHINGTON TO APPROVE THE RESOLUTION TO AUTHORIZE THE ISSUANCE OF REFUNDING THE BONDS. MOTION CARRIED 6-2.

RESOLUTION – Issuance & Sale of Michigan Transportation Fund Bonds to Reconstruct and Repair City Streets

Ms. Bennett stated that these bonds are the Michigan Transportation Fund Bonds for the CSO 34C project. Prior to, there were sewer revolving funds issued, and an ineligible portion. Those can only be used for water pollution costs. This bond is related to the storm sewer and road work. The first step is to authorize and the 2nd is the sale. The normal 45 day referendum period does not apply for this.

MOTION BY COUNCIL MEMBER WASHINGTON TO APPROVE THE RESOLUTION FOR THE ISSUANCE AND SALE OF THE MICHIGAN TRANSPORTATION FUND BONDS TO RECONSTRUCT AND REPAIR CITY STREETS. MOTION CARRIED 8-0.

RESOLUTION - Issuance and Sale of 2018 Michigan Transportation Fund Bonds

MOTION BY COUNCIL MEMBER WASHINGTON TO APPROVE THE RESOLUTION FOR THE ISSUANCE AND SALE OF 2018 MICHIGAN TRANSPORTATION FUND BONDS. MOTION CARRIED 8-0.

Council President Wood stated the Administration is also looking for Council to add them as late items to the Council agenda at the next meeting. Council Member Washington reiterated to the Administration that items need to be provided at an earlier timeline for Council to consider, and Council President Wood assured the Council that she had already been in discussions with the Mayor on the scheduling of things in the future, as she had stated at the beginning of the year.

RESOLUTION - LBWL Return on Equity/Payment in Lieu of Taxes; Amendment No. 4 to Agreement between the City of Lansing and the Lansing Board of Water & Light
Moved to the next agenda.

PLACE ON FILE - Proposal by Citizen Initiative; Annexation of Eight (8) Parcels in Delta Township to the City of Lansing
Moved to the next agenda.

ADJOURN

The meeting was adjourned at 7:08 p.m.

Respectfully Submitted by,
Sherrie Boak, Recording Secretary
Lansing City Council
Approved by the Committee on

Ingham County District Court Consolidation

Recommendation for moving forward

August 8, 2018

Prepared by: Tom Boyd, Donald Allen & Mike Dillon

Section 1

Current Court Configuration

Ingham County District Court Consolidation
2018

CURRENT JURISDICTION

REVISED JUDICATURE ACT OF 1961
Act 236 of 1961

600.8125 Fifty-fourth-a district, fifty-fourth-b district, and fifty-fifth district.

Fifty-fourth-a district (D54A):

Sec. 1825(1) The fifty-fourth-a district consists of the City of Lansing, is a district of the third class, and has the following number of judges:

- (a) Until the date determined under subdivision (b) takes effect, this district has five judges.
- (b) Beginning on the earlier of the following dates, fifty-fourth-a district has 4 judges.
 - i. The date on which a vacancy occurs in the office of district judge in the fifty-fourth-a district.
 - ii. The beginning date of the term for which an incumbent district judge in the fifty-fourth-a district no longer seeks election or reelection to that office.

Fifty-fourth-b district (D54B):

Sec. 1825(2) The fifty-fourth-b district consists of the City of East Lansing, is a district of the third class, and has two judges.

Fifty-fifth district (D55):

Sec 1825(3) The fifty-fifth district consists of the County of Ingham except the cities of Lansing and East Lansing, is a district of the second class, and has two judges.

Ingham County District Court Consolidation
2018

CURRENT STAFFING LEVELS

Fifty-fourth-a district:

The court consists of 4 judges and 43.4 FTE¹.

44.5 FTE

Administration – 4.8 FTE

Judicial Support² – 10.8 FTE

Manager/Supervisor/Lead – 3 FTE

Clerical – 16.5 FTE

Probation³ – 8.3 FTE

Fifty-fourth-b district:

The court consists of 2 judges and 26.5 FTE.

26.5 FTE

Administration – 3.5 FTE

Judicial Support – 6 FTE

Manager/Supervisor/Lead – 5 FTE

Clerical – 6 FTE

Probation – 6 FTE

Fifty-fifth district:

The court consists of 2 judges and 25.5 FTE.

25.5 FTE

Administration – 2 FTE

Judicial Support – 6.5 FTE

Manager/Supervisor/Lead – 1 FTE

Clerical – 8 FTE

Probation – 8 FTE

¹ FTE – Full-time equivalent.

² Judicial Support consists of the following positions: magistrate, court Recorder/judicial secretary, judicial assistant, court officer, law clerk, and collection officer.

³ Probation consists of the following positions: chief probation officer, probation officer, assessor, and court clerk assigned to probation.

Ingham County District Court Consolidation
2018

CURRENT STAFFING LEVELS

The D54-A, D54-B, and D55 combined have 8 judges and 95.4 FTE

	Number of FTEs			TOTAL
	D54-A	D54-B	D55	
Administration	4.8	3.5	2	10.3
Judicial Support	10.8	6	6.5	23.3
Manager/Supervisor/Lead	3	5	1	9
Clerical	16.5	6	8	30.5
Probation	8.3	6	8	22.3
TOTALS	43.4	26.5⁴	25.5	95.4

⁴ Includes 3 FTE for D54B parking

Ingham County District Court Consolidation
2018

**CASELOAD COMPARISON – NEW FILINGS COMBINED
2017 - 2010**

	2017				2010				Diff 2017 to 2010	% Diff
	<u>D55</u>	<u>D54A</u>	<u>D54B</u>	<u>TOTAL</u>	<u>D55</u>	<u>D54A</u>	<u>D54B</u>	<u>TOTAL</u>		
<u>Non-Traffic</u>										
Felony	607	1,405	226	2,238	497	1,248	153	1,898	340	17.91%
Misdemeanor	1,187	4,402	1,194	6,783	1,621	3,738	2,977	8,336	-1,553	-18.63%
Civil Infractions	<u>359</u>	<u>42</u>	<u>1,439</u>	<u>1,840</u>	<u>347</u>	<u>24</u>	<u>2,673</u>	<u>3,044</u>	<u>-1,204</u>	<u>-39.55%</u>
Total	2,153	5,849	2,859	10,861	2,465	5,010	5,803	13,278	-2,417	-18.20%
<u>Traffic</u>										
Misdemeanors	1,441	1,492	1,248	4,181	2,241	2,670	13,763	18,674	-14,493	-77.61%
Civil Infractions	10,097	9,304	7,029	26,430	13,690	15,038	<u>0</u>	28,728	-2,298	-8.00%
OWI/OWVI	<u>360</u>	<u>208</u>	<u>297</u>	<u>865</u>	<u>378</u>	<u>408</u>	<u>811</u>	<u>1,597</u>	<u>-732</u>	<u>-45.84%</u>
Total	11,898	11,004	8,574	31,476	16,309	18,116	14,574	48,999	-17,523	-35.76%
<u>Civil</u>										
Civil	2,254	4,788	560	7,602	2,941	5,334	839	9,114	-1,512	-16.59%
Small Claims	490	761	258	1,509	614	1,114	672	2,400	-891	-37.13%
Summary	<u>1,694</u>	<u>5,414</u>	<u>587</u>	<u>7,695</u>	<u>1,871</u>	<u>5,370</u>	<u>527</u>	<u>7,768</u>	<u>-73</u>	<u>-0.94%</u>
Total	4,438	10,963	1,405	16,806	5,426	11,818	2,038	19,282	-2,476	-12.84%
Parking	<u>106</u>	<u>3,954</u>	<u>33,764</u>	<u>37,824</u>	<u>303</u>	<u>257</u>	<u>52,539</u>	<u>53,099</u>	<u>-15,275</u>	<u>-28.77%</u>
Total Caseload	18,595	31,770	46,602	96,967	24,503	35,201	74,954	134,658	-37,691	-27.99%
Total Caseload Less Parking										
	18,489	27,816	12,838	59,143	24,200	34,944	22,415	81,559	-22,416	-27.48%

Note: D54B - Traffic Misdemeanors and Civil Infractions included together in 2011

Ingham County District Court Consolidation
2018

CASELOAD COMPARISON – D54-A NEW FILINGS COMBINED
2017 - 2010

	<u>2017</u>	<u>2010</u>	<u>Diff</u> <u>Difference</u>	<u>%</u> <u>Difference</u>
<u>Non-Traffic</u>				
Felony	1,405	1,248	157	12.58%
Misdemeanor	4,402	3,738	664	17.76%
Civil Infractions	<u>42</u>	<u>24</u>	<u>18</u>	<u>75.00%</u>
Total	5,849	5,010	839	16.75%
<u>Traffic</u>				
Misdemeanors	1,492	2,670	-1178	-44.12%
Civil Infractions	9,304	15,038	-5734	-38.13%
OWI/OWVI	<u>208</u>	<u>408</u>	<u>-200</u>	<u>-49.02%</u>
Total	11,004	18,116	-7,112	-39.26%
<u>Civil</u>				
Civil	4,788	5,334	-546	-10.24%
Small Claims	761	1,114	-353	-31.69%
Summary	<u>5,414</u>	<u>5,370</u>	<u>44</u>	<u>0.82%</u>
Total	10,963	11,818	-855	-7.23%
Parking	<u>3,954</u>	<u>257</u>	<u>3697</u>	<u>1438.52%</u>
Total Caseload	31,770	35,201	-4,252	-9.75%
Total Caseload Less Parking	27,816	34,944	-7,949	-20.40%

Ingham County District Court Consolidation
2018

CASELOAD COMPARISON – D54-B NEW FILINGS COMBINED
2017 – 2010

	<u>2017</u>	<u>2010</u>	<u>Diff</u> <u>Difference</u>	<u>%</u> <u>Difference</u>
<u>Non-Traffic</u>				
Felony	226	153	73	47.71%
Misdemeanor	1,194	2,977	-1,783	-59.89%
Civil Infractions	<u>1,439</u>	<u>2,673</u>	<u>-1,234</u>	<u>-46.17%</u>
Total	2,859	5,803	-2,944	-50.73%
<u>Traffic</u>				
Misdemeanors & Civ Inf	8,277	13,763	-5,486	-39.86%
OWI/OWVI	<u>297</u>	<u>811</u>	<u>-514</u>	<u>-63.38%</u>
Total	8,574	14,574	-6,000	-41.17%
<u>Civil</u>				
Civil	560	839	-279	-33.25%
Small Claims	258	672	-414	-61.61%
Summary	<u>587</u>	<u>527</u>	<u>60</u>	<u>11.39%</u>
Total	1,405	2,038	-633	-31.06%
Parking	<u>33,764</u>	<u>52,539</u>	<u>-18,775</u>	<u>-35.74%</u>
Total Caseload	46,602	74,954	-28,352	-37.83%
Total Caseload Less Parking	12,838	22,415	-9,577	-42.73%

Ingham County District Court Consolidation
2018

CASELOAD COMPARISON – D55 NEW FILINGS COMBINED
2017 – 2010

	<u>2017</u>	<u>2010</u>	<u>Diff</u> <u>Difference</u>	<u>%</u> <u>Difference</u>
<u>Non-Traffic</u>				
Felony	607	497	110	22.13%
Misdemeanor	1,187	1,621	-434	-26.77%
Civil Infractions	<u>359</u>	<u>347</u>	<u>12</u>	<u>3.46%</u>
Total	2,153	2,465	-312	-12.66%
<u>Traffic</u>				
Misdemeanors	1,441	2,241	-800	-35.70%
Civil Infractions	10,097	13,690	-3,593	-26.25%
OWI/OWVI	<u>360</u>	<u>378</u>	<u>-18</u>	<u>-4.76%</u>
Total	11,898	16,309	-4,411	-27.05%
<u>Civil</u>				
Civil	2,254	2,941	-687	-23.36%
Small Claims	490	614	-124	-20.20%
Summary	<u>1,694</u>	<u>1,871</u>	<u>-177</u>	<u>-9.46%</u>
Total	4,438	5,426	-988	-18.21%
Parking	<u>106</u>	<u>303</u>	<u>-197</u>	<u>-65.02%</u>
Total Caseload	18,595	24,503	-5,908	-24.11%
Total Caseload Less Parking	18,489	24,200	-5,711	-23.60%

Ingham County District Court Consolidation
2018

Comparison of New Civil Filings
2017-2010

	2017				2010				Diff	%
	D54A	D54B	D55	TOTAL	D54A	D54B	D55	TOTAL	2017 to 2010	Diff
CIVIL DIVISION										
General Civil	4,750	559	2,254	7,563	5,331	836	2,941	9,108	-1,545	-16.96%
Small Claims	761	258	360	1,379	1,114	672	614	2,400	-1,021	-42.54%
Landlord/Tenant	<u>5,324</u>	<u>587</u>	<u>1,694</u>	<u>7,605</u>	<u>5,342</u>	<u>527</u>	<u>1,871</u>	<u>7,740</u>	<u>-135</u>	<u>-1.74%</u>
TOTALS	10,835	1,404	4,308	16547	11,787	2,035	5,426	19,248	-2,701	-14.03%

Section 2

Principles for Operational Consolidation

Ingham County District Court Consolidation 2018

PRINCIPLES FOR OPERATIONAL CONSOLIDATION

Attrition

The bulk of savings through consolidation is a more even distribution of work allowing fewer people to perform the required tasks. Our commitment is to achieve savings through attrition. No staff will be laid off or terminated because of this consolidation.

Labor Contracts

All existing labor agreements will be honored. The County will work with existing employee representation to assure continued representation in the future as existing agreements expire.

Kalamazoo as Model

We will follow the pattern established by Public Act 161 of 1997 which consolidated the Kalamazoo County District Courts. This model allows for a period of one year for Lansing, East Lansing and Ingham County governments to reach final agreements and officially adopt resolutions approving consolidation. Draft legislation for implementation in Ingham County is attached (see Section 4).

Service Areas during Transition

We are committed to countywide jurisdiction to maximize efficient use of judicial and support resources. The consolidated Ingham County courts will operate in three distinct service areas during a transition period of eight years. Those service areas will preserve existing communities of interest while balancing workloads and allowing for transition to countywide jurisdiction.

Section 3

Configuration of Consolidated District Court for Two or Three Physical Locations

[illegible]

From: [Laura Hutzel](#)
To: [Dillon, Michael](#)
Cc: [Jodi Latuszek](#)
Subject: RE: Lansing and Meridian numbers.
Date: Monday, July 09, 2018 3:33:54 PM

Mike,

The courts currently funded by Ingham County (C30, P33, and D55) have a combined excess of at least 1.01 judges. If D54A and D54B were merged with D55, the courts in Ingham County would have a combined excess of at least 2.13.

		Total Judges Needed		Possible Reductions	
		Alt A	Alt B	Alt A	Alt B
Ingham county-funded courts	11	9.99	9.08	-1.01	-1.92
all courts in Ingham county	17	14.87	14.42	-2.13	-2.58

These estimates are for your use and may be significantly different from the next JRR due to the forthcoming NCSC workload assessment report and changes in case filings during 2018. These estimates are based on caseload data from 2015-2017 and the larger case weights from the 2017 JRR. Alt A uses the judicial proportions from prior JRR reports which are based on stratum averages. Alt B uses the judicial proportions from the 2010 time study which are specific to the court.

I believe this is what Judge Boyd would like to see. Please let me know if you or Judge Boyd have any questions.

Sincerely,

Laura Hutzel
Statistical Research Director
Michigan Supreme Court – State Court Administrative Office
517-373-5569

Ingham County District Court Consolidation
2018

CONSOLIDATED CONFIGURATION – NUMBER OF JUDGES

DURING TRANSITION

Three District Court Locations: In a consolidated Ingham County District Court with seven judges and three locations, judges would be assigned to sit as follows:

One judge – serving Ingham County except for the City of Lansing, Lansing Township, City of East Lansing, and Meridian Township

Two judges – serving the City of East Lansing and Meridian Township

Four judges – serving the City of Lansing and Lansing Township

Two District Court Locations: In a consolidated Ingham County District Court with seven judges and two locations, judges would be assigned to sit as follows:

One judge – Southern location (Mason) serving Ingham County except for the City of Lansing, Lansing Township, City of East Lansing, and Meridian Township.

Six judges - Northern Location (TBD) serving the City of Lansing, Lansing Township, City of East Lansing, and Meridian Township.

AFTER TRANSITION

Two or three district court locations: divisions will be eliminated and all judges serve and run county-wide. Work will be assigned by Chief Judge to maximize efficiency and service to the public.

Ingham County District Court Consolidation
2018

CONSOLIDATED CONFIGURATION – NUMBER OF EMPLOYEES

Three District Court Locations (seven judges):

FTE	Current	FTE Proposed	DIFF
Administration	10.3	8	-2.3
Judicial Support	23.3	22	-1.3
Manager/Supervisor/Lead	8 ⁵	6	-2
Clerical	28.5 ⁶	24	-4.5
Probation	22.3	21	-2
TOTALS	92.4	81	-11.4

NOTE: The reduction of employee positions is through attrition only

Two District Court Locations (seven judges):

FTE	Current	FTE Proposed	DIFF
Administration	10.3	8	-2.3
Judicial Support	23.3	22	-1.3
Manager/Supervisor/Lead	8 ⁵	4	-4
Clerical	28.5 ⁶	24	-4.5
Probation	22.3	20	-3
TOTALS	92.4	78	-14.4

Two court locations would allow for the reduction of three additional FTE:
one chief clerk/court manager, one senior clerk and one senior probation officer.

⁵ One FTE less from current staffing level for East Lansing parking

⁶ Two FTE less from current staffing level for East Lansing parking

Ingham County District Court Consolidation
2018

2017 New Criminal & Traffic Case Filings in D55
Percentage of Meridian Township and Lansing Township Cases

	D55 All Filings	Meridian Township (MT)	% Filings	Lansing Township (LT)	% Filings	MT & LT Filings	% MT & LT
CRIMINAL							
Felony (FY)	551	149	27.04%	80	14.52%	229	41.56%
Ordinance Misdemeanor (OM)	360	104	28.89%	0		104	28.89%
Statute Misdemeanor (SM)	827	236	28.54%	143	17.29%	379	45.83%
Felony Drunk Driving (FD)	43	5	11.63%	4	9.30%	9	20.93%
Felony Traffic (FT)	28	7	25.00%	11	39.29%	18	64.29%
Ordinance Drunk Driving (OD)	103	71	68.93%	0		71	68.93%
Statute Drunk Driving (SD)	214	17	7.94%	44	20.56%	61	28.50%
TOTALS	2,126	589	27.70%	282	13.26%	871	40.97%
TRAFFIC							
Ordinance Civil Inf (OI)	3,763	1,711	45.47%	0		1,711	45.47%
Ordinance Traffic Misd (OT)	459	181	39.43%	0		181	39.43%
Statute Civil Inf (SI)	6,334	171	2.70%	1,075	16.97%	1,246	19.67%
Statute Traffic Misd (ST)	982	51	5.19%	219	22.30%	270	27.49%
Ordinance Parking (OK)	86	56	65.12%	0		56	65.12%
Ordinance Nontraffic CI (ON)	193	29	15.03%	66	34.20%	95	49.22%
Statute Parking (SK)	20	3	15.00%	12	60.00%	15	75.00%
Statute Nontraffic CI (SN)	166	2	1.20%	0		2	1.20%
TOTALS	12,003	2,204	18.36%	1,372	11.43%	3,576	29.79%
TOTAL FILINGS	14,129	2,793	19.77%	1,654	11.71%	4,447	31.47%

Ingham County District Court Consolidation
2018

**2017 New Criminal & Traffic Case Filings
Combined City of East Lansing (D54B) & Meridian Township**

	D54B All Filings	Meridian Township (MT)	Combined Filings	% Caseload Increase	D55 All Filings	DIFF ¹ Combined to D55
CRIMINAL						
Felony (FY)	220	149	369	67.73%	551	-182
Ordinance Misdemeanor (OM)	717	104	821	14.50%	360	461
Statute Misdemeanor (SM)	477	236	713	49.48%	827	-114
Felony Drunk Driving (FD)	11	5	16	45.45%	43	-27
Felony Traffic (FT)	6	7	13	116.67%	28	-15
Ordinance Drunk Driving (OD)	167	71	238	42.51%	103	135
Statute Drunk Driving (SD)	<u>119</u>	<u>17</u>	<u>136</u>	14.29%	<u>214</u>	<u>-78</u>
TOTAL	1,717	589	2,306	34.30%	2,126	180
TRAFFIC						
Ordinance Civil Inf (OI)	5,537	1,711	7,248	30.90%	3,763	3,485
Ordinance Traffic Misd (OT)	706	181	887	25.64%	459	428
Statute Civil Inf (SI)	1,492	171	1,663	11.46%	6,334	-4,671
Statute Traffic Misd (ST)	542	51	593	9.41%	982	-389
Ordinance Nontraffic CI (ON)	1,189	29	1,218	2.44%	193	1,025
Statute Nontraffic CI (SN)	<u>250</u>	<u>2</u>	<u>252</u>	<u>0.80%</u>	<u>166</u>	<u>86</u>
TOTALS	9,716	2,145	11,861	22.08%	11,897	-36
TOTAL FILINGS	11,433	2,734	14,167	23.91%	14,023	144
PARKING²						
Ordinance Parking (OK)	29,508	56	29,564	0.19%	86	29,478
Statute Parking (SK)	<u>4,256</u>	<u>3</u>	<u>4,259</u>	<u>0.07%</u>	<u>20</u>	<u>4,239</u>
TOTALS	33,764	59	33,823	0.17%	106	33,861

¹ D55 filings used to show the comparison of a combined caseload in D54B to existing caseload in D55 (two judge court)

² Parking filings are excluded from Total Filings

Ingham County District Court Consolidation
2018

**2017 New Criminal & Traffic Case Filings
Combined City of Lansing (D54A) & Lansing Township**

	D54A All Filings	Lansing Township (LT)	Combined Filings	% Caseload Increase
CRIMINAL				
Felony (FY)	1,362	80	1,442	5.87%
Ordinance Misdemeanor (OM)	2,696	0	2,696	0.00%
Statute Misdemeanor (SM)	1,706	143	1,849	8.38%
Felony Drunk Driving (FD)	28	4	32	14.29%
Felony Traffic (FT)	33	11	44	33.33%
Ordinance Drunk Driving (OD)	129	0	129	0.00%
Statute Drunk Driving (SD)	<u>51</u>	<u>44</u>	<u>95</u>	86.27%
TOTAL	6,005	282	6,287	4.70%
TRAFFIC				
Ordinance Civil Inf (OI)	8,855	0	8,855	0.00%
Ordinance Traffic Misd (OT)	1,284	0	1,284	0.00%
Statute Civil Inf (SI)	449	1,075	1,524	239.42%
Statute Traffic Misd (ST)	208	219	427	105.29%
Ordinance Nontraffic CI (ON)	19	66	85	347.37%
Statute Nontraffic CI (SN)	<u>23</u>	<u>0</u>	<u>23</u>	<u>0.00%</u>
TOTALS	10,838	1,360	12,198	12.55%
TOTAL FILINGS	16,843	1,642	18,485	9.75%
PARKING³				
Ordinance Parking (OK)	3,953	0	3,953	0.00%
Statute Parking (SK)	<u>1</u>	<u>12</u>	<u>13</u>	<u>1200.00%</u>
TOTAL	3,954	12	3,966	0.30%

³ Parking filings are excluded from Total Filings

Ingham County District Court Consolidation
2018

**2017 New Criminal & Traffic Case Filings
Consolidated Court Caseload Distribution**

	D54A⁴ Combined	% Total Caseload	D54B⁵ Combined	% Total Caseload	D55 Less⁶ Combined	% Total Caseload	Total Caseload
CRIMINAL							
Felony (FY)	1,442	67.3%	369	17.2%	332	15.5%	2,144
Ordinance Misdemeanor (OM)	2,696	71.5%	821	21.8%	256	6.8%	3,774
Statute Misdemeanor (SM)	1,849	61.4%	713	23.7%	448	14.9%	3,011
Felony Drunk Driving (FD)	32	39.0%	16	19.5%	34	41.5%	83
Felony Traffic (FT)	44	64.7%	13	19.1%	10	14.7%	68
Ordinance Drunk Driving (OD)	129	32.2%	238	59.4%	32	8.0%	400
Statute Drunk Driving (SD)	<u>95</u>	24.7%	<u>136</u>	35.4%	<u>153</u>	39.8%	<u>385</u>
TOTAL	6,287	64.9%	2,306	23.8%	1,265	13.1%	9,864
TRAFFIC							
Ordinance Civil Inf (OI)	8,855	48.7%	7,248	39.9%	2,052	11.3%	18,156
Ordinance Traffic Misd (OT)	1,284	52.4%	887	36.2%	278	11.4%	2,450
Statute Civil Inf (SI)	1,524	18.4%	1,663	20.1%	5,088	61.5%	8,275
Statute Traffic Misd (ST)	427	24.7%	593	34.2%	712	41.1%	1,733
Ordinance Nontraffic CI (ON)	85	6.4%	1,218	91.4%	30	2.3%	1,334
Statute Nontraffic CI (SN)	<u>23</u>	<u>6.2%</u>	<u>252</u>	<u>67.6%</u>	<u>98</u>	<u>26.3%</u>	<u>374</u>
TOTALS	12,198	37.7%	11,861	36.7%	8,258	25.5%	32,321

⁴ D54A – 4 judges

⁵ D54B – 2 judges

⁶ D55 – 1 judge

Ingham County District Court Consolidation
2018

**Distribution of D55 2017 Civil Filings
Based up population**

	D55 All Filings	Meridian Township (MT)	Lansing Township (LT)	D55 Out-County
		37.54%	6.55%	55.91%
CIVIL DIVISION				
General Civil	2,254	846	147	1,262
Small Claims	360	135	24	201
Landlord/Tenant	1,694	636	111	949
TOTALS	4,308	1,617	282	2412

see appendix for population breakdown

Ingham County District Court Consolidation
2018

2017 Civil Filings
Combined D54B & Meridian Township
- estimate based upon population-

	D54B	Meridian	Combined	% Caseload	D55	DIFF
	All Filings	Township (MT)	Filings	Increase	All Filings	Combined to D55
CIVIL DIVISION		37.54%				
General Civil	559	846	1,405	151.34%	2,254	-849
Small Claims	258	135	393	52.33%	360	33
Landlord/Tenant	<u>587</u>	<u>636</u>	<u>1,223</u>	<u>108.35%</u>	<u>1,694</u>	<u>-471</u>
TOTALS	1,404	1,617	3,021	115.17%	4,308	-1,287

Ingham County District Court Consolidation
2018

2017 Civil Filings
Combined D54A & Lansing Township
- estimate based upon population -

	D54A	Lansing Township (LT)	Combined	% Caseload
	All Filings		Filings	Increase
CIVIL DIVISION		6.55%		
General Civil	4,750	148	4,898	3.12%
Small Claims	761	24	785	3.15%
Landlord/Tenant	<u>5,324</u>	<u>111</u>	<u>5,435</u>	<u>2.08%</u>
TOTALS	10,835	283	11,118	2.61%

Ingham County District Court Consolidation
2018

2017 Civil Filings
Consolidated Court Caseload Distribution
- estimate based upon population -

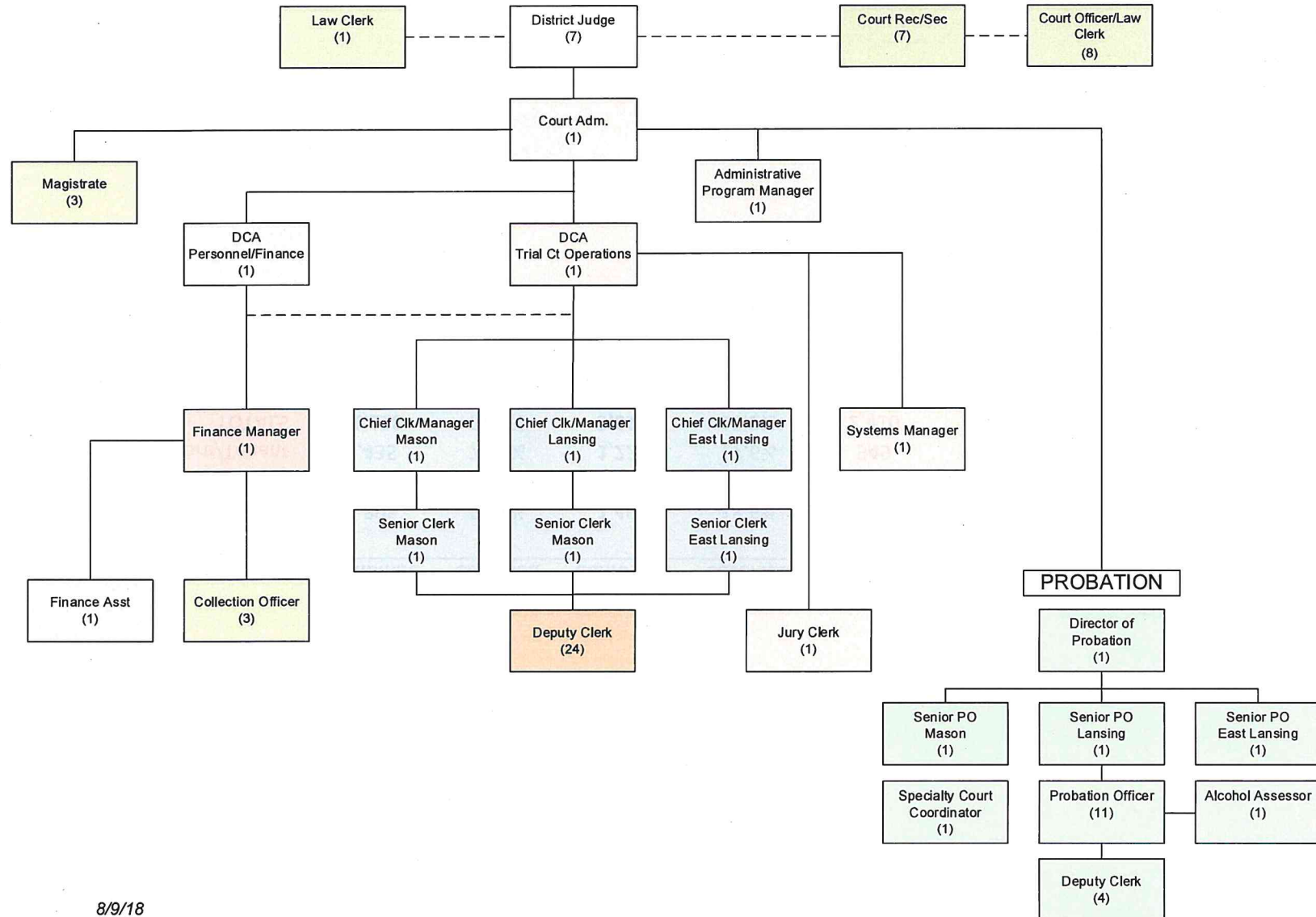
		D54A	% Total	D54B	% Total	D55 Less	% Total	Total
		Combined	Caseload	Combined	Caseload	Combined	Caseload	Caseload
CIVIL	General Civil	4,898	64.8%	1,405	18.6%	1,260	16.7%	7,563
	Small Claims	785	56.9%	393	28.5%	201	14.6%	1,379
	Landlord/Tenant	5,435	78.3%	1,221	17.6%	949	13.7%	7,605
	TOTALS	11,118	67.2%	3,019	18.2%	2,410	14.6%	16,547

Ingham County District Court Consolidation 2018

INGHAM COUNTY CONSOLIDATED DISTRICT COURT

Sample Organization Chart

3 Locations – 81 FTE, excludes judges



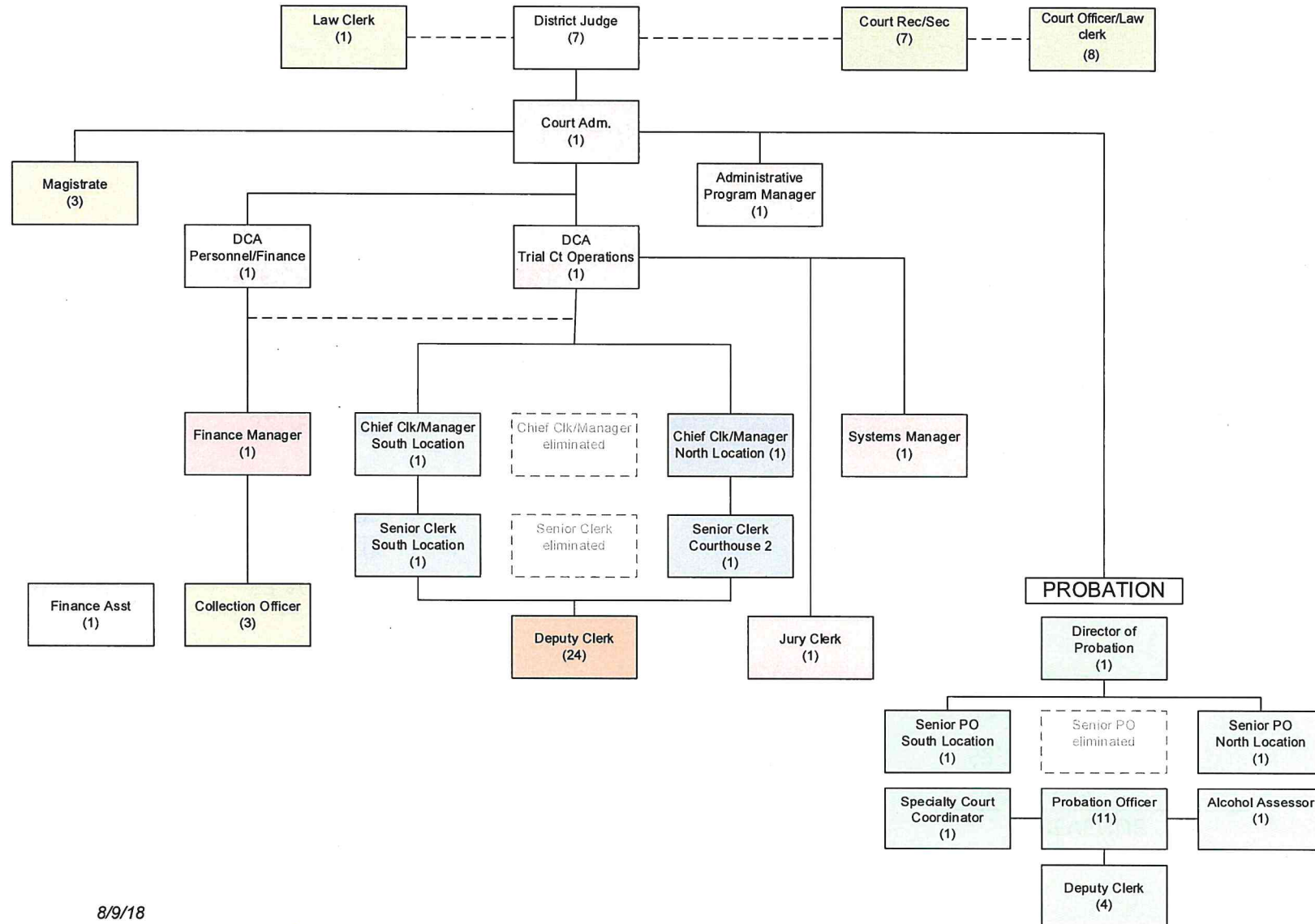
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Ingham County District Court Consolidation 2018

INGHAM COUNTY CONSOLIDATED DISTRICT COURT

Sample Organization Chart

2 Locations –78 FTE, excludes judges



8/9/18

Ingham County District Courts
Comparison of Revenue/Expense

	EXPENSE		REVENUE
<u>D55</u>		D55	\$2,216,957
Personnel	\$2,096,612	D54A	\$2,285,897
Operating	<u>\$1,006,272</u>	D54B	<u>\$3,772,529</u>
Total	\$3,102,884	TOTAL REVENUE	\$8,275,383
<u>D54A</u>			
Personnel	\$3,100,435		
Operating	<u>\$984,410</u>		
Total	\$4,084,845		
<u>D54B</u>			
Personnel	\$2,395,500		
Operating	<u>\$917,422</u>		
Total	\$3,312,922		
	TOTAL EXPENSES		\$10,500,651
		EXPENSE OVER REVENUE	\$2,225,268

Ingham County District Courts
Court Summary of Revenue/Expense

Consolidated Court

D55 SUMMARY		
EXPENSE	\$3,102,884	
REVENUE	\$2,216,957	
		\$885,927

D54A SUMMARY		
EXPENSE	\$4,084,845	
REVENUE	\$2,285,897	
		\$1,798,948

EXPENSE	\$3,312,922	
REVENUE	\$3,772,529	
		-\$459,607

\$10,500,651
\$8,275,383
\$2,225,268

Consolidated Court - Less D54B Parking Revenue and Expense

D55 SUMMARY		
EXPENSE	\$3,102,884	
REVENUE	\$2,216,957	
		\$885,927

D54A SUMMARY		
EXPENSE	\$4,084,845	
REVENUE	\$2,285,897	
		\$1,798,948

D54B SUMMARY WITHOUT PARKING REV & EXP		
EXPENSE	\$3,312,922	
less Parking FTE (3)	<u>-\$190,000</u>	
Total Expense	\$3,122,922	
REVENUE	\$3,772,529	
less Parking	<u>-\$1,079,173</u>	
Total Revenue	\$2,693,356	
		\$429,566

TOTAL EXPENSE **\$10,310,651**
TOTAL REVENUE **\$7,196,210**
EXPENSE OVER REVENUE COUNTY-WIDE = **\$3,114,441**

Ingham County District Courts
Ordinance Fines and Cost Split

	2017		
	<u>Total Collected</u>	<u>City Share (1/3)</u>	<u>County Share (2/3)</u>
D54A	\$550,422	\$183,456	\$366,966
D54B	<u>\$1,216,372</u>	<u>\$405,417</u>	<u>\$810,955</u>
	\$1,766,794	\$588,872	\$1,177,922

*Note: Of the \$1,766,794 ordinance fines and costs that were collected in 2017, the City of Lansing would have received \$183,456 and the City of East Lansing would have received \$405,417 from the County if the courts would have been consolidated in 2017.
1/3 - 2/3 ordinance fines and costs split - see MCL 600.8379(1)*

INGHAM COUNTY CONSOLIDATED COURT
FUNDING UNIT COSTS
- WALK AWAY SCENARIO -

CONSOLIDATED COURT	
EXPENSE	\$10,500,651
less D54B Parking FTE	<u>-\$190,000</u>
Total Expense	\$10,310,651
REVENUE	\$8,275,383
Less D54B Parking	<u>-\$1,079,173</u>
Total Revenue	<u>\$7,196,210</u>
 EXPENSE OVER REVENUE	 -\$3,114,441

	<u>Amount</u>	<u>Balance</u>
Ingham County Net Costs - D55	\$885,927	-\$3,114,441
City of Lansing Net Costs -D54A	\$1,798,948	-\$2,228,514
City of East Lansing Net Costs - D54B	\$429,566	-\$429,566
		\$0

INGHAM COUNTY CONSOLIDATED COURT
FUNDING UNIT COSTS
- 1/3 SPLIT SCENARIO -

CONSOLIDATED COURT	
EXPENSE	\$10,500,651
less D54B Parking FTE	<u>-\$190,000</u>
Total Expense	\$10,310,651
REVENUE	\$8,275,383
Less D54B Parking	<u>-\$1,079,173</u>
Total Revenue	<u>\$7,196,210</u>
EXPENSE OVER REVENUE	-\$3,114,441

	<u>Amount</u>	<u>Balance</u>
Ingham County Net Costs - D55	\$885,927	-\$3,114,441
		-\$2,228,514
City of Lansing Net Costs -D54A	\$1,798,948	
less 1/3 Split payment	-\$183,456	
Total Cost to City of Lansing	\$1,615,492	-\$613,022
City of East Lansing Net Costs - D54B	\$429,566	
less 1/3 split payment	-\$405,417	
Total Cost to City of East Lansing	\$24,149	-\$588,873

\$3,114,441 - 1/3 Ordinance Split Scenario

	Net loss/Payment	1/3 Ord. Allocation	Contribution	Balance
				\$3,114,441
D54A	-\$1,798,948	\$183,456	-\$1,615,492	\$1,498,949
D54B	-\$429,566	\$405,417	-\$24,149	\$1,474,800
D55	<u>-\$885,927</u>	<u>\$0</u>	<u>-\$885,927</u>	\$588,873
	-\$3,114,441	\$588,873	-\$2,525,568	

\$3,114,441 - Walk Away Scenario

	Net loss/Payment	1/3 Ord. Allocation	Contribution	Balance
				\$3,114,441
D54A	-\$1,798,948	\$0	-\$1,798,948	\$1,315,493
D54B	-\$429,566	\$0	-\$429,566	\$885,927
D55	<u>-\$885,927</u>	<u>\$0</u>	<u>-\$885,927</u>	\$0
	-\$3,114,441	\$0	-\$3,114,441	

NOTE: 1/3 Ord. allocation - money received by the city from the county pursuant to MCL 600.8379(1)(c)

MCL 600.8379(1)(c) - in districts of the first and second class, 1/3 of all fines and costs, other than those imposed for the violation of a penal law of this state or ordered in a civil infraction action for the violation of a law of this state, shall be paid to the political subdivision whose law was violated and 2/3 shall be paid to the county in which the political subdivision is located.

Ingham County District Court Consolidation
2018

**FTE REDUCTION AND PERSONNEL COSTS SAVINGS
THREE DISTRICT COURT LOCATIONS**

<u>2017 PERSONNEL COSTS</u>			<u>POSITIONS</u>	<u>WAGES⁵</u>	<u>FRINGE COSTS⁶</u>	TOTAL PERSONNEL <u>COSTS</u>
D55	\$2,096,612	\$2,096,612	81	\$4,405,198	\$2,246,651	\$6,651,849
D54A	\$3,100,435	\$3,100,435				
D54B	\$2,395,500					
less 3 FTE Parking	-\$190,000	<u>\$2,205,500</u>				
2017 Total Personnel Costs		\$7,402,547				

FTE Reduction	11.4	
2017 Personnel Costs		\$7,402,547
Consolidated Court Personnel Costs		<u>\$6,651,849</u>
SAVINGS^{7,8}		\$750,698

FTE COMPARISON

	<u>FTE Current</u>	<u>FTE Consolidated</u>	<u>Reduction</u>
Administration	10.3	8	2.3
Judicial Support	23.3	22	1.3
Supervisor/Lead	8	6	2
Clerical	28.5	24	4.5
Probation	<u>22.3</u>	<u>21</u>	<u>1.3</u>
TOTAL	92.4	81	14.4

⁵ Wage estimates based on Ingham County Pay Scale

⁶ Fringe costs estimated at 51% of salary

⁷ Savings estimate is conservative as the maximum salary for all employees was used to determine the consolidated court personnel costs.

⁸ All savings realized as staff reductions are realized by attrition. Full savings could be 8-10 years in the making.

Ingham County District Court Consolidation
2018

**FTE REDUCTION AND PERSONNEL COSTS SAVINGS
TWO DISTRICT COURT LOCATIONS**

<u>2017 PERSONNEL COSTS</u>			<u>POSITIONS</u>	<u>WAGES¹</u>	<u>FRINGE COSTS²</u>	<u>TOTAL PERSONNEL COSTS</u>
D55	\$2,096,612	\$2,096,612	78	\$4,213,455	\$2,148,638	\$6,362,318
D54A	\$3,100,435	\$3,100,435				
D54B	\$2,395,500					
less 3 FTE Parking	-\$190,000	<u>\$2,205,500</u>				
2017 Total Personnel Costs		\$7,402,547				

FTE Reduction	14.4	
2017 Personnel Costs		\$7,402,547
Consolidated Court Personnel Costs		<u>\$6,362,318</u>
SAVINGS^{3,4}		\$1,040,229

FTE COMPARISON

	<u>FTE Current</u>	<u>FTE Consolidated</u>	<u>Reduction</u>
Administration	10.3	8	2.3
Judicial Support	23.3	22	1.3
Supervisor/Lead	8	6	2
Clerical	28.5	24	4.5
Probation	<u>22.3</u>	<u>20</u>	<u>2.3</u>
TOTAL	92.4	78	14.4

¹ Wage estimates based on Ingham County Pay Scale

² Fringe costs estimated at 51% of salary

³ Savings estimate is conservative as the maximum salary for all employees was used to determine the consolidated court personnel costs.

⁴ All savings realized as staff reductions are realized by attrition. Full savings could be 8-10 years in the making.

Ingham County District Court Consolidation
2018

Ingham County Consolidated District Court - Space Requirements (SF)⁷
North Location Departmental Summary

Department	<u>Space Requirements (SF)</u>
Courtrooms	21,171
Judicial Chambers	5,737
Court Administration	3,042
Clerical Divisions	4,234
Probation Services Office	3,346
Building Support	6,288

Sub-Total Departmental Gross Square Feet(DGSF)	43,818
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Total Building Gross Square Feet⁸ (30% Grossing Factor) (BGSF)	56,963
--	---------------

Estimated Costs: 56,963 (BGSF) x \$320⁹ (SF) = \$18,228,160

⁷ Square footage requirements from National Center for State Courts

⁸ Square footage requirements (and costs estimates) are for the building only. They do not include either land or parking

⁹ \$320/Square foot amount is 2018 estimate from architects in preparation for new 55th District Court construction in Mason, MI

Ingham County District Court Consolidation
2018

**Ingham County Consolidated District Court - Space Requirements (SF)
South Location Departmental Summary**

Department	Space Requirements (SF)
Courtrooms	5,023
Judicial Chambers	1,635
Court Administration	293
Clerical Divisions	1,278
Probation Services Office	611
Building Support	3,006

Sub-Total Departmental Gross Square Feet(DGSF)	11,846
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Total Building Gross Square Feet (30% Grossing Factor) (BGSF)	15,400¹⁰
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Estimated Costs: 15,400 (BGSF) x \$320 (SF) = \$4,928,000

¹⁰ Data is estimate of slightly smaller court building based on National Center for State Courts data.

Section 4

Draft legislation

A bill to amend 1961 PA 236, entitled "Revised judicature act of 1961," by amending section 8125 (MCL 600.8125), as amended by 2012 PA 16.

THE PEOPLE OF THE STATE OF MICHIGAN ENACT:

Sec. 8125.

1. The **EXCEPT AS PROVIDED IN SUBSECTION (4), THE** fifty-fourth-a district consists of the city of Lansing, is a district of the third class, and has ~~the following number of judges:~~

~~(a) Until the date determines under subdivision (b) takes effect, this district has 5 judges.~~

~~(b) Beginning on the earlier of the following dates, the fifty fourth a district has 4 judges.~~

~~(i) The date on which a vacancy occurs in the office of district judge in the fifty fourth a district.~~

~~(ii) The beginning date of the term for which an incumbent district judge in the fifty fourth a district no longer seeks election or reelection to that office.~~

2. The **EXCEPT AS PROVIDED IN SUBSECTION (4), THE** fifty fourth-b district consists of the city of East Lansing, is a district of the third class, and has 2 judges.

3. The **EXCEPT AS PROVIDED IN SUBSECTION (4), THE** fifty-fifth district consists of the county of Ingham except the cities of

Lansing and East Lansing, is a district of the second class,
and has 2 judges.

4. IF THE GOVERNING BODY OF THE COUNTY OF INGHAM AND THE CITIES
OF LANSING AND EAST LANSING APPROVE BY RESOLUTIONS THE
CONSOLIDATION OF THE FIFTY-FOURTH-A, FIFTY-FOURTH-B, AND
FIFTY-FIFTH DISTRICTS PRIOR TO _____, ALL OF THE
FOLLOWING APPLY BEGINNING _____:

(a) SUBJECT TO THE PROVISIONS IN SUBSECTION (5), THE
FIFTY-FOURTH-A, FIFTY-FOURTH-B AND THE FIFTY-FIFTH
DISTRICTS ARE ABOLISHED; AND THE FIFTY-FOURTH DISTRICT
IS CREATED. THE FIFTY-FOURTH DISTRICT CONSISTS OF THE
COUNTY OF INGHAM, IS A DISTRICT OF THE FIRST CLASS, AND
HAVE THE FOLLOWING NUMBER OF JUDGES:

(A) UNTIL THE DATE DETERMINED UNDER SUBDIVISION

(B) TAKES EFFECT, THIS DISTRICT HAS 8
JUDGES.

(B) BEGINNING ON THE EARLIER OF THE FOLLOWING DATES,
THE FIFTY-FOURTH DISTRICT HAS 7 JUDGES:

1. THE DATE ON WHICH A VACANCY OCCURS IN THE OFFICE
OF DISTRICT JUDGE IN THE FIFTY-FIFTH DISTRICT.
2. THE BEGINNING DATE OF THE TERM FOR WHICH AN
INCUMBENT DISTRICT JUDGE IN THE FIFTY-FIFTH
DISTRICT NO LONGER SEEKS ELECTION OR REELECTION
TO THAT OFFICE.

- (b) ALL FULL-TIME EMPLOYEES OF THE FORMER FIFTY-FOURTH-A, FIFTY-FOURTH-B, AND FIFTY-FIFTH DISTRICTS MUST BE TRANSFERRED TO THE FIFTY-FOURTH DISTRICT CREATED UNDER THIS SUBSECTION ON THE EFFECTIVE DATE OF THE CONSOLIDATION. EXCEPT AS PROVIDED IN ANY AGREEMENT OF CONSOLIDATION BY THE DISTRICT CONTROL UNITS OF THE FORMER FIFTY-FOURTH-A, FIFTY-FOURTH-B, AND FIFTY-FIFTH DISTRICTS, SALARY, SENIORITY RIGHTS, ANNUAL LEAVE, SICK LEAVE, AND RETIREMENT BENEFITS OF TRANSFERRED EMPLOYEES MUST BE PRESERVED AND CONTINUED IN THEIR POSITIONS IN THE FIFTY-FOURTH DISTRICT CREATED UNDER THIS SUBSECTION IN A MANNER NOT INFERIOR TO THEIR PRIOR STATUS.
- (c) BY PROPOSING OR AUTHORIZING THE CONSOLIDATION OF THE FIFTY-FOURTH-A, FIFTY-FOURTH-B, AND FIFTY-FIFTH DISTRICTS, THE LEGISLATURE IS NOT CREATING A NEW OBLIGATION FOR ANY AFFECTED DISTRICT CONTROL UNIT. IF A DISTRICT CONTROL UNIT, ACTING THROUGH ITS GOVERNING BODY, APPROVES THE CONSOLIDATION, THEN THE APPROVAL CONSTITUTES AN EXERCISE OF THE DISTRICT CONTROL UNIT'S OPTION TO INCREASE THE LEVEL OF ACTIVITY AND SERVICE OFFERED IN THAT DISTRICT CONTROL UNIT BEYOND THAT REQUIRED BY EXISTING LAW, AS THE ELEMENTS OF THAT OPTION ARE PROVIDED BY 1979 PA 101, MCL 21.231 TO 21.244, AND A VOLUNTARY ACCEPTANCE BY THAT DISTRICT CONTROL UNIT OF ALL EXPENSES AND CAPITAL IMPROVEMENTS THAT MAY RESULT FROM THE CONSOLIDATION OF THE DISTRICTS.

HOWEVER, THE EXERCISE OF THE OPTION DOES NOT AFFECT THE STATE'S OBLIGATION TO PAY THE SAME PORTION OF EACH JUDGE'S SALARY THAT IS PAID BY THE STATE TO OTHER DISTRICT JUDGES AS PROVIDED BY LAW, OR TO APPROPRIATE AND DISBURSE FUNDS TO THE DISTRICT CONTROL UNIT FOR THE NECESSARY COSTS OF STATE REQUIREMENTS ESTABLISHED BY A STATE LAW THAT TAKES EFFECT ON OR AFTER DECEMBER 23, 1978.

5. UNTIL 8 YEARS AFTER THE PASSAGE OF THE AMENDMENT ADDING THIS SECTION, THE FIFTY-FOURTH DISTRICT IS DIVIDED INTO THE FOLLOWING ELECTION DIVISIONS:

- (a) THE FIRST DIVISION CONSISTS OF THE CITY OF LANSING AND LANSING TOWNSHIP AND HAS 4 JUDGES.
- (b) THE SECOND DIVISION CONSISTS OF THE CITY OF EAST LANSING AND THE TOWNSHIP OF MERIDIAN AND HAS 2 JUDGES.
- (c) THE THIRD DIVISION CONSISTS OF THE COUNTY OF INGHAM, EXCEPT THE CITIES OF LANSING AND EAST LANSING AND THE TOWNSHIPS OF LANSING AND MERIDIAN, AND HAS 1 JUDGE.

6. EACH INCUMBENT DISTRICT JUDGE FROM THE FORMER FIFTY-FOURTH-A, FIFTY-FOURTH-B, AND FIFTY-FIFTH DISTRICTS SHALL SERVE AS A DISTRICT JUDGE IN THE CONSOLIDATED DISTRICT. EACH JUDGE FROM THE FORMER FIFTY-FOURTH-A, FIFTY-FOURTH-B, AND FIFTY-FIFTH DISTRICTS IS CONSIDERED AN INCUMBENT IN THE ELECTION DIVISION CREATED UNDER THIS SUBDIVISION IN WHICH HE OR SHE RESIDES.

7. IF THE ELIMINATION OF A JUDICIAL OFFICE, PURSUANT TO SECTION

(4) (a) , IS NOT FROM THE THIRD DIVISION, THEN A JUDGE SERVING IN THE THIRD DIVISION WILL TRANSFERRED TO THE DIVISION WHERE THE POSITION WAS ELIMINATED EFFECTIVE THE NEXT BUSINESS DAY AFTER THE VACANCY OCCURS. THE TRANSFERRED JUDGE WILL HAVE ONE YEAR TO MOVE HIS OR HER RESIDENCE INTO THE DIVISION WHERE SERVING.

8. JURY TRIAL ON A MISDEMEANOR OFFENSE IN THE CITY OF LANSING OR THE TOWNSHIP OF LANSING SHALL BE BEFORE JURY OF CITIZENS FROM THOSE TWO JURISDICTIONS.

9. JURY TRIAL ON A MISDEMEANOR OFFENSE IN THE CITY OF EAST LANSING SHALL BE BEFORE JURY OF CITIZENS FROM EAST LANSING.

Enacting section 1. This amendatory act takes effect 90 days after the date it is enacted into law.

APPENDIX

Ingham County Population
Percent by Court Jurisdiction

	<u>Population¹</u>	<u>% Ingham County</u>	<u>% Ingham Out-County</u>
Ingham County	288,051		
City of Lansing - D54A	117,400	40.76%	
City of East Lansing - D54B	46,579	16.17%	
Ingham Out-County - D55	124,072	43.07%	
 Ingham Out-County	 124,072		
Meridian Township	46,579		37.54%
Lansing Township	8,126		6.55%
Ingham Out-County - less Meridian & Lansing Townships	69,367		55.91%

¹ Source: <https://censusreporter.org>

RECEIVED

SEP 05 2018

LANSING CITY COUNCIL



STATE OF MICHIGAN
54A JUDICIAL DISTRICT COURT

JUDGE HUGH BARRINGTON CLARKE, JR
Phone: (517) 483-4441
hugh.clarke@lansingmi.gov

JUDGE FRANK J. DELUCA
JUDGE LOUISE ALDERSON
JUDGE STACIA BUCHANAN

September 5, 2018

Hon. Carol Wood, President
Lansing City Council
124 W. Michigan Avenue
Tenth Floor
Lansing, MI 48933

Re Court Consolidation

Dear President Wood,

As talk of consolidation of the 54A District Court with the 54B (East Lansing) and 55th (Out County) district courts starts to be discussed, I want to provide you with some of my observations as to why this may not be a good idea for Lansing. Those observations will also include why I do not support this concept. The draft plan as previously circulated does not have the approval of the chief judges of the other two affected courts—at least that is what I was advised.

Some of the statements being passed around that this will not have an effect on elections is not accurate. First, the draft proposal will affect elections for district judges in two ways. My understanding is the first part of this plan would add Lansing Township cases to the jurisdiction of the 54A District Court. With this, Lansing Township voters will be added to the court's jurisdiction, thereby expanding the current electoral district to include Lansing Township. Under no circumstances would the citizens of Lansing Township want to have their cases handled by judges they would not vote for. Do you think if Lansing Township was annexed by the City of Lansing that their residents would not have a vote on who would represent them on the city council? Of course not.

The second part of this plan would slowly provide that all of the judges would be elected on a county-wide basis. Any statements or suggestions that this would not happen are not true. If this plan goes through, we will be at a point where the vote of the African American community would be diluted. Currently, African Americans make up 24% of the voters in the City of Lansing. Once district judges are elected on a county wide basis, the percentage drops to 12% of the electorate on a county wide basis. With this,

it will be unlikely that a person of color would be able to be elected to a district court seat. More importantly, the percentage of participation of African Americans and Hispanics/Latinos would in jury pools would drop significantly. I can tell you, during my days in private practice, there were many occasions where 60 potential jurors were brought in for a county circuit court trial and there were no persons of color in the jury pool. As a consequence, there were jury trials where there were no persons of color on the jury. My observations on the district bench in Lansing shows that persons of color are in the jury venire. My last few jury trials there were at least 3 African Americans in the assembled pool of 16 persons called in. That number is close to the 24% voting electorate.

Next, what no one is talking about is the revenue the City of Lansing may lose. Issues of this nature have been put off for later discussion. As an example, with a city ordinance violation, say for operating while intoxicated, if I impose a fine of \$500, the full amount (100%) goes to the city.ⁱⁱ It is my understanding, if we go with this consolidation, that same \$500 for the city ordinance violation will be split between the city and the county—33.3% to the city and 66.6% to the county. As an example, if our court generated \$500,000 last year in fines that went to the city, that same \$500,000 under a consolidated scheme would send \$333,000. To the county and only \$165,000 to the city for a violation of a city ordinance!

Traditionally, revenues generated from parking fines have been used to support eh parking structures and any other item under the parking umbrella. If 54A is consolidated and the county is operating the court, how much of that revenue will the city stand to lose? Currently, estimates are that the court collects over \$18,000 in parking fines each month for the city coffers. How much of this will the city lose if the current plan is adopted? How comfortable will you be in negotiating this later? In other words, why would you put the cart before the horse?

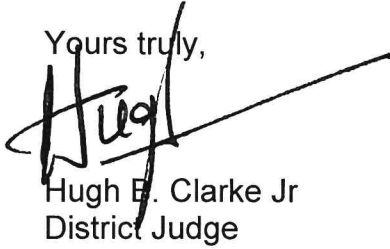
Finally, with respect to our hardworking employees. The draft plan provides that the employees will keep their current benefits. But, we know that lasts only until the contract expires. After that, benefits are all subject to negotiation. If the way the benefits changed with the 911 Center employees when they went to the county, there is no reason to believe the city employees will fare any better. There is a vast difference between benefits for city and county employees. One example is the city employees enjoy health care benefits for their spouse if the event of the employees death. No such benefits exist for the county as I am informed. I believe, there would be one less holiday for city employees. I am in the process of comparing other benefit losses.

In May of this year I had a letter hand delivered to Rep. Singh expressing some of these concern. He has not responded as of this date. Last month I delivered a copy of that letter to Mayor Schor and I have not heard back from him either. Therefore, I have started to have conversations with other interested stakeholder's and civil rights groups regarding this matter and would look forward to meeting with you on his matter. I would also appreciate knowing when this topic may come before a city council committee for

Hon. Carol Wood, President
Page 3

discussion. Thank you for your attention to this matter and feel free to contact me to discuss this matter further.

Yours truly,

A handwritten signature in black ink, appearing to read "Hugh", with a long horizontal line extending from the end of the signature across the page.

Hugh E. Clarke Jr
District Judge

Cc: Hon. Brian Jackson
Hon. Patricia Spitzley
Hon. Kathie Dunbar
Hon. Adam Hussain
Hon. Peter Spadafore
Hon. Jeremy Garza
Hon Jody Washington

ⁱ Currently Lansing Twp. cases are heard in the 55th District Court

ⁱⁱ Additional state costs (Crime Victim fee and State Minimum costs) are not included. With the state costs, total fines and costs would be \$625 of which \$500 still goes to the city and the \$125 extra would be remitted to the State of Michigan.

DRAFT
Reed 9-5-18

Courts; reorganization; district courts in East Lansing, Lansing,
and Ingham County; consolidate to 1 countywide district court.
Courts: reorganization; Courts: district court

HOUSE BILL NO. _____

A bill to amend 1961 PA 236, entitled
"Revised judicature act of 1961,"
by amending section 8125 (MCL 600.8125), as amended by 2012 PA 16.

THE PEOPLE OF THE STATE OF MICHIGAN ENACT:

- 1 Sec. 8125. (1) ~~The~~ **EXCEPT AS PROVIDED IN SUBSECTION (4), THE**
2 fifty-fourth-a district consists of the city of Lansing, is a
3 district of the third class, and has ~~the following number of~~
4 judges:-
5 ——— (a) ~~Until the date determined under subdivision (b) takes~~
6 effect, this district has 5 judges.-
7 ——— (b) ~~Beginning on the earlier of the following dates, the~~
8 fifty-fourth-a district has 4 judges. +
9 ——— (i) ~~The date on which a vacancy occurs in the office of~~



1 ~~district judge in the fifty-fourth-a district.~~

2 ~~—— (ii) The beginning date of the term for which an incumbent~~
3 ~~district judge in the fifty-fourth-a district no longer seeks~~
4 ~~election or reelection to that office.~~

5 (2) ~~The~~ **EXCEPT AS PROVIDED IN SUBSECTION (4), THE** fifty-
6 fourth-b district consists of the city of East Lansing, is a
7 district of the third class, and has 2 judges.

8 (3) ~~The~~ **EXCEPT AS PROVIDED IN SUBSECTION (4), THE** fifty-fifth
9 district consists of the county of Ingham except the cities of
10 Lansing and East Lansing, is a district of the second class, and
11 has 2 judges.

12 (4) **IF THE GOVERNING BODY OF THE COUNTY OF INGHAM AND THE**
13 **CITIES OF LANSING AND EAST LANSING APPROVE BY RESOLUTIONS THE**
14 **CONSOLIDATION OF THE FIFTY-FOURTH-A, FIFTY-FOURTH-B, AND FIFTY-**
15 **FIFTH DISTRICTS PRIOR TO NOVEMBER 1, 2019, ALL OF THE FOLLOWING**
16 **APPLY BEGINNING MARCH 1, 2020:**

17 (A) **THE FIFTY-FOURTH-A, FIFTY-FOURTH-B, AND FIFTY-FIFTH**
18 **DISTRICTS ARE ABOLISHED AND THE FIFTY-FOURTH DISTRICT IS CREATED.**
19 **THE FIFTY-FOURTH DISTRICT IS A DISTRICT OF THE FIRST CLASS AND HAS**
20 **THE FOLLOWING NUMBER OF JUDGES:**

21 (i) **UNTIL THE DATE DETERMINED UNDER SUBPARAGRAPH (ii) TAKES**
22 **EFFECT, THIS DISTRICT HAS 8 JUDGES.**

23 (ii) **BEGINNING ON THE EARLIER OF THE FOLLOWING DATES, THE**
24 **FIFTY-FOURTH DISTRICT HAS 7 JUDGES:**

25 (A) **THE DATE ON WHICH A VACANCY OCCURS IN THE OFFICE OF THE**
26 **DISTRICT JUDGE IN THE FIFTY-FOURTH DISTRICT.**

27 (B) **THE BEGINNING DATE OF THE TERM FOR WHICH AN INCUMBENT**

1 DISTRICT JUDGE NO LONGER SEEKS ELECTION OR REELECTION TO THAT
2 OFFICE.

3 (B) ALL FULL-TIME EMPLOYEES OF THE FORMER FIFTY-FOURTH-A,
4 FIFTY-FOURTH-B, AND FIFTY-FIFTH DISTRICTS MUST BE TRANSFERRED TO
5 THE FIFTY-FOURTH DISTRICT CREATED UNDER THIS SUBSECTION. EXCEPT AS
6 PROVIDED IN ANY AGREEMENT OF CONSOLIDATION BY THE DISTRICT CONTROL
7 UNITS OF THE FORMER FIFTY-FOURTH-A, FIFTY-FOURTH-B, AND FIFTY-FIFTH
8 DISTRICTS, SALARY, SENIORITY RIGHTS, ANNUAL LEAVE, SICK LEAVE, AND
9 RETIREMENT BENEFITS OF TRANSFERRED EMPLOYEES MUST BE PRESERVED AND
10 CONTINUED IN THEIR POSITIONS IN THE FIFTY-FOURTH DISTRICT CREATED
11 UNDER THIS SUBSECTION IN A MANNER NOT INFERIOR TO THEIR PRIOR
12 STATUS.

13 (C) BY PROPOSING OR AUTHORIZING THE CONSOLIDATION OF THE
14 FIFTY-FOURTH-A, FIFTY-FOURTH-B, AND FIFTY-FIFTH DISTRICTS, THE
15 LEGISLATURE IS NOT CREATING A NEW OBLIGATION FOR ANY AFFECTED
16 DISTRICT CONTROL UNIT. IF A DISTRICT CONTROL UNIT, ACTING THROUGH
17 ITS GOVERNING BODY, APPROVES THE CONSOLIDATION, THEN THE APPROVAL
18 CONSTITUTES AN EXERCISE OF THE DISTRICT CONTROL UNIT'S OPTION TO
19 INCREASE THE LEVEL OF ACTIVITY AND SERVICE OFFERED IN THAT DISTRICT
20 CONTROL UNIT BEYOND THAT REQUIRED BY EXISTING LAW, AS THE ELEMENTS
21 OF THAT OPTION ARE PROVIDED BY 1979 PA 101, MCL 21.231 TO 21.244,
22 AND A VOLUNTARY ACCEPTANCE BY THAT DISTRICT CONTROL UNIT OF ALL
23 EXPENSES AND CAPITAL IMPROVEMENTS THAT MAY RESULT FROM THE
24 CONSOLIDATION OF THE DISTRICTS. HOWEVER, THE EXERCISE OF THE OPTION
25 DOES NOT AFFECT THE STATE'S OBLIGATION TO PAY THE SAME PORTION OF
26 EACH JUDGE'S SALARY THAT IS PAID BY THE STATE TO OTHER DISTRICT
27 JUDGES AS PROVIDED BY LAW, OR TO APPROPRIATE AND DISBURSE FUNDS TO

1 THE DISTRICT CONTROL UNIT FOR THE NECESSARY COSTS OF STATE
2 REQUIREMENTS ESTABLISHED BY A STATE LAW THAT TAKES EFFECT ON OR
3 AFTER DECEMBER 23, 1978.

4 (5) SUBJECT TO SUBSECTION (4) (A) IF THE CONSOLIDATED DISTRICT
5 IS CREATED UNDER SUBSECTION (4), ALL OF THE FOLLOWING APPLY UNTIL 8
6 YEARS AFTER THE EFFECTIVE DATE OF THE AMENDATORY ACT THAT ADDED
7 THIS SUBSECTION:

8 (A) THE FIFTY-FOURTH DISTRICT IS DIVIDED INTO THE FOLLOWING
9 ELECTION DIVISIONS:

10 (i) THE FIRST DIVISION CONSISTS OF THE CITY OF LANSING AND THE
11 TOWNSHIP OF LANSING AND HAS 4 JUDGES.

12 (ii) THE SECOND DIVISION CONSISTS OF THE CITY OF EAST LANSING
13 AND HAS 2 JUDGES.

14 (iii) THE THIRD DIVISION CONSISTS OF THE COUNTY OF INGHAM,
15 EXCEPT THE CITIES OF LANSING AND EAST LANSING AND THE TOWNSHIP OF
16 LANSING, AND HAS 2 JUDGES.

17 (B) EACH INCUMBENT DISTRICT JUDGE FROM THE FORMER FIFTY-
18 FOURTH-A, FIFTY-FOURTH-B, AND FIFTY-FIFTH DISTRICTS SHALL SERVE AS
19 A DISTRICT JUDGE IN THE CONSOLIDATED DISTRICT. EACH JUDGE FROM THE
20 FORMER FIFTY-FOURTH-A, FIFTY-FOURTH-B, AND FIFTY-FIFTH DISTRICTS IS
21 CONSIDERED AN INCUMBENT IN THE ELECTION DIVISION CREATED UNDER
22 SUBDIVISION (A) IN WHICH HE OR SHE RESIDES.

23 (6) UPON THE EXPIRATION OF 8 YEARS AFTER THE EFFECTIVE DATE OF
24 THE AMENDATORY ACT THAT ADDED THIS SUBSECTION, THE ELECTION
25 DIVISIONS CREATED UNDER SUBSECTION (5) ARE ABOLISHED AND THE JUDGES
26 OF THE FIFTY-FOURTH DISTRICT MUST BE ELECTED AT LARGE.

27 (7) IF THE CONSOLIDATED DISTRICT IS CREATED UNDER SUBSECTION

1 (4), A JURY TRIAL IN THE FIFTY-FOURTH DISTRICT CONDUCTED IN
2 CONNECTION WITH A CRIMINAL OFFENSE OR ANY OTHER EVENT THAT OCCURRED
3 IN THE CITY OF LANSING OR THE TOWNSHIP OF LANSING MUST BE BEFORE A
4 JURY OF CITIZENS FROM THOSE 2 JURISDICTIONS.

5 (8) IF THE CONSOLIDATED DISTRICT IS CREATED UNDER SUBSECTION
6 (4), A JURY TRIAL IN THE FIFTY-FOURTH DISTRICT CONDUCTED IN
7 CONNECTION WITH A CRIMINAL OFFENSE OR ANY OTHER EVENT THAT OCCURRED
8 IN THE CITY OF EAST LANSING MUST BE BEFORE A JURY OF CITIZENS OF
9 THAT JURISDICTION.

10 (9) IF THE CONSOLIDATED DISTRICT IS CREATED UNDER SUBSECTION
11 (4), A JURY TRIAL IN THE FIFTY-FOURTH DISTRICT CONDUCTED IN
12 CONNECTION WITH A CRIMINAL OFFENSE OR ANY OTHER EVENT THAT OCCURRED
13 IN THE COUNTY OF INGHAM, EXCEPT FOR THE CITIES OF LANSING AND EAST
14 LANSING OR THE TOWNSHIP OF LANSING, MUST BE BEFORE A JURY OF
15 CITIZENS FROM THE APPLICABLE JURISDICTIONS.

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



CITY OF LANSING

INTERNAL AUDITOR

124 W MICHIGAN AVE FL 10

LANSING MI 48933-1605

(517) 483-4159

Fax (517) 483-7630

Disclaimer

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Support Review

Review Date: August 9, 2018

Subject: Lansing City Market Revenue and Expense - Overview

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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.**

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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
Original 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 Restaurant	\$ 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 - Rent and Utilities Revenue Jan to Mar 31st - LEPFA Reponse 7-23-2018

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-

General Ledger - Rent and Utilities Revenue Jan to Mar 31st - LEPFA Reponse 7-23-2018
General Ledger Detail Report

LANSING CITY MARKET (MKT)

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

[illegible]

**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	
FEDERAL ID NUMBER 38-3280174	INVOICE TOTAL: 460.00

**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	
FEDERAL ID NUMBER 38-3280174	INVOICE TOTAL: 553.40

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
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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

Account Description	Current Year		Prior Year	
	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	<u>Current Year</u>	<u>Percent</u>	<u>Prior Year</u>	<u>Percent</u>
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			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
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
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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

LEPFA Financial Statements - Lansing City Market - Downloaded Board Member Portal - July 17 to May 18

	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	19,885.44	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

Account Description	Current Year		Prior Year	
	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	<u>Current Year</u>	<u>Percent</u>	<u>Prior Year</u>	<u>Percent</u>
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

Account Description	Current Period			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
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

Account Description	Current Year		Prior Year	
	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	<u>Current Year</u>	<u>Percent</u>	<u>Prior Year</u>	<u>Percent</u>
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

Account Description	Current Period			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
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

Account Description	Current Year		Prior Year	
	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	<u>Current Year</u>	<u>Percent</u>	<u>Prior Year</u>	<u>Percent</u>
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			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
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 = $\frac{\text{Current Assets}}{\text{Current Liabilities}}$
Measures cash position

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

Account Description	Current Year		Prior Year	
	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			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
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
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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

Account Description	Current Year		Prior Year	
	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	<u>Current Year</u>	<u>Percent</u>	<u>Prior Year</u>	<u>Percent</u>
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

Account Description	Current Period			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
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 = $\frac{\text{Current Assets}}{\text{Current Liabilities}}$
Measures cash position

LANSING ENTERTAINMENT AND PUBLIC FACILITIES AUTHORITY

Lansing City Market

INCOME STATEMENT-COMPARATIVE

For the 7 Months Ending January 31, 2018

Account Description	Current Year		Prior Year	
	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	<u>Current Year</u>	<u>Percent</u>	<u>Prior Year</u>	<u>Percent</u>
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			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
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)	980.00
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
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Income Statement (pg. 1)

Total Operating Revenue decreased 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 = $\frac{\text{Current Assets}}{\text{Current Liabilities}}$
Measures cash position

LANSING ENTERTAINMENT AND PUBLIC FACILITIES AUTHORITY

Lansing City Market

INCOME STATEMENT-COMPARATIVE

For the 8 Months Ending February 28, 2018

Account Description	Current Year		Prior Year	
	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	<u>Current Year</u>	<u>Percent</u>	<u>Prior Year</u>	<u>Percent</u>
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			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
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 = $\frac{\text{Current Assets}}{\text{Current Liabilities}}$
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		Prior Year	
	Current Period	Year To Date	Current Period	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%

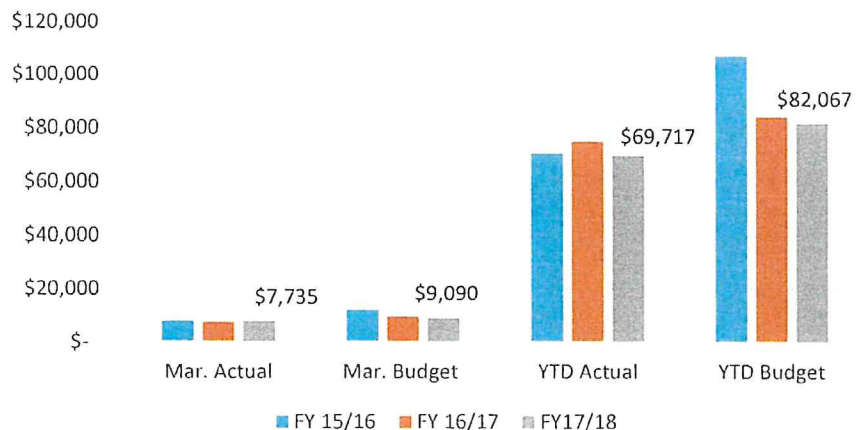
LANSING ENTERTAINMENT AND PUBLIC FACILITIES AUTHORITY
Lansing City Market
BUDGET VS ACTUAL
For the 9 Months Ending March 31, 2018

Account Description	Current Period			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
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

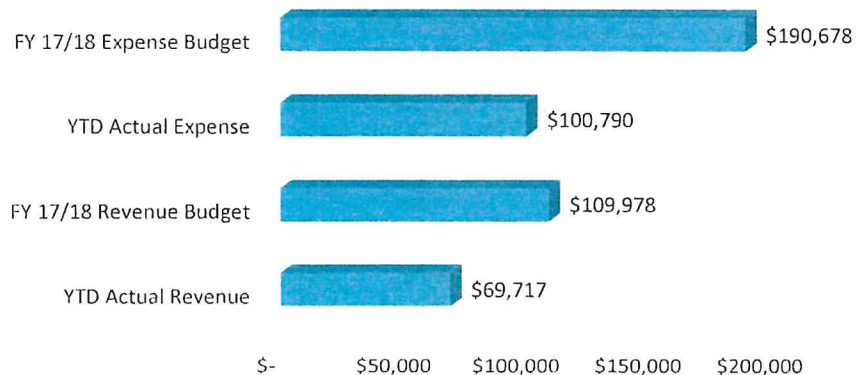
City Market Revenue Review



*YTD Operating Revenue has decreased when compared to last year

Chart 3

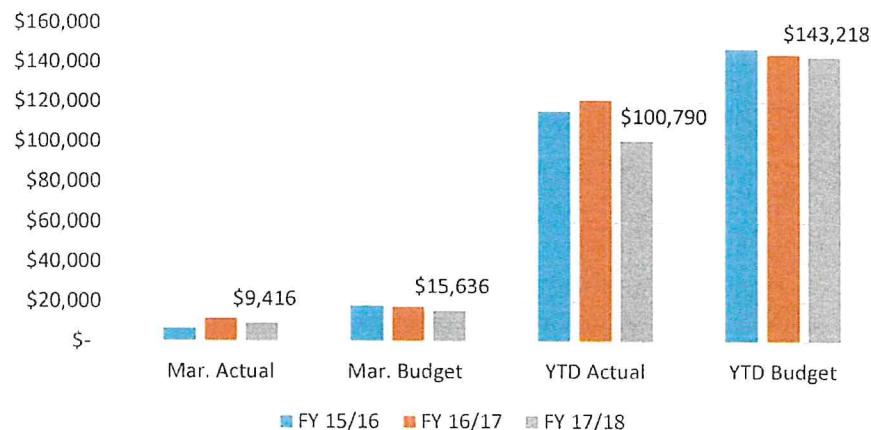
YTD Revenue and Expense to Annual Budget



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

Chart 2

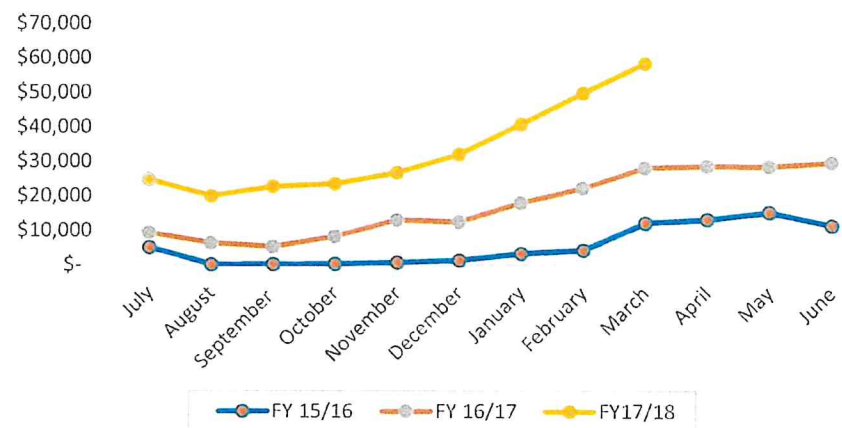
City Market Expense Review



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

Chart 4

City Market Unreserved Equity



*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

Account Description	Current Year		Prior Year	
	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	<u>Current Year</u>	<u>Percent</u>	<u>Prior Year</u>	<u>Percent</u>
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			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
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 = $\frac{\text{Current Assets}}{\text{Current Liabilities}}$
Measures cash position

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

Account Description	Current Year		Prior Year	
	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	<u>Current Year</u>	<u>Percent</u>	<u>Prior Year</u>	<u>Percent</u>
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

Account Description	Current Period			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
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)



August 6, 2018

Honorable Andy Schor
City of Lansing
124 W. Michigan Avenue
Lansing, MI 48933

RE: City of Lansing/Board of Water & Light Return on Equity Agreement, Amendment No. 4

Dear Mayor Schor,

As you are aware, the Lansing Board of Water & Light's (BWL) General Manager, Richard Peffley advised the Board of Commissioners of the City of Lansing's interest in extending the current Return on Equity Agreement for another 2 years, as expressed informally through yourself.

Mr. Peffley further recommended the extension, which resulted in the Commission's approval on July 24, 2018. The enclosed documents memorialize the extension and have been executed by BWL accordingly.

Once the required City of Lansing approval and all signatures have been obtained, please return a fully executed copy to my office for the BWL's corporate records.

Please contact me if you have any questions.

Thank you,

M. Denise Griffin
BWL Corporate Secretary

Email Attachments

cc: President Lansing City Council, Carol Wood
Lansing City Attorney Jim Smiertka
David Price, BWL Chairperson
General Manager, BWL Peffley
Brandie Ekren, BWL Legal Counsel

**Lansing Board of Water and Light
P.O. Box 13007
1201 S. Washington Ave.
Lansing, MI 48910**

**AMENDMENT NO. 4 TO AGREEMENT
BETWEEN THE CITY OF LANSING AND
THE BOARD OF WATER AND LIGHT**

This Amendment No. 4 ("Amendment No. 4") is entered into as of this ____ day of _____, 2018 by and between the City of Lansing, 124 W. Michigan Ave., Lansing, MI 48933, hereinafter referred to as "City", and the Board of Water and Light, 1232 Haco Drive, Lansing, Michigan 48912, hereinafter referred to as "Board".

STATEMENT OF PURPOSE

- A. The Parties entered into an original agreement, dated June 30, 1992, a copy of which is attached as **Exhibit A**.
- B. The Parties extended the original agreement by Amendment No. 1, dated December 17th, 2002, which expired June 30, 2012; by Amendment No. 2, dated June 30, 2012, which expired June 30, 2017; and by Amendment No. 3, dated December 23, 2013, which is set to expire June 30, 2018. A copy of Amendment No. 3 is attached as **Exhibit B**.
- C. As modified by this Amendment No. 4, the Parties desire to extend the terms and provisions of the original agreement, as extended and modified by Amendments No. 1, No. 2, and No. 3, by this Amendment No. 4 (collectively "this Agreement") through June 30, 2020 to and continue the annual 6.1% Payment to the City for the remainder of this term.
- D. The Parties acknowledge that ownership of a utility entitles the City to receive certain benefits associated with that ownership, and that it is generally acceptable practice in

the municipal utility industry for municipal utilities, being exempt from taxes, to make payments to the state or local government.

AGREEMENT

The Parties, therefore, in acknowledgement and reliance on the Statement of Purpose and in consideration of the mutual covenants herein contained, agree as follows:

- 1) The term of Amendment No. 3, which is currently set to expire June 30, 2018, is extended to June 30, 2020.
- 2) The Board shall extend its payments to the City, under this Agreement, commencing on July 1, 2018 through June 30, 2020, in the continued amount equal to six point one (6.1%) percent of its revenue from retail and wholesale sales of chilled water, electric, steam heat, and water utilities for the proceeding 12 month period ending May 31st of each year (the "Payment").
- 3) Subject to the provisions of Act 94 Public Acts of 1933, as amended, and the Board's various bond covenants, the Payment shall be payable to the City in semi-annual installments due no later than thirty (30) days following each one/half (1/2) year that this Agreement is in effect as follows:

First ½ year – June 1 to December 1 of each Payment year – to be an estimated payment;

Second ½ year – December 2 to May 31 of each Payment year – to include reconciliation payment for entire fiscal year.

The May 31 payment date calculation shall constitute the difference between the estimated payment for the first one-half (1/2) year and the actual calculated amount for the entire fiscal year.

- 4) This Agreement shall automatically terminate on June 30, 2020, unless extended in writing by the Commissioners of the Board and the City Council of the City of Lansing.
- 5) This Agreement contains the entire agreement and any terms, conditions or provisions not contained in this Agreement are not binding on either party.
- 6) This Agreement shall inure the benefit of the Parties. This Agreement, or any of its terms or provisions, shall not be waived, modified or otherwise altered unless in writing and executed by both parties to this Agreement.
- 7) Except as modified in this Amendment No. 4, the original agreement and Amendments No. 1, No. 2 and No. 3 shall remain in full force and effect. Nothing herein releases the Board from any payments it is obligated to make pursuant to the previously entered original agreement and Amendments No. 1, No. 2 and No. 3.

IN WITNESS WHEREOF the parties have signed this Agreement on the date first above written.

CITY OF LANSING

By: _____
Andy Schor, Mayor

By: _____
Chris Swope, City Clerk

Approved as to form only:

James D. Smiertka, City Attorney

I hereby certify that funds are available
Acct. No. _____

Randy Endsley, Accounting Manager

BOARD OF WATER AND LIGHT

By: Richard R. Peffley
Richard R. Peffley, General Manager

By: M. Denise Griffin
M. Denise Griffin, Board Secretary

Approved as to form only:

Brandie F. Ekren
Brandie F. Ekren
Board of Water and Light Legal Counsel

Lane C

EXHIBIT A

AGREEMENT
BETWEEN THE CITY OF LANSING AND
THE BOARD OF WATER & LIGHT

AGREEMENT dated the 3rd day of June, 1992, by and between the City of Lansing, hereinafter referred to as "City", and the Board of Water & Light, 123 West Ottawa, Lansing, Michigan 48933, hereinafter referred to as "Board".

WITNESSETH:

WHEREAS, pursuant to the 1978 City Charter, the Board and the City are encouraged to cooperate with each other; and

WHEREAS, Michigan law, specifically, Act 94, Public Acts of 1933, as amended, and various revenue bond covenants contained in revenue bonds issued by the Board provide that the Board shall not offer or furnish free utility service to any entity including the City; and

WHEREAS, pursuant to the 1978 City Charter the City provides to the Board, among other things, use of its streets, alleys, bridges and other public places of the City without compensation and the Board, as an agency of the City, is exempt from property taxation; and

WHEREAS, since 1972 the Board has contributed to the City an annual amount as a return on equity and City Council has now requested the Board to increase the amount it contributes to the City; and

WHEREAS, the Commissioners of the Board of Water & Light have agreed that the payment of a return on equity to the City is in the best interest of its ratepayers; and

WHEREAS, the Commissioners of the Board of Water & Light have offered to the City a proposal to modify the percentage used to calculate the Board's return on equity to the City and has requested the City to deed to the Board the parcel located at 123 W. Ottawa Street in a manner consistent with the City Charter; and

WHEREAS, the Mayor and his staff have reviewed the Board's proposal and recommend that the City Council approve of the Board's proposal;

NOW, THEREFORE, IT IS AGREED:

1. The Board's annual payment of a return on equity to the City for the next ten (10) years commencing on July 1, 1992 shall be 4.0 percent of net billed retail sales from its water, steam heat, and electric utilities for the preceding 12 month period ending May 31 of each year. Subject to the provisions of Act 94 Public Acts of 1933, as amended, and the Board's various bond covenants this amount shall be payable to the City no later than June 30th of each year.
2. In addition to any sums mentioned in paragraphs 1 and 2 of this Agreement the Board shall pay to the City the total sum of \$1,850,000.00 as consideration for a quitclaim deed from the City for the parcel at 123 West Ottawa Street. The quitclaim deed shall be in a form consistent with the 1978 City Charter and the parcel shall be held by the Board for its purposes. The sum of \$1,850,000.00 shall be payable as follows:
 - a. \$1,600,000 shall be paid to the City by the Board no later than June 30, 1992; and
 - b. \$250,000 shall be payable to the City by the Board no later than July 15, 1992.

3. The initial payment of 4.0 percent of the net billed retail sales from the Board's water, steam heat and electric utilities shall be made to the City no later than June 30, 1993, and this initial payment shall be in addition to the sum of \$250,000 which shall be paid to the City no later than July 15, 1992.
4. The City shall convey to the Board by quitclaim deed the parcel at 123 West Ottawa Street no later than June 30, 1992 in a manner consistent with the 1978 City Charter and the parcel shall be held by the Board for its purposes.
5. This Agreement shall automatically terminate on June 30, 2002, unless extended in writing by the Commissioners of the Board and the City Council of the City of Lansing.
6. This Agreement contains the entire Agreement and any terms, conditions or provisions not contained in this Agreement are not binding on either party.
7. This Agreement, or any of its terms or provisions, shall not be waived, modified or otherwise altered unless in writing and executed by both parties to this Agreement.

IN WITNESS WHEREOF the parties have signed this Agreement on the date first above written.

WITNESS:

Forrestier Legenbo
Candyn Lutzoff

CITY OF LANSING

By: *Terry J. McKane*
Terry J. McKane, Mayor

By: *Malcolm Slade*
for James D. Blair, City Clerk

WITNESS:

Beverly A. Bishop
Rosemary Sullivan

Approved as to form only:

Alvan P. Knot
Alvan P. Knot
City Attorney

BOARD OF WATER & LIGHT

By: Joseph Pandy, Jr.
Joseph Pandy, Jr.,
Director & General Manager
By: Mary E. Sova
Mary E. Sova,
Corporate Secretary

I hereby certify as to the availability of funds in Account
none required.

Stephen W. Duarte
for STEPHEN W. DUARTE
City Controller

APPROVED AS TO FORM
Lawrence H. White
BOARD OF WATER & LIGHT
LEGAL COUNSEL

Resolution No. 92-8-2

ADMINISTRATIVE

WHEREAS, at the regular meeting of June 16, 1992, the Board adopted a resolution authorizing the General Manager and Corporate Secretary to enter into a Return on Equity Agreement with the City of Lansing subject to confirmation by a majority vote of the Board of Commissioners at the next regularly scheduled Board meeting, be it

RESOLVED, That the Agreement between the City of Lansing and the Board of Water and Light, dated June 30, 1992, governing the transfer of a parcel located at 123 W. Ottawa Street and a Return on Equity payment is hereby ratified, confirmed, and approved.

Recommended by Mary E. Sova 8/6/92
Mary E. Sova, Secretary Date

Approved by: Joe Pandey 8/11/92
Joseph Pandey, Jr., General Manager Date

Date Resolved by Board Action: August 25, 1992

EXHIBIT B

AMENDMENT NO. 3 TO AGREEMENT BETWEEN THE CITY OF LANSING AND THE BOARD OF WATER AND LIGHT

This Amendment No. 3 ("Amendment #3") is entered into as of this 23rd day of December, 2013, by and between the City of Lansing, 124 W. Michigan Ave., Lansing, MI 48933, hereinafter referred to as "City", and the Board of Water and Light, 1232 Haco Drive, Lansing, Michigan 48912, hereinafter referred to as "Board".

STATEMENT OF PURPOSE

The Parties have entered into an agreement dated June 30, 1992, a copy of which is attached as Exhibit A; and

The Parties entered into Amendment No. 1 to the original agreement on December 17th, 2002, which was set to expire June 30, 2012, a copy of which is attached as Exhibit B ("Amendment #1"); and

The Parties entered into Amendment No. 2 to the original agreement on June 30, 2012, which was set to expire June 30, 2017, a copy of which is attached as Exhibit C ("Amendment #2"); and

Except as modified by this Amendment No. 3, the parties desire to extend the terms and provisions of the Agreement (this Amendment No. 3, Amendment No. 2, Amendment No. 1 and the original agreement are hereinafter referred to collectively as the "Agreement") by an additional year and increase the annual payment to the City for the remainder of the term; and

The parties acknowledge that ownership of a utility entitles the City to receive certain benefits associated with that ownership; and

The Parties acknowledge that it is generally accepted practice in the municipal utility industry for municipal utilities, being exempt from taxes, to make payments to the state or local government.

AGREEMENT

The Parties therefore agree as follows:

- 1) The term of Amendment No. 2, which is currently set to expire June 30, 2017, is extended to June 30, 2018.
- 2) The Board shall make payments to the City for the remaining five (5) years commencing on July 1, 2013, in the amount of six point one (6.1%) percent of its revenue from retail and wholesale sales of chilled water, electric, steam heat, and water utilities for the preceding 12 month period ending May 31st of each year (the "Payment").
- 3) Subject to the provisions of Act 94 Public Acts of 1933, as amended, and the Board's various bond covenants, the Payment shall be payable to the City in semi-annual installments due no later than thirty (30) days following each one-half (1/2) year this Agreement is in effect:

December 1 (estimated)
June 30 – to include reconciliation for entire fiscal year

The June 1 payment shall constitute the difference between the estimated payment for the first one-half (1/2) year and the actual calculated amount for the entire fiscal year.
- 4) This Agreement shall automatically terminate on June 30, 2018, unless extended in writing by the Commissioners of the Board and the City Council of the City of Lansing.

5) This Agreement contains the entire Agreement and any terms, conditions or provisions not contained in this Agreement are not binding on either party.

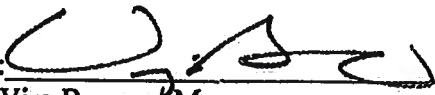
6) This Agreement shall inure to the benefit of the Parties.

This Agreement, or any of its terms or provisions, shall not be waived, modified or otherwise altered unless in writing and executed by both parties to this agreement.

7) Except as modified in this Amendment No. 3, the original agreement and amendments shall remain in full force and effect. Nothing herein releases the Board from any payments it is obligated to make pursuant to the previously entered agreement and amendments.

IN WITNESS WHEREOF the parties have signed this Agreement on the date first above written.

CITY OF LANSING

By: 
Virg Bernero, Mayor

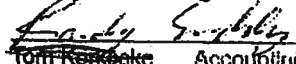
By: 
Chris Swope, City Clerk

Approved as to form only:


City Attorney

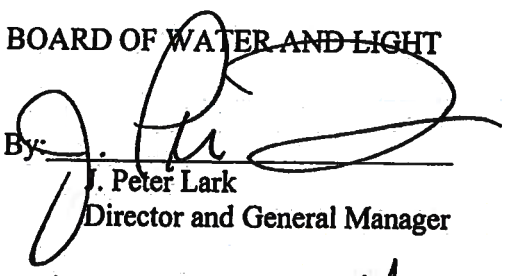
I hereby certify that funds are available

Acct. No. 101 674102


Tom Kerkke Accounting Manager

BOARD OF WATER AND LIGHT

By:


J. Peter Lark

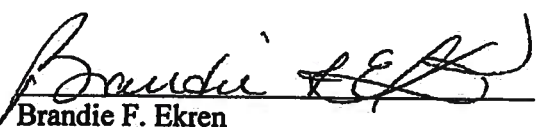
Director and General Manager

By:


M. Denise Griffin

Board Secretary

Approved as to form only:


Brandie F. Ekren

Board of Water and Light Legal Counsel

DRAFT

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

WHEREAS, a certain “Amendment No. 4 to Agreement Between The City Of Lansing And The Board Of Water and Light” related to return on equity, (“Amendment 4”), has been submitted by the Mayor to the Lansing City Council for approval; and

WHEREAS, Amendment 4 extends an existing agreement originally executed in 1992 for a period of two years through June 30, 2020; and

WHEREAS, Amendment 4 has been approved by the Board of Commissioners of the Board of Water and Light; and

WHEREAS, the City Attorney has reviewed and approved the amendment.

NOW, THEREFORE, BE IT RESOLVED, that Amendment 4 is hereby approved and Council staff shall forward it to the Mayor for signature on behalf of the City of Lansing.



City of Lansing

OFFICE OF THE CITY ATTORNEY

James D. Smiertka, City Attorney

TO: James D. Smiertka

FROM: John M. Roberts

DATE: September 5, 2018

SUBJECT: Martell Armstrong Severance Pay

Under the Michigan constitution, cities, including Lansing, have powers and authorities to handle its own affairs, except in areas that are reserved to the State of Michigan by state constitution and general laws. Const 1963, art 7, §22. This reservation to the state is, when applicable, called “preemption.”

Simply put, this means that a city cannot contravene a law specifically provided for by state statute by including a conflicting provision in its charter.

In 1996, the state legislature enacted a statute intended to give municipal housing commissions new levels of autonomy from the cities that originally created them. Under the 1996 law, housing commission’s were granted the authority to hire housing commission employees and determine what they would be paid. MCL 125.655(3). The statute’s application became the subject of a 2003 lawsuit *AFSCME v City of Detroit*, 468 Mich 388 (2003). In the case, the Michigan Supreme Court held:

As a matter of law, the statute provides that the housing commission may employ and fix the compensation of a director and its employees as necessary. However, if the appointing authority makes a recommendation, the alternative becomes viable and the governing body may then adopt one of the two resolutions as set forth in the statute. However, *if* the appointing authority does not make a recommendation, or if the governing body does not adopt a resolution based on the recommendation in accord with the statute, then the housing commission retains the exclusive authority to fix the compensation of its director and employees (emphasis in original).

As used in the opinion, “appointing authority” is the City and “governing body” is the housing commission.

When this holding is applied to the contract between the Lansing Housing Commission and Martell Armstrong, including the contract severance provision, it means the City Council could have made a recommendation by resolution before the Lansing Housing Commission approved Mr. Armstrong’s contract. Because there was no such resolution, the Armstrong contract is enforceable as written. It should be noted, however that under *AFSCME v Detroit*, even if the Council had passed a resolution, the housing commission would still have had the option to follow or reject the resolution’s recommendation.

Finally, because MCL 125.655(3) directly reserves final say on employment and compensation to the housing commission, the City Charter Section 6-401 restrictions are preempted and unenforceable against the Lansing Housing Commission.

EMPLOYMENT AGREEMENT

This EMPLOYMENT AGREEMENT is entered into as of this 18th day of April, 2018, between the Lansing Housing Commission, a public housing authority organized and operating pursuant to MCL § 125.651, *et seq.*, with its principal office located at 419 Cherry Street, Lansing, Michigan ("the Commission"), and Martell V. Armstrong ("the Executive").

WHEREAS, the Commission desires to employ the Executive for the position of Executive Director of the Lansing Housing Commission, and the Executive desires to accept such employment, in each case upon the terms and conditions as set forth in this Agreement;

NOW, THEREFORE, in consideration of the premises and the mutual covenants and promises contained herein and for other good and valuable consideration, the Commission and the Executive hereby agree as follows:

1. Agreement To Employ; No Conflicts. Upon the terms and subject to the conditions of this Agreement, the Commission hereby agrees to employ the Executive, and the Executive hereby accepts employment by the Commission as the Executive Director of the Commission. The Executive represents that he is entering into this Agreement voluntarily and that his employment hereunder and compliance with the terms and conditions of this Agreement will not conflict with or result in the breach by him of any agreement to which he is a party or by which he is bound. Furthermore, the Executive warrants that neither he, nor any business entity he is affiliated with, has any interest, either direct or indirect, in any program, property or contract involving the Commission as prohibited by the conflict of interest regulations in 24 CFR §982.161 (a copy of which is attached as Exhibit A). The Executive represents and warrants to the Commission that he has returned all property and confidential information belonging to any prior employer.
2. Position And Responsibilities. During his employment, the Executive shall serve as the Executive Director of the Lansing Housing Commission and shall have such duties and responsibilities as the Commission and the Commission's Board of Commissioners require and specify from time to time. The Executive shall report to the Commission's Board of Commissioners and keep the Board of Commissioners informed of activities, development, and the financial condition of the Commission. The Executive shall furnish the Board of Commissioners with reports governing the operation of the Commission as the Board of Commissioners so require. During his employment, the Executive shall devote his full business efforts and time to the Commission and shall not, without the prior written approval of the Commission's Board of Commissioners, which shall not be unreasonably withheld, conditioned or delayed, render services in any capacity to any other Person or entity and shall not act as a sole proprietor or partner of any other Person

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MVA

LHC
LHC

or entity or as a shareholder owning more than five percent of the stock of any other corporation.

The foregoing shall not prevent the Executive from participating in charitable, civic, educational, professional, community or industry affairs or, with prior written approval of the Commission's Board of Commissioners, serving on the board of directors or advisory boards of other companies so long as such activities do not materially interfere with the performance of his duties hereunder or create a potential business conflict or the appearance thereof. Approval shall not be unreasonably withheld. If, following the Commission's approval of the Executive's participation on a board, it determines that service on any board of directors or advisory board would, in the good faith judgment of the Commission or the Commission's Board of Commissioners, conflict with the Executive's fiduciary duty to the Commission or create an appearance thereof, the Executive shall promptly resign from such other board of directors or advisory board after written notice of the conflict is received from the Commission's Board of Commissioners. Service on the boards of directors or advisory boards disclosed by the Executive to the Commission on which he is serving as of the Effective Date of this Agreement is hereby approved. Said disclosure is attached to this Agreement as Exhibit B.

3. Base Salary. As compensation for the services to be performed by the Executive, the Commission shall pay the Executive a base salary at an annualized rate of \$108,150.00, payable in accordance with the Commission's standard payroll procedures. The Commission's Board of Commissioners shall review the Executive's base salary annually and, in its sole discretion, may increase such base salary from time to time based upon the performance of the Executive, the financial condition of the Commission, prevailing industry salary levels and such other factors as the Board of Commissioners shall consider relevant. (The annual base salary payable to the Executive under this Section 3, as the same may be increased from time to time, shall hereinafter be referred to as the "Base Salary.") To the extent permitted by law, the Executive consents to the Commission deducting amounts otherwise due to the Commission from his final paycheck.
4. Employee Benefits; Perquisites, Etc.
 - a. Employee Benefits. The Executive shall be entitled to participate in the health care insurance, dental care insurance, vision care insurance, retirement, savings, life, disability and other welfare benefit plans maintained by the Commission for its non-union employees in accordance with the terms thereof (including required employee contributions), as the same may be amended and in effect from time to time. The benefits referred to in this Section 4 shall be provided to the Executive on a basis that is commensurate with the Executive's position and duties with the

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MVA
MVA

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Commission hereunder, provided, however, that in the event there is a reduction of employee benefits applicable to non-union employees generally, nothing herein shall preclude the Commission's ability to reduce the Executive's benefits consistent with such reductions.

- b. Vacation And Personal Time. The Executive shall receive twenty (20) days of paid vacation per fiscal year, and three (3) paid personal days, which vests on the Effective Date of this Agreement. Vacation and personal time shall not be carried over from one fiscal year to the next, nor be paid out, except as provided in the policies of the Commission, as may be amended from time to time. The Executive shall receive a prorated amount of vacation and personal days to be used in the period between the start of his employment with the Commission and the start of the next fiscal year. This proration shall be based on the number of days between the start of his employment with the Commission and the start of the next fiscal year divided by the number 365.
- c. Sick Time. The Executive shall receive 96 hours of sick time per fiscal year in accordance with the Commission's policies, as it may be amended from time to time. Sick time shall not be carried over from one fiscal year to the next, nor be paid out, except as provided in the policies of the Commission, as may be amended from time to time. The Executive shall receive a prorated number of sick hours to be used in the period between the start of his employment with the Commission and the start of the next fiscal year. This proration shall be based on the number of days between the start of his employment with the Commission and the start of the next fiscal year divided by the number 365.
- d. Business Travel, Lodging, Etc. The Commission shall pay the Executive for travel, lodging, meals, and other business related expenses in accordance with LHC's existing Travel Policy (attached).
- e. Request For Time Off, Vacation, Etc. The Executive shall provide at least five (5) days written notice to the President of the Commission's Board of Commissioners for any vacation time, or any other similar leave time from his duties with the Commission, whether paid or unpaid, except personal time as referenced below, for a period of five (5) consecutive business days or less. For any request exceeding six (6) or more consecutive business days, the Executive shall submit a written request and obtain approval from the President of the Commission's Board of Commissioners. The Executive shall use and take personal time in accordance with the Commission's employee personal time policy. The Executive is not required to give notice or obtain approval for the use of personal time.

Initialed: MVA JB
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5. Term. This Agreement shall take effect as of the Effective Date and shall continue in force for a period of three years, until April 18, 2021 ("the Term") at which point the Agreement shall terminate without any requirement of further advanced notice. No compensation or benefits shall be paid or accrue to the Executive until the Effective Date.
6. Employment At Will. The Executive's employment with the Commission shall be "at will," meaning that either the Executive or the Commission shall be entitled to terminate the Executive's employment at any time and for any reason, with or without Cause. Any contrary representations that may have been made to the Executive shall be superseded by this Agreement. This Agreement shall constitute the full and complete agreement between the Executive and the Commission on the "at will" nature of the Executive's employment, which may only be modified by an express written agreement signed by the Executive and the President of the Board of Commissioners.
7. Termination Benefits.
- a. General Release. Any other provision of this Agreement notwithstanding, subsections (b) and (c) below, shall not apply unless the Executive (i) has executed a general release of all claims (in a form and time prescribed by the Commission and reasonably acceptable to the Executive Director), and (ii) has returned all property of the Commission in the Executive's possession and in accordance with the Commission's internal policies and procedures.
- b. Severance Pay. If, during the term of this Agreement, the Commission terminates the Executive's employment for Cause or Permanent Disability, then the Executive shall receive no severance pay or continued benefits of any type. If, during the Term of this Agreement, the Commission terminates the Executive's employment for any reason other than for Cause or Permanent Disability, then the Commission shall pay the Executive a severance payment equal to the lesser of three (3) months of his current year Base Salary, or the remaining Base Salary owed under this Agreement. At the choice of the Commission, this severance may be paid as a lump-sum or through the continuation of the Executive's salary.
- c. Health Insurance. If the Executive is entitled to severance pay pursuant to Section 7(b), and if the Executive is eligible to continue health insurance coverage under the Consolidated Omnibus Budget Reconciliation Act ("COBRA") following the termination of his Employment, then the Commission shall pay the Executive's monthly premium under COBRA for the lesser of two (2) months or the remaining term of this Agreement. However, the Executive shall be responsible for paying any COBRA benefits after the expiration of the lesser of two (2) months or the remaining term of this Agreement should he elect to retain such benefits.

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- d. Definition Of "Cause." For all purposes under this Agreement, "Cause" shall mean:
- i. An unauthorized use or disclosure by the Executive of the Commission's confidential information;
 - ii. A material breach by the Executive of any agreement between the Executive and the Commission;
 - iii. Misappropriation of Commission funds or property;
 - iv. A material failure by the Executive to follow Housing Urban Development or Commission contracts, agreements guidelines, rules, regulations or policies;
 - v. The Executive's conviction of, or plea of "guilty" or "no contest" to, a felony under the laws of the United States or any state thereof or to a misdemeanor involving theft or dishonesty;
 - vi. The Executive's negligence, gross negligence, intentional act or willful misconduct which could reasonably be expected to harm the Commission's business standing or reputation in the community, or any breach of the Executive's fiduciary duties owed to the Commission, which includes any material breach of this Agreement, or any misdemeanors connected with the Executive's work under the laws of the United States, or any state or municipality;
 - vii. A continued failure by the Executive to perform assigned duties after receiving written notification from the Commission of such failure; and
 - viii. A continued ranking for two (2) or more consecutive years of "unsatisfactory performance" in any category under the Commission's performance evaluation criteria after being given notice and an opportunity to improve.
- e. Termination At End Of Term. The Commission shall not be required to pay any severance payment or benefits if the Executive's employment with the Commission ends due to the expiration and non-renewal of this Agreement.

8. Confidentiality, Non-disparagement, Etc.

Initialed: MVA LHC
MVA LHC

- a. Unauthorized Disclosure. During the period of the Executive's employment with the Commission, and following any termination of such employment, without the prior written consent of the Board of Commissioners or its authorized representative, and except as required in the performance of his duties hereunder, the Executive shall not disclose or use for his benefit or gain any confidential or proprietary information, lists of individuals or entities receiving assistance from the Commission, drawings, designs, information regarding development, management or organization information (including but not limited to data and other information relating to members of the Board of Commissioners or the Commission), operating policies or manuals, business plans or financial records (hereinafter "Confidential Information"), unless such Confidential Information has been previously disclosed to the public or is in the public domain; provided, however, if the Executive is required by an order of a court having jurisdiction or under subpoena from an appropriate government agency to disclose Confidential Information during the course of his employment, he shall use his reasonable efforts to consult with the Board of Commissioners and legal counsel prior to responding to any such order or subpoena. If the Executive is required by an order of a court having jurisdiction or under subpoena from an appropriate government agency to disclose Confidential Information after termination of his employment, the Executive shall provide the Commission with written notice of the disclosure request at least fourteen (14) days before he is required to respond to the request. If, however, a response by the Executive to the disclosure request is required in less than fourteen (14) days, the Executive must provide the Commission with immediate notice in writing by fax and telephone, to provide the Commission with as much time as possible to take action to protect the confidentiality of the requested information. In either situation, the Executive shall not interfere with any action that the Commission may elect to take to protect the confidentiality of the requested information.
- b. Return Of Documents And Materials. Upon termination of the Executive's employment for any reason, the Executive shall deliver to the Commission all of (i) the property of the Commission, and (ii) the documents and data, of any nature and in whatever medium, of the Commission, and he shall not take with him any such property, documents or data or any reproduction thereof, or any documents containing or pertaining to any Confidential Information.
- c. No Disparaging Comments. The Executive agrees not to make disparaging or derogatory comments about the Commission, the Commission's employees or the Board of Commissioners (or their respective families), both during the Executive's employment and after termination thereof.

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9. Certain Acknowledgments And Agreements: Injunctive Relief With Respect To Covenants: Forum. Venue And Jurisdiction.

- a. The Executive acknowledges and agrees that the covenants, obligations and agreements of the Executive contained in Section 8 relate to special, unique and extraordinary matters and that a violation of any of the terms of such covenants, obligations or agreements will cause the Commission irreparable injury for which adequate remedies are not available at law. Therefore, the Executive agrees that the Commission shall be entitled to an injunction, restraining order or such other equitable relief (without the requirement to post bond) as a court of competent jurisdiction may deem necessary or appropriate to restrain the Executive from committing any violation of such covenants, obligations or agreements. These injunctive remedies are cumulative and in addition to any other rights and remedies the Commission may have.
- b. The Executive acknowledges and agrees that he will have a prominent role in the management and operation of the Commission, which includes developing and maintaining the goodwill and reputation of the Commission in the community.
- c. The Commission and the Executive each hereby irrevocably submits to the exclusive jurisdiction of the courts of the State of Michigan and the federal courts of the United States of America located in the State of Michigan for all disputes arising out of this Agreement.
- d. If any court of competent jurisdiction shall at any time determine that, but for the provisions of this paragraph, any part of this agreement is illegal, void as against public policy or otherwise unenforceable, the relevant part will automatically be amended to the extent necessary to make it sufficiently narrow in scope, time and geographic area to be legally enforceable. All other terms will remain in full force and effect.
- e. If the Executive raises any question as to the enforceability of any part or terms of this Agreement, including, without limitation, the restrictive covenants contained in Section 8, the Executive specifically agrees that he will comply fully with this Agreement unless and until the entry of an award to the contrary.

10. Entire Agreement. This Agreement constitutes the entire agreement among the parties hereto with respect to the subject matter hereof. All prior correspondence and proposals (including but not limited to summaries of proposed terms) and all prior promises, representations, understandings, arrangements and agreements relating to such subject matter (including but not limited to those made to or with the Executive by any other Person) are merged herein and superseded hereby.

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11. Indemnification. The Commission shall indemnify the Executive in the performance of his duties and shall defend him against all actions, suits or proceedings in which he is made a party by reason of his employment, position or duties with the Commission and in accordance with the Commission's indemnification policy as may be amended by the Commission from time to time. The provisions of this paragraph may be met through a general errors and omission insurance policy selected and maintained by the Commission which covers the Executive while in the performance of his official duties up to policy limits determined by the Commission. The Commission's obligations to defend and indemnify the Executive shall not exceed the terms and limits of the general errors and omission insurance policy. However, under no circumstances shall the Commission indemnify the Executive for any intentional acts or omissions committed by the Executive.
12. Miscellaneous.
- a. Binding Effect: Assignment. This Agreement shall not be assignable by either party.
 - b. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan without reference to principles of conflicts of law.
 - c. Taxes. The Commission may withhold from any payments made under this Agreement all applicable taxes, including but not limited to income, employment and social insurance taxes, as shall be required by law.
 - d. Amendments And Waiver. No provision of this Agreement shall be modified, waived or discharged unless the modification, waiver or discharge is agreed to in writing and signed by the Executive and by the President of the Commission. No waiver by either party of any breach of, or of compliance with, any condition or provision of this Agreement by the other party shall be considered a waiver of any other condition or provision or of the same condition or provision at another time.
 - e. Notices. With the exception of the notice requirements in Section 8a, all other notices and other communications contemplated by this Agreement shall be in writing and shall be deemed to have been duly given when personally delivered or when mailed by U.S. registered or certified mail, return receipt requested and postage prepaid. In the case of the Executive, mailed notices shall be addressed to him at the home address that he most recently communicated to the Commission in writing. In the case of the Commission, mailed notices shall be addressed to its

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principal office located at 419 Cherry Street, Lansing, Michigan, 48933, and all notices shall be directed to the attention of the Human Resource Manager.

f. Headings. The section and other headings contained in this Agreement are for the convenience of the parties only and are not intended to be a part hereof or to affect the meaning or interpretation hereof.

g. Certain Definitions.

"Agreement" means this Employment Agreement.

"Base Salary" is defined in Section 3 of this Agreement.

"Cause" is defined in Section 7(d) of this Agreement.

"COBRA" is defined in Section 7(c) of this Agreement.

"Commission" is defined in the introductory paragraph of this Agreement.

"Confidential Information" is defined in Section 8(a) of this Agreement.

"Effective Date" means the date listed in the introductory paragraph of this Agreement.

"Executive" is defined in the introductory paragraph of this Agreement.

"Permanent Disability" for all purposes under this Agreement, "Permanent Disability" means the Executive's inability to perform the essential functions of the Executive's position, with or without reasonable accommodation, for a period of at least 120 consecutive days because of a physical or mental impairment as diagnosed by a licensed medical provider.

"Person" means any natural person, firm, partnership, limited liability company, association, corporation, company, trust, business trust, governmental authority or other entity.

"Term" is defined in Section 5 of this Agreement.

IN WITNESS WHEREOF, the Commission, through its President of the Board of Commissioners, and the Executive have duly executed this Agreement and it is effective and binding upon both parties as of the date first written above.

Initialed: MVA LHC
MVA LHC

Executive

Lansing Housing Commission

M. Armstrong

Date: 5/21/18

Tony Battista

Date: May 21, 2018

Initialed: MVA
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SEVERANCE BENEFIT AGREEMENT

In consideration of the mutual promises and agreements as provided for in this Severance Benefit Agreement (“Agreement”), **Martell V. Armstrong** (“Employee”) and **Lansing Housing Commission** (“Employer”) have entered into this Agreement and agree as follows:

1. Effective Date. The Effective Date for this Agreement will be September 21, 2018.
2. Both parties acknowledge that Employee’s last day working for Employer will be on September 3, 2018.
3. Employee has decided that it is in his best interest to sever his employment relationship with Employer, and the Employee has decided to resign.
4. Employer has agreed to provide Employee with the following severance benefits:
 - a. a total of 3 months pay (September, October and November of 2018), which will be paid to Employee on October 1, 2018; and
 - b. continuation of group health insurance coverage for Employee through October of 2018 (referred to as “Severance Benefits”).
5. Employee acknowledges that his health benefits will cease on October 31, 2018. Starting on November 1, 2018, Employee will be eligible to elect and receive continued health insurance coverage at the Employee’s expense pursuant to the Consolidated Omnibus Budget Reconciliation Act of 1985 (“COBRA”). As of November 1, 2018, Employee will no longer be entitled to any benefits through Employer, including but not limited to: medical, dental and other benefits.
6. Employee will provide Employer with Employer’s keys, credit card, records and personal property of Employer on September 3, 2018.
7. Employer will not contest payment of unemployment compensation.
8. In consideration of the payment of the Severance Benefits as provided for in this Agreement, Employee releases and discharges Employer, any subsidiaries, affiliates, directors, officers, board members, commissioners, agents, servants, employees, stockholders, members, representatives, assigns, and successors, past and present, from all claims, debts, wages, demands, rights, liens, charges, lawsuits, and causes of action, including but not limited to claims under the United States or Michigan Constitutions; Title VII of the Civil Rights Act of 1964, as amended; the Americans with Disabilities Act, as amended; Michigan’s Elliott-Larsen Civil Rights Act, as amended; Michigan’s Persons with Disabilities Civil Rights Act, as amended; the Age

Discrimination in Employment Act of 1967, as amended; the Michigan Whistleblowers' Protection Act; the Michigan Worker's Compensation Act; Michigan common law or doctrines, in law or in equity; the Older Workers Benefit Protection Act of 1990; and any other causes of action concerning or related to Employee's employment with Employer from the beginning of his employment to the date of this Agreement, whether known or unknown to Employee, or that accrue after this Agreement because of any existing facts, known or unknown, in favor of Employee against Employer. Employee further waives any and all rights to rehire or reemployment that Employee may have now or later. Each of the parties acknowledges that Employer, in accepting this release and the terms of this Agreement, does not, in any way, admit to any cause of action, liability, or claim.

9. **EMPLOYEE HAS HAD AT LEAST 21 DAYS TO REVIEW THE TERMS OF THIS AGREEMENT AND HAS BEEN ADVISED IN WRITING TO CONSULT WITH THE ATTORNEY OF HIS CHOICE REGARDING THE TERMS OF THE AGREEMENT. EMPLOYEE UNDERSTANDS THAT HE MAY REVOKE THIS AGREEMENT UP TO 7 DAYS AFTER SIGNING IT. TO BE EFFECTIVE, THE REVOCATION MUST BE IN WRITING AND DELIVERED TO THE PERSON WHO EXECUTED THIS AGREEMENT ON EMPLOYER'S BEHALF. IF THE AGREEMENT IS NOT REVOKED WITHIN THE 7-DAY PERIOD, IT SHALL BE FULLY ENFORCEABLE WITHOUT ANY FURTHER AFFIRMATIVE ACTION BY EITHER PARTY.**
10. Employee agrees that he will not in any way disparage, demean, make negative comments about, or take negative action against Employer or assist in any way any other individual or entity attempting to make or making a claim of any type against Employer.
11. Employer agrees that it will not in any way disparage, demean, make negative comments about, or take negative action against Employee or assist in any way any other individual or entity attempting to make or making a claim of any type against Employee.
12. Employee expressly waives the provisions of any state, federal, or local law or statute that provides in substance that releases shall not extend to claims, demands, injuries, or damages that are unsuspected or unknown to exist at the time the release is executed.
13. This Agreement shall be construed and enforced in accordance with the laws of the state of Michigan.
14. This Agreement shall be binding on and inure to the benefit of, and shall be enforceable by, the heirs, representatives, successors, or assigns of the respective parties to this Agreement.

15. Employee acknowledges that he has read this Agreement, understands its terms, and agrees with them.
16. Merger and Amendments. This Agreement contains the entire agreement between the parties and may not be amended except in writing signed by all parties.
17. Severability. If any provision of this Agreement is found to be void, illegal or invalid, the remaining provisions shall remain in full force and effect and this Agreement shall be construed as if the void, illegal or invalid provision was omitted.
18. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original, and such counterparts shall together constitute a single agreement.
19. Free Will. Employee states that he is entering this agreement freely and voluntarily.
20. Representations. Employee states that no one has made any representations concerning this Agreement, its terms, or its effect other than as stated in this Agreement.
21. Consideration. Both parties represent and warrant that this Agreement is supported by valid consideration as provided for herein.
22. Successors and Agents. This Agreement shall be binding upon and inure to the benefit of the parties and their respective representatives, successors, affiliates and assigns.
23. Headings. Headings contained in this Agreement have been inserted only as a matter of convenience and for reference, and in no way shall be construed to define, limit or describe the intent of any provision of this Agreement.
24. State and Federal Courts. Both parties agree that this Agreement shall be binding upon any State and Federal Court of Law.
25. Venue. Both parties agree that if there is a breach of this Agreement that venue is appropriate in Ingham County, Michigan.
26. Advice Of Counsel. All parties agree that they have sought the advice of counsel, were represented by counsel, and/or willfully and on their own volition chose not to seek the advice of counsel but were given the opportunity, prior to signing this Agreement.

27. Authority of LHC. The execution, delivery and performance of this Agreement by LHC will not (a) result in a material breach of, or constitute a material default under its Charter or Bylaws of LHC, or any agreement or instrument to which LHC is a party or by which it is bound; (b) require the consent or approval of any other person or governmental agency or authority except for the Board of LHC; and (c) this Agreement is valid and enforceable against LHC in accordance with its terms.

28. Breach of Agreement. If either party breaches the terms of this Agreement and a lawsuit is filed regarding or pertaining to this Agreement, then the non-breaching party shall be entitled to court costs and attorneys' fees.

Employee hereby acknowledges receipt of this Agreement on 30th day of August, 2018. Employee is hereby notified of the following:

- a. Right to Consult an attorney;
- b. Employee is given 21 days to consider this Agreement from the date Employee signs the acknowledgment of the Agreement; and
- c. Employee has the right to revoke the Agreement within seven (7) days following the execution of the Agreement.
- d.

Dated: _____

Martell V. Armstrong

SIGNATURES FOR EXECUTING THE AGREEMENT FOLLOWING 21 DAYS ON
NEXT PAGE

This Agreement is executed on September 21, 2018. Employee acknowledges and agrees that:

- a. he has seven (7) days from September 21, 2018 to revoke this Agreement; and
- b. any revocation of this Agreement by Employee must be given to Tony Baltimore in writing.

EMPLOYEE: Martell V. Armstrong

**EMPLOYER:
Lansing Housing Commission**

Martell V. Armstrong

By: Tony Baltimore, Board Chairman of
Lansing Housing Commission

Date: _____

Date: _____

Witness:

Witness

Date: _____

Date: _____

RESOLUTION 2017-240
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 2018-2019 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 2018-2019 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 is 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 was requested to include in its Fiscal Year 2018-2019 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 2018.

- 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) Economic Development 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, 2016 2017. (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 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.

VI. LANSING BOARD OF PUBLIC SERVICE BUDGET PRIORITIES RESOLUTION ON JULY 13, 2017

RESOLVED, recognizing the financial challenges facing the City of Lansing ("City") and its Public Service Department ("Department"), including the Department's obligations to comply with numerous mandates, including unfunded mandates, the Lansing Board of Public Service supports the efforts of the Department.

RESOLVED, the Board of Public Service supports and recommends the following budget priorities to the Lansing City Council for consideration with Council's Budget Policies and Priorities for the Fiscal Year July 1, 2018 – June 30, 2019:

1. General Fund levels should be increased for implementation of the City's Street System Asset Management Plan, and for additional funding for reconstructing neighborhood streets with a Pavement Surface Evaluation Rating of 4 or lower;
2. Continued implementation of the recommendations in the City's Complete Streets Ordinance, and funding of the sidewalk gap closure program, sidewalk repairs and right-of-way maintenance and improvement, consistent with keeping safety a priority;
3. Increase funding to update and improve the fleet of city vehicles, with specific priority for the Public Service Department;
4. Continued support for maintaining, keeping current and updating of the City's Cityworks Asset Management Software, consistent with legal requirements and improved efficiencies, along with other financial considerations;
5. The City should approve a budget to: (i) expand opportunities for multi-family residential and business recycling; and (ii) implement organic waste recovery;
6. Explore the establishment of a Material Recovery Facility (MRF) for the recovery of recyclable commodities; and
7. The Department's efforts to secure approval for the implementation of the Wet Weather Program, submitted to the Michigan Department of Environmental Quality in 2011.

RESOLVED, as the Department generates savings through improved efficiencies in service delivery and other areas, these savings should be maintained within the Department.



Chris Swope, CMMC/MMC
Lansing City Clerk

I hereby certify that the foregoing is true
and is a complete copy of the action
adopted by the Lansing City Council.

Fiscal Year 2019/2020

Council Budget Suggestions for Consideration

COUNCIL MEMBER GARZA

Public Safety Committee:

I would like to see under Public Safety priorities, a 2nd Ward Community Police officer. Under policies I would like to make it a prerequisite that before appointment to the Lansing Police Commission one must complete the Citizens Police Academy.

Public Services Committee:

I would like to see under Public Services priorities, to budget street sweeping once a month. I would also like to see sidewalks, curbs and gutters to be constructed in neighborhoods where there is little to no drainage. I know we are currently in the process of hiring more code enforcement officers, I really would like to see a dedicated 2nd Ward Premise inspector.

COUNCIL MEMBER WASHINGTON

A study done and action taken regarding traffic calming in the residential areas of the city.

In the summer months, I would like to have the corridors that are heavily traversed by bikes swept a little more often. Without the sweeping, the bike lanes can become very dangerous due to the debris.

Money found within the budget for two more code officers. We have made cleaning up the city a priority, but we need to have the staff to do the job.

I would like the administration to find money within the budget to expand our community policing efforts by providing a couple more CPOs. History has shown up that CPOs make a difference in particularly troubled areas.

COUNCIL MEMBER SPADAFORÉ

See attached Memo



PETER SPADAFORE, AT LARGE COUNCILMEMBER
124 W. Michigan Avenue – Tenth Floor
Lansing, MI 48933

MEMO

TO: Carol Wood, President
CC: Lansing City Council Committee of the Whole
FROM: Peter Spadafore, At Large Councilmember
SUBJECT: Fiscal Year 2020 Budget Priorities
DATE: September 5, 2018

As part of the City Council budget process, Councilmembers were asked to develop topics for consideration as part of the FY2020 budget priorities. Below are the areas I would like to see considered for inclusion in the Council Budget Resolution. I look forward to the discussion and thank you for the opportunity to provide input.

Enhanced Service Delivery

1. Appropriate funds to perform a study and develop a report on City Government operations to identify possible efficiencies for changes in policies and processes to better deliver services to residents and visitors. Particularly, explore:
 - a. Technology and software availability to interact with residents and visitors;
 - b. Delivery of services such as sanitation, snow removal, and street cleaning; and
 - c. Sharing of facilities with other local units of government.
2. Appropriate funds to purchase software for paperless meeting software for City Council, boards and commissions.

One Time Revenue

3. Continue to invest one time money into areas of most reward including:
 - a. Infrastructure, including roads and sidewalks;
 - b. Further expand down payment assistance programs with employers to encourage employees to live in the City of Lansing;
 - c. Retirement and OPEB obligations; and
 - d. Hardware and software investments for city operations.

Transportation

4. Appropriate funds to prepare a comprehensive multi-modal transportation plan for Lansing.



OFFICE OF MAYOR ANDY SCHOR
124 W. Michigan Avenue – Ninth Floor
Lansing, MI 48933

August 13, 2018

Dear Council President Wood:

After the public meeting last week discussing the City Market, I sent out a public statement that I've reconsidered the ballot language to sell the Market Property. This is prime property on our waterfront, and after much consideration and input my determination is that the property would be best served to remain City property. Therefore I am withdrawing the ballot language. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "A. Schor".

Andy Schor
Mayor

Cc: other council members

Andy Schor
Mayor



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

OFFICE OF THE MAYOR
CITY OF LANSING, MICHIGAN

August 16, 2018

Carol Wood, President
& Lansing City Council Members
10th Floor – Lansing City Hall

RECEIVED
2018 AUG 17 AM 9:28
LANSING CITY CLERK

Dear President Wood and Council Members,

I am withdrawing the Resolution submitted to reappoint Dennis Louney as a 1ST Ward Member of the Lansing Board of Water and Light for a term to expire June 30, 2021 be withdrawn from Council consideration. I will submit a new appointee shortly.

Sincerely,

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

Andy Schor
Mayor
City of Lansing



Chris Swope

Lansing City Clerk

August 10, 2018

President Wood and Council Members
124 W. Michigan Ave., 10th Floor
Lansing, MI 48933

Dear President Wood and Council Members:

Pursuant to MCL 42.32, I have received an order from the Eaton County Clerk which states that she has validated a petition which requires a proposal be put forth to the voters of City of Lansing for the November 6th Election to approve or deny the annexation of eight parcels of land from Delta Township.

According to the proposal, included on the next page, the parcels and the described land are contiguous with the City of Lansing and generally located west of Waverly Road and north of Jolly Road.

As stated in Michigan law, a majority of voters in Lansing will have to vote for the proposal for the annexation to occur. Additionally, a majority of voters in the property proposed to be annexed will have to vote for the proposal for the annexation to occur.

Attached is the ballot language that will appear on the November ballot and a map of the parcels.

Sincerely,

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

Chris Swope, CMMC/MMC
Lansing City Clerk

A PROPOSAL FOR THE ANNEXATION OF CERTAIN TERRITORY IN THE CHARTER TOWNSHIP OF DELTA, EATON COUNTY, MICHIGAN TO THE CITY OF LANSING, EATON AND INGHAM COUNTIES, MICHIGAN

Shall the following listed parcels and described land, which is contiguous with the City of Lansing and generally located West of Waverly Road and North of Jolly Highway within Delta Charter Township, be annexed from Delta Charter Township to the City of Lansing, such that this land will thereafter be included within the jurisdiction of the City of Lansing?

Parcels to be Annexed:

Tax Parcel No. 040-036-400-236-00, 11907 W. Jolly Hwy.; Tax Parcel No. 040-036-400-320-00, 5058 S Waverly Rd; Tax Parcel No. 040-036-400-310-00, 5050 S Waverly Rd; Tax Parcel No. 040-036-400-300-00, 5030 S Waverly Rd; Tax Parcel No. 040-036-400-297-00, 4902 S Waverly Rd; Tax Parcel No. 040-036-400-270-00, 4880 S Waverly Rd; Tax Parcel No. 040-036-400-260-00, 4848 S Waverly Rd; Tax Parcel No. 040-036-400-250-00, 4820 S Waverly Rd.

Legal Description of Property to be Annexed:

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.

A "YES" VOTE MEANS THE PROPERTY WILL BE ANNEXED.

A "NO" VOTE MEANS THE PROPERTY WILL NOT BE ANNEXED.

YES ☐

NO ☐

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 AND DECIMALS
THEREOF.



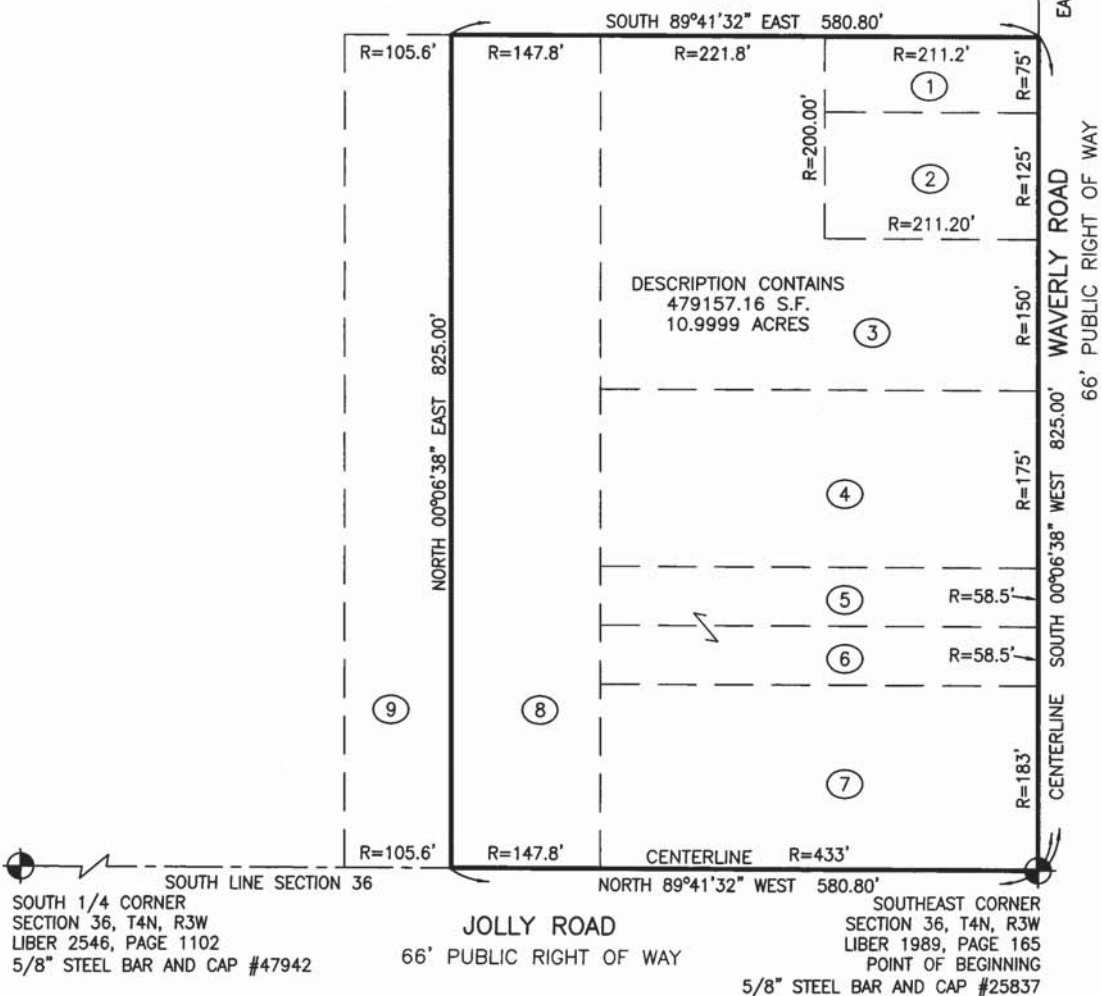
0' 75' 150'
SCALE: 1"=150'

WEST 1/4 CORNER
SECTION 31, T4N, R2W
LIBER 15, PAGE 333
5/8" STEEL BAR AND
CAP #47942

EAST 1/4 CORNER
SECTION 36, T4N, R3W
LIBER 2546, PAGE 1117
5/8" STEEL BAR AND
CAP #47942

23-50-40-36-476-001
ROCO WOODSIDE MEADOWS APARTMENTS
3901 BURNEWAY DR
LIBER 2400, PAGE 204

GLENBURN NO. 4
LIBER 7 OF PLATS, PAGE 4



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
2300 N. GRAND RIVER AVE.
LANSING, MI 48906
PHONE: (517) 908-0008
FAX: (517) 908-0009
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 | ⑥ PID: 040-036-400-310-00
SURJIT LLC
5050 S WAVERLY RD
LIBER 2029, PAGE 360 |
| ② PID: 040-036-400-260-00
SINGH, NIRMAL / KAUR, GURDEEP
4848 S WAVERLY RD
LIBER 2144, PAGE 515 | ⑦ PID: 040-036-400-320-00
JOLLY ROAD INVESEMENTS LLC
5058 S WAVERLY RD
LIBER 1934, PAGE 1009 |
| ③ PID: 040-036-400-270-00
DEVOOGD, CRAIG
4880 S WAVERLY RD
LIBER 2540, PAGE 450 | ⑧ PID: 040-036-400-236-00
MURRAY, DANIEL / SARAH
11907 JOLLY HWY
LIBER 2509, PAGE 26 |
| ④ PID: 040-036-400-297-00
DISCOVER GROUP LLC
4902 S WAVERLY RD
LIBER 2384, PAGE 1183 | ⑨ PID: 040-036-400-220-00
MCCOMB, TOM & VANANTWERP, JASON
V/L W JOLLY HWY
LIBER 1909, PAGE 0459 |
| ⑤ PID: 040-036-400-300-00
SURJIT LLC
5030 S WAVERLY RD
LIBER 2461, PAGE 841 | |



Gilbert M Barish

GEODETIC DESIGNS INCORPORATED
2300 N. GRAND RIVER AVE.
LANSING, MI 48906
PHONE: (517) 908-0008
FAX: (517) 908-0009
www.geodeticdesigns.com



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

TASK LIST FOR COMMITTEE AND COUNCIL MEETING ATTENDEES

Meeting Date	Meeting	Information Requested	Attendee	Response Date
8/6/2018	COW	<u>REQUEST</u> Page 6 - Statement of Activities Activities Differences - 2016 - \$2,411,451 vs. 2017 \$189,747 resulting in a \$2,221,704 loss M. Armstrong was to speak to the Auditor on their rationale for that determination.	M. Armstrong LHC	
		<u>RESPONSE</u> \$1,520,644 There was a decrease in Capital Fund income and related expenditures for FY2017. Funds available from prior years Capital fund grants were used to improve our inventory of assets in FY2016. \$498,097.79 There was an increase in HAP voucher expenses for HAP programs administered by the LHC for the City of Lansing. We administer three voucher programs for the City of Lansing: PSH Bonus, PSH II and the Shelter Plus Care during FY2017. \$84,982.00 Depreciation expenses decreased due to the aging of inventory of assets. \$284,406.00 The largest increase in maintenance was related to Unit Turn costs resulting from more tenant move-outs and increased cost associated with repairs.		Via Email 8/29/2018
DUE: 8/27/2018				
8/6/2018	COW	<u>REQUEST</u> How many of the LHC properties sit on property owned by the City?	M. Armstrong LHC	
		<u>RESPONSE</u> Please confer with the City Assesor		Via Email 8/29/2018
DUE: 8/27/2018				
8/6/2018	COW	<u>REQUEST</u> What are the inspections standards on the Federal (HUD) compared to the City inspection standards?	M. Armstrong LHC	
		<u>RESPONSE</u> HUD Inspection Protocol can be found at 24 CFR 902.22		Via Email 8/29/2018
DUE: 8/27/2018				
8/6/2018	COW	<u>REQUEST</u> Can the City inspectors utilize the same inspections HUD requires so that the City will have oversight on the inspections and it can be up to City standards?	M. Armstrong LHC	
		<u>RESPONSE</u> Yes		Via Email 8/29/2018
DUE: 8/27/2018				

TASK LIST FOR COMMITTEE AND COUNCIL MEETING ATTENDEES

Meeting Date	Meeting	Information Requested	Attendee	Response Date
8/6/2018	COW	<u>REQUEST</u> What is the annual maintenance budget and provide examples of what it is spent on.	M. Armstrong LHC	
		<u>RESPONSE</u> \$2,300,000 The annual budget is approximately \$2.2M to \$2.7M per year subject to HUD Funding Salary and benefit expenses for maintenance staff Unit turns - cost of repairs incurred to prepare vacated units for occupancy Ongoing costs for plumbing, painting, electrical, extermination, landscaping, snow removal, heating and cooling systems and garbage and trash removal		
DUE: 8/27/2018				Via Email 8/29/2018
8/6/2018	COW	<u>REQUEST</u> Regarding the Self-Efficiency Program on the Section 8 Side, how many residents have received funds at the end of their five (5) year contract in the program, and how many overall have received funds from the program.	M. Armstrong LHC	
		<u>RESPONSE</u> There have been 8 successful graduates, all of whom have received the escrow funds		
DUE: 8/27/2018				Via Email 8/30/2018
8/6/2018	COW	<u>REQUEST</u> How much has the LHC paid over the last five (5) years for City inspections?	M. Armstrong LHC	
		<u>RESPONSE</u> None prior to 6/30/18		
DUE: 8/27/2018				Via Email 8/29/2018
8/6/2018	COW	<u>REQUEST</u> Provide the breakdown of the percentages by categories of funds within the \$9,000,000 from HUD. (Refer to page 11 of the 2017 report for verification of the numbers.)	M. Armstrong LHC	
		<u>RESPONSE</u> Unable to locate the \$9,000,000 however the following is a summary of the funding from HUD for FY2017: \$3,712,245 - PROGRAM - LIPH \$603,937 - PROGRAM - Capital Fund \$10,354,199 - PROGRAM -Housing Choice Voucher TOTAL \$14,670,381		
DUE: 8/27/2018				Via Email 8/29/2018
8/6/2018	COW	<u>REQUEST</u>	M. Armstrong	

TASK LIST FOR COMMITTEE AND COUNCIL MEETING ATTENDEES

Meeting Date	Meeting	Information Requested	Attendee	Response Date
		In the 2017 report, page 11, listed under "Other General Expenses" , what expenses fall under the \$198,792?	LHC	
		<u>RESPONSE</u> This line item includes "PILOT" paid to the City of Lansing and Bad Debt write-offs		Via Email 8/29/2018
8/6/2018	COW	<u>REQUEST</u> In 2016 there were inspections that stated if the violations were not brought up to code, the units could not be rented. How many were rented?	M. Armstrong LHC	
DUE: 8/27/2018		<u>RESPONSE</u> All units have been rented.		Via Email 8/29/2018
8/6/2018	COW	<u>REQUEST</u> Which funds and accounts are a fixed amount, which accounts can be used and which accounts does LHC lose if they do not use them?	M. Armstrong LHC	
DUE: 8/27/2018		<u>RESPONSE</u> LIPH Program - Funding is determined by HUD on an annual basis. These funds can only be used to support operations and assets owned by the LIPH program. Capital Fund - Funds are determined by HUD on an annual basis. Funds can only be used to support the activities directly related to the LIPH assets. Once funds have been authorized, LHC has four years to spend the funds. If funds have not been spent, funds will no longer be available. HCV Program - Funding is determined by HUD on a rolling three-month basis and is based on the total number of vouchers authorized and used/issued by LHC Funds can only be used to support the Housing Choice voucher program		Via Email 8/29/2018
8/6/2018	COW	<u>REQUEST</u> What can be spent from the funds?		
DUE: 8/27/2018		<u>RESPONSE</u> See above response		Via Email 8/29/2018
8/6/2018	COW	<u>REQUEST</u> What is being done to increase the quality of life for the residents.	M. Armstrong LHC	
DUE: 8/27/2018		<u>RESPONSE</u> LHC is currently complying with COL Code Enforcement Inspection Repairs		Via Email 8/29/2018
8/6/2018	COW	<u>REQUEST</u> List of the revenue funds received that are not part of the HUD budget.	M. Armstrong LHC	

TASK LIST FOR COMMITTEE AND COUNCIL MEETING ATTENDEES

Meeting Date	Meeting	Information Requested	Attendee	Response Date
DUE: 8/27/2018		<u>RESPONSE</u> Operating Funds, Capital Funds, Housing Assitance Payments, Administrative Funds		Via Email 8/29/2018
8/6/2018	COW	<u>REQUEST</u> Why are some reappointees being required to fill out a new application and others are not. Or do all reappointees complete a new application?	C. Coffey Mayors Office	
		<u>RESPONSE</u> I understand that there may be some questions by members of the process for Mayoral Appointments specifically the vetting process. I want to provide you with the following information: · Each Mayoral appointment or reappointment received by Council is recorded by way of Resolution with the details of the who, what Board or Commission, the position, the term and confirms that the applicant has been properly vetted. · This information is provided by way of the Laserfiche system along with the application of the appointee to your Administrative Staff to provide for your deliberations and review. Please feel free to contact me if you should have any further questions. Marilyn D. Plummer		Via Email- 8/7/2018

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	Jun-18	YTD - June 30,2018
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	\$ 4,400.42	\$ 74,926.44
Equipment Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,046.00	\$ 3,046.00
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	\$ 751.30	\$ 11,740.20
Labor Service												\$ 1,864.00	\$ 1,864.00
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	\$ 1,556.50	\$ 3,857.46
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	\$ 11,618.22	\$ 96,484.10
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	\$ 5,027.73	\$ 44,479.86
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	\$ 734.96	\$ 9,270.00
Communications	\$ 219.96	\$ 216.64	\$ 218.02	\$ 216.18	\$ 218.23	\$ 210.74	\$ 215.43	\$ 177.08	\$ 257.08	\$ 221.78	\$ 218.31	\$ 224.97	\$ 2,614.42
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	\$ 5,945.46	\$ 25,120.97
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	\$ 4,768.61	\$ 46,673.98
Marketing	\$ 270.60	\$ 1,127.13	\$ 409.40	\$ 197.95	\$ 1,453.57	\$ 2,275.00	\$ 51.32	\$ 75.00	\$ 3.12	\$ -	\$ -	\$ 1,134.92	\$ 6,998.01
Maintenance of Equipment	\$ -	\$ -	\$ -	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 699.60	\$ 749.60
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	\$ 615.41	\$ 5,319.42
Supplies/Materials	\$ 102.47	\$ -	\$ 125.35	\$ 16.96	\$ 69.92	\$ 146.29	\$ 640.26	\$ 327.39	\$ 434.84	\$ 468.92	\$ 514.78	\$ 74.78	\$ 2,921.96
Insurance/Bonding	\$ 150.27	\$ 150.20	\$ 150.20	\$ 150.20	\$ 150.20	\$ 150.20	\$ 150.20	\$ 150.20	\$ 150.18	\$ 150.18	\$ 150.18	\$ 150.18	\$ 1,802.39
Events	\$ -	\$ -	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,443.80	\$ 2,493.80
Security	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 279.51	\$ 126.45	\$ 405.96
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	\$ 21,946.87	\$ 149,036.37
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)	\$ (10,328.65)	\$ (52,552.27)
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	\$ 5,583.76	\$ 80,700.00
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)	\$ (4,744.89)	\$ 28,147.73

Adjustment Required by Auditors

Breakdown of Adjustment	Jul-17	Aug-17	Sep-17	Oct-17
Original 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

Submitted to LEPFA

Monthly Averages for July 1st 2017 to June 30th 2018 for Lansing City Market

OPERATING REVENUE	Monthly Avg: July 17 - June 18	Percent of Rev
Building Rental	\$ 6,243.87	77.66%
Equipment Rental	\$ 253.83	3.16%
Utilities	\$ 978.35	12.17%
Promotions	\$ 155.33	1.93%
Miscellaneous	\$ 87.50	1.09%
Total Operating Revenue	\$ 8,040.34	100.00%

OPERATING EXPENSES	Monthly Avg: July 17 - June 18	Percent of Exp
Salaries/Wages	\$ 3,706.66	29.84%
Fringes/Related Costs	\$ 772.50	6.22%
Communications	\$ 217.87	1.75%
Professional Services	\$ 2,093.41	16.86%
Utilities	\$ 3,889.50	31.32%
Marketing	\$ 583.17	4.70%
Maintenance of Equipment	\$ 62.47	0.50%
Maintenance of Facilities	\$ 443.29	3.57%
Supplies/Materials	\$ 243.50	1.96%
Insurance/Bonding	\$ 150.20	1.21%
Events	\$ 207.82	1.67%
Security	\$ 33.83	0.27%
Miscellaneous	\$ 15.50	0.12%
Total Operating Expenses	\$ 12,419.70	100.00%

	Monthly Avg: July 17 - June 18
Operating Income (Loss)	\$ (4,379.36)

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 Restaurant	\$ 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

LANSING ENTERTAINMENT/PUBLIC FACILITIES AUTHORITY
SUMMARIZED NOTES TO FINANCIAL STATEMENTS
CITY MARKET

as of: June 30, 2018

Income Statement (pg. 1)

Total Operating Revenue decreased from last year by 7% or \$7,281
Total Building Rental decreased from last year by 9% or \$7,062
Total Operating Expense decreased from last year by 10% or \$16,098
NET INCOME (after city contribution) as of 06/30/18 is \$28,148
Internal revenue coverage of expenses is 65%
Last month 67%
Last year 63%

Balance Sheet (pg. 2)

Our current ratio is 2.21 Last month 2.23
Last year 2.07
Our equity in # of days operations is 132.49
Last month 154.75
Last year 66.07

Budget vs. Actual (pg. 3)

Actual operating revenues are UNDER budget by 12% or \$ 13,494.
Actual operating expenses are UNDER budget by 22% or \$41,642.

NOTE:

Current Ratio = Current Assets/Current Liabilities
Measures cash position

LANSING ENTERTAINMENT AND PUBLIC FACILITIES AUTHORITY

Lansing City Market

INCOME STATEMENT-COMPARATIVE

For the 12 Months Ending June 30, 2018

DRAFT

DRAFT

Account Description	Current Year		Prior Year	
	Current Period	Year To Date	Current Period	Year To Date
OPERATING REVENUE				
Building Rental	\$ 4,400.42	\$ 74,926.44	\$ 6,445.82	\$ 82,005.09
Equipment Rental	3,046.00	3,046.00	2,801.80	2,889.80
Utilities	751.30	11,740.20	1,003.26	12,197.56
Labor Service	1,864.00	1,864.00	1,808.00	1,808.00
Promotions	-	1,050.00	-	1,500.00
Miscellaneous	1,556.50	3,857.46	1,675.25	3,696.75
Total Operating Revenue	11,618.22	96,484.10	13,734.13	104,097.20
OPERATING EXPENSES				
Salaries/Wages	\$ 5,027.73	\$ 44,479.86	\$ 3,708.74	\$ 58,840.77
Fringes/Related Costs	734.96	9,270.00	1,131.40	16,417.98
Communications	224.97	2,614.42	218.57	2,354.70
Professional Services	5,945.46	25,120.97	8,424.43	16,487.11
Utilities	4,768.61	46,673.98	5,708.34	49,582.87
Marketing	1,134.92	6,998.01	1,141.08	8,755.83
Maintenance of Equipment	699.60	749.60	-	40.00
Maintenance of Facilities	615.41	5,319.42	1,137.60	6,615.73
Supplies/Materials	74.78	2,921.96	146.37	7,291.00
Insurance/Bonding	150.18	1,802.39	150.20	1,802.47
Events	2,443.80	2,493.80	-	354.73
Security	126.45	405.96	127.10	127.10
Bad Debt	-	-	542.40	542.40
Miscellaneous	-	186.00	-	515.62
Total Operating Expenses	21,946.87	149,036.37	22,436.23	169,728.31
Operating Income (Loss)	(10,328.65)	(52,552.27)	(8,702.10)	(65,631.11)
OTHER NON-OPERATING INCOME/(EXPENSE)				
City Contribution	5,583.76	80,700.00	5,500.35	79,710.87
Total Non-Operating Income	5,583.76	80,700.00	5,500.35	79,710.87
Other Non-Operating Expenses				
Other Non-Operating Expenses	-	-	-	-
EXCESS REVENUES OVER EXPENSES	(4,744.89)	28,147.73	(3,201.75)	14,079.76

DRAFT

LANSING ENTERTAINMENT AND PUBLIC FACILITIES AUTHORITY

Lansing City Market

BALANCE SHEET

For the 12 Months Ending June 30, 2018

ASSETS	Current Year	Percent	Prior Year	Percent
Cash	2,100.00	2.12%	3,720.00	6.50%
City Market Checking	94,799.05	95.88%	44,620.05	77.91%
Total Cash	96,899.05	98.01%	48,340.05	84.40%
Accounts Receivable	1,874.60	1.90%	8,745.46	15.27%
Total Accounts Receivable	1,874.60	1.90%	8,745.46	15.27%
Prepaid Expenses	97.00	0.10%	187.00	0.33%
TOTAL CURRENT ASSETS	98,870.65	100.00%	57,272.51	100.00%
Furniture, Fixtures & Equipment	54,370.64	54.99%	54,370.64	94.93%
Less: Accumulated Depreciation	(54,370.64)	-54.99%	(54,370.64)	-94.93%
TOTAL ASSETS	98,870.65	100.00%	57,272.51	100.00%
LIABILITIES				
Accounts Payable	29,349.63	29.68%	26,138.82	45.64%
Unearned Revenue-Advance Rent	-	0.00%	263.00	0.46%
Unearned Revenue-Grand Experience	11,489.60	11.62%	-	0.00%
Unearned Revenue-Subsidy	(0.00)	0.00%	(0.00)	0.00%
Unearned Revenue-Project Fresh	3,932.26	3.98%	3,932.26	6.87%
Unearned Revenue-Gift Cert.	-	0.00%	1,310.00	2.29%
Total Current Liabilities	44,771.49	45.28%	31,644.08	55.25%
TOTAL LIABILITIES	44,771.49	45.28%	31,644.08	55.25%
Unreserved Equity	54,099.16	54.72%	25,628.43	44.75%
TOTAL LIABILITIES & EQUITY	98,870.65	100.00%	57,272.51	100.00%

LANSING ENTERTAINMENT AND PUBLIC FACILITIES AUTHORITY

Lansing City Market

BUDGET VS ACTUAL

For the 12 Months Ending June 30, 2018

Account Description	Current Period		Year-to-date		Budget		Variance		Actual		Budget		Variance		Annual Budget	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
OPERATING REVENUE																
Building Rental	\$ 4,400.42	\$ 5,980.57	\$ (1,580.15)	\$ 74,926.44	\$ 90,968.27	\$ (16,041.83)	\$ 90,968.27	\$ (16,041.83)	\$ 74,926.44	\$ 90,968.27	\$ (16,041.83)	\$ 90,968.27	\$ (16,041.83)	\$ 90,968.27	\$ 90,968.27	\$ 90,968.27
Equipment Rental	3,046.00	-	3,046.00	3,046.00	-	3,046.00	-	3,046.00	3,046.00	-	3,046.00	-	3,046.00	-	-	-
Utilities	751.30	1,000.00	(248.70)	11,740.20	12,000.00	(259.80)	12,000.00	(259.80)	11,740.20	12,000.00	(259.80)	12,000.00	(259.80)	12,000.00	12,000.00	12,000.00
Labor Service	1,864.00	200.00	1,664.00	1,864.00	500.00	1,364.00	500.00	1,364.00	1,864.00	500.00	1,364.00	500.00	1,364.00	500.00	500.00	500.00
Promotions	-	-	-	1,050.00	3,210.00	(2,160.00)	3,210.00	(2,160.00)	1,050.00	3,210.00	(2,160.00)	3,210.00	(2,160.00)	3,210.00	3,210.00	3,210.00
Miscellaneous	1,556.50	266.67	1,289.83	3,857.46	3,300.04	557.42	3,300.04	557.42	3,857.46	3,300.04	557.42	3,300.04	557.42	3,300.04	3,300.04	3,300.04
Total Operating Revenue	11,618.22	7,447.24	4,170.98	96,484.10	109,978.31	(13,494.21)	109,978.31	(13,494.21)	96,484.10	109,978.31	(13,494.21)	109,978.31	(13,494.21)	109,978.31	109,978.31	109,978.31
OPERATING EXPENSES																
Salaries/Wages	\$ 5,027.73	\$ 5,739.60	\$ (711.87)	\$ 44,479.86	\$ 67,975.09	\$ (23,495.23)	\$ 67,975.09	\$ (23,495.23)	\$ 44,479.86	\$ 67,975.09	\$ (23,495.23)	\$ 67,975.09	\$ (23,495.23)	\$ 67,975.09	\$ 67,975.09	\$ 67,975.09
Fringes/Related Costs	734.96	1,864.30	(1,129.34)	9,270.00	23,372.56	(14,102.56)	23,372.56	(14,102.56)	9,270.00	23,372.56	(14,102.56)	23,372.56	(14,102.56)	23,372.56	23,372.56	23,372.56
Communications	224.97	197.37	27.60	2,614.42	2,368.44	245.98	2,368.44	245.98	2,614.42	2,368.44	245.98	2,368.44	245.98	2,368.44	2,368.44	2,368.44
Professional Services	5,945.46	200.00	5,745.46	25,120.97	2,400.00	22,720.97	2,400.00	22,720.97	25,120.97	2,400.00	22,720.97	2,400.00	22,720.97	2,400.00	2,400.00	2,400.00
Utilities	4,768.61	7,662.30	(2,893.69)	46,673.98	69,122.12	(22,448.14)	69,122.12	(22,448.14)	46,673.98	69,122.12	(22,448.14)	69,122.12	(22,448.14)	69,122.12	69,122.12	69,122.12
Marketing	1,134.92	427.50	707.42	6,998.01	9,000.08	(2,002.07)	9,000.08	(2,002.07)	6,998.01	9,000.08	(2,002.07)	9,000.08	(2,002.07)	9,000.08	9,000.08	9,000.08
Maintenance of Equipment	699.60	-	699.60	749.60	357.00	392.60	357.00	392.60	749.60	357.00	392.60	357.00	392.60	357.00	357.00	357.00
Maintenance of Facilities	615.41	346.78	268.63	5,319.42	6,154.93	(835.51)	6,154.93	(835.51)	5,319.42	6,154.93	(835.51)	6,154.93	(835.51)	6,154.93	6,154.93	6,154.93
Supplies/Materials	74.78	483.18	(408.40)	2,921.96	6,055.53	(3,133.57)	6,055.53	(3,133.57)	2,921.96	6,055.53	(3,133.57)	6,055.53	(3,133.57)	6,055.53	6,055.53	6,055.53
Insurance/Bonding	150.18	169.13	(18.95)	1,802.39	1,947.56	(145.17)	1,947.56	(145.17)	1,802.39	1,947.56	(145.17)	1,947.56	(145.17)	1,947.56	1,947.56	1,947.56
Events	2,443.80	-	2,443.80	2,493.80	-	2,493.80	-	2,493.80	2,493.80	-	2,493.80	-	2,493.80	-	-	-
Security	126.45	-	126.45	405.96	-	405.96	-	405.96	126.45	405.96	-	405.96	-	405.96	-	-
Depreciation	-	81.63	(81.63)	-	980.00	(980.00)	980.00	(980.00)	-	980.00	(980.00)	980.00	(980.00)	980.00	980.00	980.00
Miscellaneous	-	10.00	(10.00)	186.00	945.00	(759.00)	945.00	(759.00)	186.00	945.00	(759.00)	945.00	(759.00)	945.00	945.00	945.00
Total Operating Expenses	21,946.87	17,181.79	4,765.08	149,036.37	190,678.31	(41,641.94)	190,678.31	(41,641.94)	149,036.37	190,678.31	(41,641.94)	190,678.31	(41,641.94)	190,678.31	190,678.31	190,678.31
Operating Income (Loss)	(10,328.65)	(9,734.55)	(594.10)	(52,552.27)	(80,700.00)	28,147.73	(80,700.00)	28,147.73	(52,552.27)	(80,700.00)	28,147.73	(80,700.00)	28,147.73	(80,700.00)	(80,700.00)	(80,700.00)
OTHER NON-OPERATING INCOME/(EXPENSE)																
City Contribution	5,583.76	5,583.76	-	80,700.00	80,700.00	-	80,700.00	-	80,700.00	80,700.00	-	80,700.00	-	80,700.00	80,700.00	80,700.00
Total Non-Operating Income	5,583.76	5,583.76	-	80,700.00	80,700.00	-	80,700.00	-	80,700.00	80,700.00	-	80,700.00	-	80,700.00	80,700.00	80,700.00
Other Non-Operating Expenses																
Transition Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
EXCESS REVENUES OVER EXPENSES	(4,744.89)	(4,150.79)	(594.10)	28,147.73	(0.00)	28,147.73	(0.00)	28,147.73	28,147.73	(0.00)	28,147.73	(0.00)	28,147.73	(0.00)	(0.00)	(0.00)

Crenshaw, LaSondra

From: Steve Japinga <sjapinga@lansingchamber.org>
Sent: Monday, September 10, 2018 3:58 PM
To: City Council
Cc: Boak, Sherrie; Tim Daman
Subject: Court Consolidation

Lansing City Council Members,

On tonight's Committee of the Whole agenda, Mayor Schor will be updating the Council on court consolidation efforts with Ingham County. The Lansing Regional Chamber of Commerce is extremely supportive of any collaborative efforts between the city and Ingham County as it relates to court consolidation.

Below is a LSJ OP-ED on the Ingham County Justice complex millage prior to its approval on the August primary election. There are a number of points that still should be considered today.

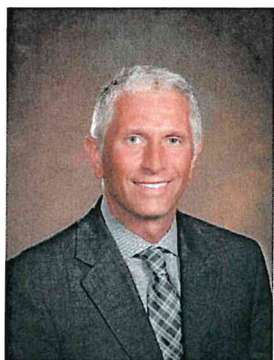
<https://www.lansingstatejournal.com/story/opinion/contributors/viewpoints/2018/07/08/viewpoint-millage-new-justice-complex-needs-collaborative-effort/754685002/>

Steven D. Japinga
Director, Government Relations
Lansing Regional Chamber of Commerce
O: 517-487-6340
C: 517-449-3732
Twitter: @SteveJapinga



Daman: Justice complex millage raises questions

Tim Daman is president and chief executive officer of the Lansing Regional Chamber of Commerce. Published 5:15 a.m. ET July 8, 2018



(Photo: submitted photo)

One of the issues facing voters in Ingham County as part of the August primary election is a proposal for a .85 mill tax increase for construction of a justice complex that would include a new county jail, Sheriff's department offices and court facilities.

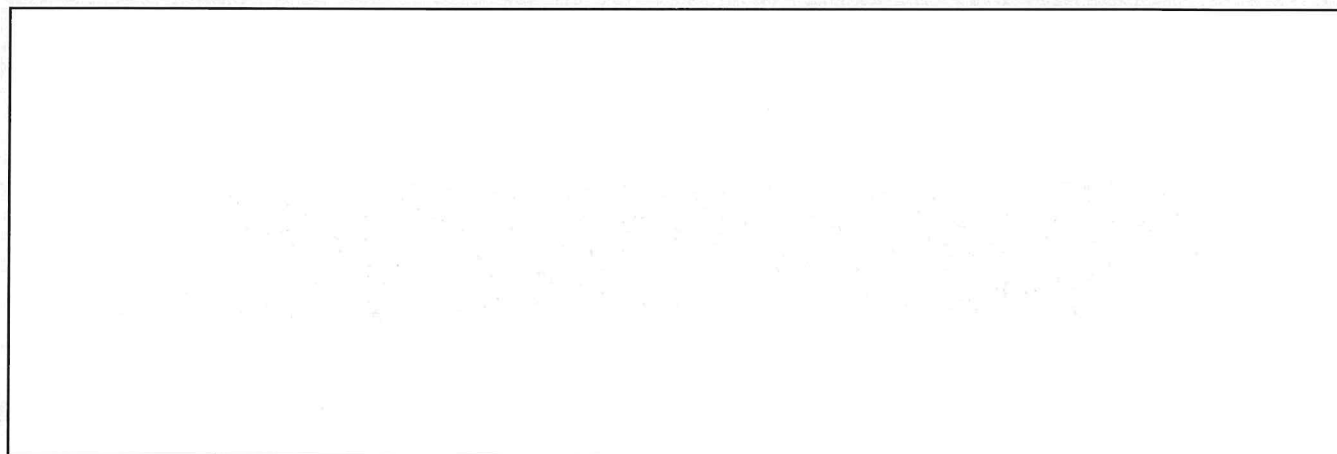
We are firmly convinced that there is a significant need for a new jail facility. We applaud Sheriff Scott Wigglesworth for his work on the justice complex millage. We credit the Ingham County Board of Commissioners for developing a plan to meet the needs created by an aging and antiquated jail building. This is a good start.

There are, however, several areas that we believe must be incorporated to enhance the current plan. We need a broader, regional plan that involves not only Ingham County but also the cities of Lansing and East Lansing. The justice complex proposal needs to include components that address district court and jail consolidation involving all three municipalities.

There are several questions we encourage all voters to ask our local elected officials, including:

- Why aren't Ingham County, Lansing and East Lansing working together in support of a regional approach to a jail, courts and lock up facilities?
- Where is the regional collaboration?
- Is Mason the right location for a new jail or should other locations within the city be explored?
- Why is the county going it alone when the courts and our two largest cities have a key role to play in addressing this issue?
- This is the 10th special millage the County has asked voters to approve. Will the Commission agree to review all current millages and allow millages not deemed essential government service to expire?

ADVERTISEMENT



A recent study by Great Lakes Economic Consulting LLC estimated that the City of East Lansing would save up to \$376,000 per year by closing their lockup facility and consolidating with the new county jail. Savings in the City of Lansing would be significantly higher. This level of regional collaboration would certainly be a positive step forward in addressing significant budget challenges for both Lansing and East Lansing. There would be additional savings as well with district court consolidation. Those are some very good reasons why a regional plan and vision to the justice complex makes the most sense (cents) for taxpayers in Ingham County.

A survey of its members by the Lansing Regional Chamber of Commerce shows 58 percent would vote no on the justice complex proposal. Forty-five percent said they were unaware of the proposal. We believe these results underscore the need for more extensive engagement and regional dialogue on this issue.

The choices being made in August by Ingham County voters are fifty-year decisions that will impact future generations. Elected officials have a responsibility to make prudent financial decisions proving that public tax dollars are being allocated and invested in ways that provide maximum return on investment. To maximize this opportunity we need a broader, more comprehensive regional plan that involves collaboration between Ingham County, Lansing and East Lansing.

Tim Daman is president and chief executive officer of the Lansing Regional Chamber of Commerce.

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