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FINANCE COMMITTEE
REBECCA BAHAR-COOK, CHAIR
TODD TENNIS
BRIAN McGRAIN
BRYAN CRENSHAW
SARAH ANTHONY
RANDY SCHAFER
ROBIN CASE NAEYAERT

INGHAM COUNTY BOARD OF COMMISSIONERS

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THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, SEPTEMBER 14, 2016 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [August 17, 2016 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Overview of Liaison Committee Recommendations
2. Review and Action on County Services Committee Recommendations
3. Review and Action on Human Services Committee Recommendations
4. Review and Action on Law & Courts Committee Recommendations
5. Action to Incorporate Strategic Planning Initiative Funds into Recommended Budget
6. Adoption of Finance Recommended Budget
7. Finance Committee - Resolution [Amending Resolution 83-252](#), Regarding Authorizing the Distribution of Hotel/Motel Tax Revenues to Provide for a New Distribution Procedure
8. Controller/Administrator's Office - Memo Regarding [Hotel/Motel Tax Distribution](#)

Announcements

Public Comment

Adjournment

**PLEASE TURN OFF CELL PHONES OR OTHER ELECTRONIC DEVICES
OR SET TO MUTE OR VIBRATE TO AVOID
DISRUPTION DURING THE MEETING**

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at www.ingham.org.

FINANCE COMMITTEE
August 17, 2016
Draft Minutes

Members Present: Anthony, Bahar-Cook, Case-Naeyaert, Crenshaw, McGrain, Schafer, and Tennis (arrived at 6:04 p.m.)

Members Absent: None

Others Present: Lisa McCormick, Deb Fett, Jill Rhode, Mary Sabaj, Richard Gentry, Rhonda Swayze, Shanda Johnston, Darling Garcia, Kevin Kiefer, Ryan Buck, and others

The meeting was called to order by Chairperson Bahar-Cook at 6:00 p.m. in Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the July 20, 2016 Minutes

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE MINUTES OF THE JULY 20, 2016 FINANCE COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

Additions to Agenda

None.

Substitute –

2. Treasurer - Resolution to Contract with Legal Services of South Central Michigan to Take Client Referrals from Ingham County Register of Deeds and Ingham County Treasurer

Removed from Agenda –

11. Facilities Department - Resolution Authorizing Amending Resolution #16-267 for RNA Facilities Management Janitorial Services

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. CRENSHAW, TO APPROVE A CONSENT AGENDA CONSISTING OF THE FOLLOWING ACTION ITEMS:

1. Sheriff's Office - Resolution to Purchase Onbase Workflow Program with Imagesoft for the Sheriff's Office to Submit Paperless Warrant Requests to the Ingham County Prosecutor's Office

2. Treasurer - Resolution to Contract with Legal Services of South Central Michigan to Take Client Referrals from Ingham County Register of Deeds and Ingham County Treasurer
3. Financial Services
 - a. Resolution to Authorize Plante Moran to Conduct an Audit of Ingham County for 2016 and 2017
4. CCAB - Resolution Authorizing Entering into a Contract with the City of Lansing for an Allocation of Funds to Ingham County/City of Lansing Community Corrections for the City 2016-2017 Fiscal Year
5. Circuit Court - Resolution Authorizing a Project Change Request for the Statement of Work Entered into with ImageSoft Corporation Pursuant to Resolution 16-276
6. Circuit Court/Family Division - Resolution to Authorize Acceptance of United Dairy Industry Grant Award
7. Human Resources
 - a. Resolution Approving the Letter of Understanding with Capitol City Labor Program, Inc. - 911 Non-Supervisory Unit Regarding Vacation Maximum Accumulation
 - b. Resolution Certifying Representatives for the MERS Annual Conference
8. Prosecuting Attorney's Office
 - a. Resolution Authorizing Statements of Work with Imagesoft to Purchase Replacement Scanners
 - b. Resolution Authorizing Statements of Work with Imagesoft to Correct Juvenile Foldering
9. Special Transportation Millage - Resolution Authorizing the First Amendment to the Agreement with the Capital Area Transportation Authority Dated January 1, 2016 through December 31, 2020
10. Department of Health and Human Services - Resolution Amending Resolution #16-338 to Authorize an Additional Supplemental Appropriation to the Department of Health and Human Services 2016 Child Care Fund Budget
12. Health Department
 - a. Resolution to Authorize an Agreement with Capital Area Community Services to Serve Early Head Start Children through the Family Outreach Services Program
 - b. Resolution to Authorize Amendment #5 to the 2015-2016 Comprehensive Agreement with the Michigan Department of Health and Human Services
 - c. Resolution to Accept Funding from Michigan Association of United Ways and to Act as the Fiduciary/Payee for the Genesee Children's Healthcare Access Program
 - d. Resolution to Authorize an Agreement with Graphic Sciences, Inc. for the Transport, Storage and Retrieval of Health Department Files

- e. Resolution to Authorize an Agreement with NextGen Healthcare to Process Patient Statements
 - f. Resolution to Authorize a Subcontract with Packard Health System to Provide WISEWOMAN/WISE Choices Programming
13. Innovation and Technologies Department
- a. Resolution to Approve the Renewal of the MUNIS Software Annual Support Agreement from Tyler Technologies
 - b. Resolution to Approve Purchase of Training from Lynda.com
14. Road Department
- a. Resolution Authorizing the Extension of Contract with Avery Oil and Propane for the 2016/2017 Supply of Propane Used for Heating at the Eastern District of the Ingham County Road Department
 - b. Resolution to Approve Local Road Agreement with Wheatfield Township for the Ingham County Road Department
 - c. Resolution Authorizing the Purchase of Two New Wheel Loaders for the Ingham County Road Department
15. Potter Park Zoo - Resolution Recommending Central Nebraska Packing Inc. Become a Sole Source Vendor to Supply Meat for Potter Park Zoo's Animal Diets

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

Please note that later in the meeting, the Committee suspended the rules, so that Commissioner Tennis could vote on the items on the consent agenda.

Commissioner Tennis voted to approve the items on the consent agenda.

Limited Public Comment

None.

3. Financial Services
- b. Resolution to Authorize Plante Moran to Conduct an Audit of Ingham County Housing Commission for Year Ended September 30, 2016

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE RESOLUTION TO AUTHORIZE PLANTE MORAN TO CONDUCT AN AUDIT OF INGHAM COUNTY HOUSING COMMISSION FOR YEAR ENDED SEPTEMBER 30, 2016.

Commissioner Tennis arrived at 6:04 p.m.

Jill Rhode, Financial Services Director, stated that all component units of the County were audited by the same auditor except for the Housing Commission. She provided an overview of why Plante Moran should be the Housing Commission's sole auditor

Shanda Johnston, Executive Director, addressed the Committee. She introduced Darlene Garcia, Deputy Director, and Kevin Kiefer, Housing Commissioner, to the Committee. Ms. Johnston stated that HUD required that the Housing Commission establish a purchasing policy that fits HUD's guidelines. She further stated that agreeing to use the County's auditor in this manner would violate their purchasing policy and HUD's guidelines.

Ms. Garcia stated that they had their own auditor who had no findings. She further stated that HUD accepted the audit. Ms. Garcia stated that retirement information must now be included on the financial statement and were not previously provided.

Discussion.

Ms. Garcia stated that the proposed change would be burdensome on the Housing Commission staff.

Discussion.

Ms. Rhode stated that she provided the retirement information.

Commissioner McGrain asked who performed their audit.

Ms. Johnston stated that the firm was Gaudette Barry out of Traverse City.

Commissioner McGrain asked what was the size of their budget.

Ms. Johnston stated that their budget was approximately \$560,000.

Commissioner McGrain asked what their fiscal year was.

Ms. Johnston answered September 30th.

Commissioner Anthony asked the last audit was completed.

Ms. Johnston answered January 20, 2016.

Commissioner Anthony asked how long they were permitted to use the same auditor under their guidelines.

Ms. Johnston answered three years with an extension of two years.

Commissioner Anthony asked whether the Housing Commission had to comply with the County's purchasing policy.

Ms. Garcia answered no.

Discussion.

Housing Commissioner Kiefer stated that their auditor was provided three spreadsheets of numbers when they only needed a final number. She further stated that they could not generate a footnote without the final number. Housing Commissioner Kiefer stated that they were not provided with that final number.

Commissioner Crenshaw stated that a retirement issue started this conversation.

Ms. Rhode stated that she had raised this issue a few years ago with a similar response.

Discussion.

Commissioner Anthony asked whether the Housing Commission had to agree to this.

Ms. Garcia stated that the law authorizes the Housing Commission to determine whether they would enter into a contract or not.

Chairperson Bahar-Cook asked how other housing commissions had their retirement systems set up.

Ms. Garcia stated that some housing commissions have their own retirement system, some were tailored with cities, and others with counties.

Chairperson Bahar-Cook stated that this resolution could be tabled, so that staff could provide information as to how other housing commissions handle this issue.

Discussion.

Ms. Morton asked whether Plante Moran could submit a bid.

Ms. Johnston answered yes.

There was a discussion about the history of the Housing Commission.

Commissioner Schafer asked whether the Housing Commission could be separated from the County.

Ms. Johnston answered yes.

Ms. Rhode stated that they were a component unit because the Board of Commissioners appoints the Housing Commission Board.

MOVED BY COMM. ANTHONY, SUPPORTED BY COMM. CRENSHAW, TO TABLE THE RESOLUTION UNTIL THE SEPTEMBER MEETING, TO REQUEST A LEGAL OPINION ABOUT THE SPECIFICS AND ENFORCEABILITY OF THE RESOLUTION, AND THAT STAFF INVESTIGATE HOW OTHER HOUSING COMMISSIONS HANDLED THIS TYPE OF SITUATION.

Commissioner Schafer commended Ms. Rhode on her job.

THE MOTION CARRIED UNANIMOUSLY.

Discussion.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. ANTHONY, TO SUSPEND THE RULES SO THAT COMMISSIONER TENNIS COULD VOTE ON THE CONSENT AGENDA.

THE MOTION CARRIED UNANIMOUSLY.

Commissioner Tennis voted in support of the consent agenda.

16. Controller/Administrator's Office - Update on Ingham County Strategic Plan (*Material to be Distributed at the Meeting*)

Chairperson Bahar-Cook announced that staff had provided materials at this meeting.

Public Comment

None.

Announcements

Commissioner McGrain announced there was Health Equity Brownbag Lunch event scheduled on September 15.

Commissioner Tennis announced that there would be tours provided of the FRIB on August 20.

Adjournment

The meeting was adjourned at 6:50 p.m.

Introduced by Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AMENDING RESOLUTION 83-252, REGARDING AUTHORIZING THE DISTRIBUTION OF HOTEL/MOTEL TAX REVENUES TO PROVIDE FOR A NEW DISTRIBUTION PROCEDURE

WHEREAS, pursuant to ordinance, Ingham County has established a hotel/motel tax and is responsible for the distribution of the funds generated per statute, 1974 PA 263, MCLA 141.861, et seq; and

WHEREAS, Resolution 83-252 established the process for distribution of the hotel/motel funds; and

WHEREAS, it is the desire of the Board of Commissioners to amend Resolution 83-252 to re-allocate funding of the hotel/motel funds to incorporate convention and entertainment facilities as authorized in Article VII, Disposition of Revenues, Section B of Resolution 75-131, A Resolution to Adopt an Ordinance to Levy, Assess and Collect a 2% Excise Tax from Hotels and Motels.

THEREFORE BE IT RESOLVED, that the Resolution 83-252 is hereby amended to reflect the distribution of hotel/motel monthly revenues as follows:

1. 60% of hotel/motel tax revenues shall be allocated to the Convention and Visitors Bureau of Greater Lansing, Inc. to be used for the purposes authorized in 1974 PA 263. The allocation of such funds shall be subject to the terms of a contract to be entered into and approved by the County Board of Commissioners and Convention and Visitors Bureau of Greater Lansing, Inc. which contract shall be for a term of one (1) year and shall automatically continue from month-to-month thereafter, unless the Board of Commissioners terminates the same upon thirty (30) days prior written notice.
2. 5% of hotel/motel tax funds shall be allocated to a budget line item in the Ingham County Treasurer's Office in order to cover the cost of collecting said tax revenues.
3. 10% shall be allocated for the Ingham County Fairgrounds which shall be utilized for the purposes prescribed in 1974 PA 263. The Fair Board shall submit recommendations for the use of said money to the Board of Commissioners for consideration and approval.
4. 5% of the proceeds are dedicated to the arts for use by local organizations to enhance tourist traffic in Ingham County and increase the use of available hotel/motel accommodations. An agreement must be entered into between the Arts Council of Greater Lansing and the Ingham County Board of Commissioners to subcontract the portion of hotel/motel funds dedicated to the arts. The Arts Council of Greater Lansing shall determine which applicants will receive funding as a portion of the allocation from the Board of Commissioners and the criteria used to determine whether the allocation conforms to the Ingham County Hotel/Motel ordinance and any applicable state statutes. The level of funding for all agencies and compensation paid to the Arts Council of Greater Lansing in total shall not exceed the 5% of the proceeds committed to the arts. The County Attorney shall review and approve the scope of service for each subcontract. The agreement with the Arts Council of Greater Lansing is subject to an annual review by the Board of Commissioners and may be terminated at the end of any funding cycle or upon 30 calendar days prior written notice by the County.

5. 10% shall be allocated to the Lansing Entertainment & Public Facilities Authority which shall be used in accordance with Resolution 75-131, Article VII Disposition of Revenues, Section B for the Lansing Center. The allocation of such funds shall be subject to the terms of a contract which must be entered into and approved by the County Board of Commissioners and Lansing Entertainment & Public Facilities Authority (LEPFA) which contract shall be for a term of one (1) year and shall automatically continue from month-to-month thereafter, unless the Board of Commissioners terminates the same upon thirty (30) days prior written notice.

6. 10% of the hotel/motel revenue shall be allocated to Lansing Entertainment & Public Facilities Authority for purposes prescribed in the Ordinance for the stadium which houses the Lansing Lugnuts. The allocation of such funds shall be subject to the terms of a contract which must be entered into and approved by the County Board of Commissioners and Lansing Entertainment & Public Facilities Authority (LEPFA) which contract shall be for a term of one (1) year and shall automatically continue from month-to-month thereafter, unless the Board of Commissioners terminates the same upon thirty (30) days prior written notice.

BE IT FURTHER RESOLVED, that the above-stated distribution changes will become effective January 1, 2017.

BE IT FURTHER RESOLVED, that the County Attorney is directed to prepare any necessary documents with the Board Chairperson authorized to sign the same.

Ingham County Board of Commissioners



RESOLUTION
RESOLUTION REPEALING RESOLUTION NO. 81-109 REGARDING THE
DISTRIBUTION OF HOTEL/MOTEL TAX REVENUES AND THE HOTEL/MOTEL
TAX UTILIZATION BOARD AND TO PROVIDE FOR A NEW PROCEDURE

Introduced by the Administrative Services and Finance Committees

WHEREAS, Ingham County has, pursuant to ordinance, established a hotel/motel tax and is charged with the duty of distributing the funds generated therefrom pursuant to statute, 1974 PA 263, MCLA 141.861, et seq., and

WHEREAS, Resolution No. 81-109 established a Hotel/Motel Tax Utilization Board and provided for a formula for distribution of said funds, and

WHEREAS, the Board of Commissioners desires to repeal Resolution No. 81-109.

THEREFORE BE IT RESOLVED that Resolution No. 81-109 is hereby repealed, effective January 1, 1984. The hotel/motel tax monthly revenues shall be distributed as follows, beginning January 1, 1984:

1. 80% of hotel/motel tax revenues shall be allocated to the Convention and Visitors Bureau of Greater Lansing, Inc. to be used for the purposes authorized in 1974 PA 263. The use of such funds shall be subject to the terms of a contract to be entered into and approved by the County Board of Commissioners and Convention and Visitors Bureau of Greater Lansing, Inc., which contract shall be for a term of one (1) year and shall automatically continue from month-to-month thereafter, unless the Board of Commissioners terminates the same upon thirty (30) days' prior written notice.

2. 5% of hotel/motel tax funds shall be allocated to a budget line item in the Ingham County Treasurer's Office in order to cover the cost of collecting said tax revenues.

3. 10% shall be allocated for the Ingham County Fairgrounds, which shall be utilized for the purposes prescribed in 1974 PA 263. The Fair Board shall submit recommendations for the use of said money to the Board of Commissioners for consideration and approval.

4. 5% shall be allocated to public or private non-profit agencies representing the Arts for purposes prescribed in 1974 P.A. 263. The Administrative Services Committee shall make recommendations to the Board of Commissioners for consideration and approval. All such allocations shall require a contract to be approved as to form by the County Attorney.

BE IT FURTHER RESOLVED that the Hotel/Motel Tax Utilization Board is eliminated, effective January 1, 1984.

ADMINISTRATIVE SERVICES

FINANCE COMMITTEE

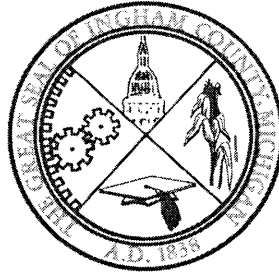
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Byrum

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MEMORANDUM

TO: Ingham County Board of Commissioners
FROM: Timothy J. Dolehanty, Controller Administrator
DATE: July 8, 2016
SUBJECT: Hotel/Motel Tax Distribution

Commissioners have recently raised questions about the annual hotel/motel tax distribution, its origins and potential for distribution formula amendments. This memorandum will provide a summary of the hotel/motel tax, its relationship with Public Act 263 and distributions to the Greater Lansing Convention and Visitors Bureau (GLCVB).

Excise Tax

On May 13, 1975 the Ingham County Board of Commissioners adopted an Ordinance to provide for and collection of an excise tax on persons engaged in the business of providing rooms for transient guests (Resolution 75-131). Ordinance provisions are derived from Act 263 of 1974, the Excise Tax on Business of Providing Accommodations Act (Act 263). This statute caps taxes imposed pursuant to Act 263 at a rate of not more than 5 percent of the total charge for accommodations subject to the statute (MCL 141.862(6)). Through the 1975 Ordinance, Ingham County imposed a tax of 2 percent of the total charge for accommodations. That amount was amended to the maximum 5 percent in 1991 (Resolution 90-302).

Distribution of hotel/motel tax revenues collected pursuant to Act 263 was formally established as Board policy on May 26, 1981 (Resolution 81-109). That distribution formula was repealed in 1983 in favor of the current distribution formula (Resolution 83-252). Table 1, below, shows the funding distribution for 2015.

On October 11, 1994 Board of Commissioners authorized an agreement with the Arts Council Center of Greater Lansing to subcontract that portion of the Hotel/Motel Tax revenues dedicated to the Arts (Resolution 94-255). The agreement is subject to annual review by the Board and may be terminated at the end of any funding cycle.

Table 1: Hotel/Motel Tax Distribution (2015)

Percentage	Recipient	Amount
80%	Greater Lansing Convention and Visitors Bureau	\$ 2,169,035
10%	Ingham County Fairgrounds	\$ 271,129
5%	Arts Council Center of Greater Lansing	\$ 135,565
5%	Ingham County Treasurer	\$ 135,565

Greater Lansing Convention and Visitors Bureau

As noted above, the GLCVB annually receives 80% of tax revenues collected pursuant to Act 263 and County Ordinance. This rate is also incorporated into the Agreement between the County and GLCVB (Agreement, 1984). The Agreement calls on GLCVB to secure and service conventions, group meetings, trade shows, and to pursue and promote activities which will attract out-of-town visitors and encourage local residents to utilize Ingham County facilities and attractions.

GLCVB Funding Sources and Expenditures

The vast majority of funding received by GLCVB is derived from sources delineated in state statutes. Of nearly \$5.3 million in revenue reported for fiscal year 2015, an excise tax collected in Ingham County provides 41.1% of all revenue. Separate tax collections from Delta Township (21.0%) and collectively from Delta, DeWitt and Windsor Townships (31.5%) bring the statutory tax category to 93.6% of all GLCVB revenue. The remaining 6.4% is derived from publications, membership dues, bad debt recovery, interest, special events and gift shop sales, respectively (Financial Statements, 2016).

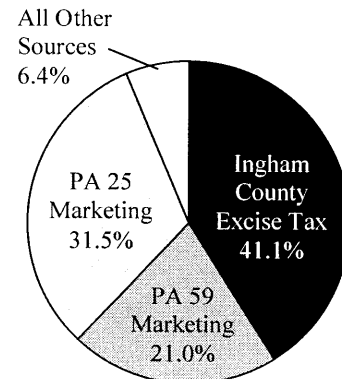


Figure 1: GLCVB revenue sources (2015).

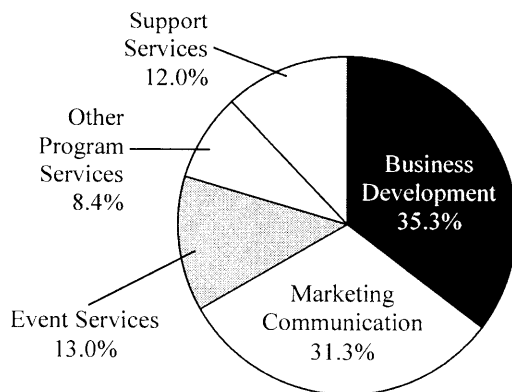


Figure 2: GLCVB expenditures (2015).

Total expenditures reported by GLCVB for 2015 totaled almost \$4.9 million. Program services accounted for 88% of expenditures compared to 12% for support services. Program service expenditures included business development (35.3%), marketing communications (31.3%), event services (13.0%), information technology (4.2%), community relations (3.1%) and promotions (1.2%). Administration costs (\$525,179) accounted for 10.7% of all expenditures (Financial Statements, 2016).

When the County and GLCVB began working together in 1984, administration of the Agreement accounted for 63.4% of the expenditure budget (Agreement, 1984). By 1991, the budgeted administration percentage had fallen to 48.4% (Resolution 90-302, 1990). The most recent financial statement reported administrative expenditures amounted to just 10.7% of total expenditures (Financial Statements, 2016).

GLCVB Budget Stabilization

Unrestricted net assets designated for budget stabilization totaled \$2,000,000 at the end of 2015.¹ This amount is similar to total revenue received from the Ingham County excise tax (\$2,169,886). GLCVB has an agreement with Ingham County to secure and service conventions, group meetings, trade shows, and to pursue and promote activities which will attract out-of-town visitors and encourage local residents to utilize Ingham County facilities and attractions. The County may terminate this agreement at any time by giving GLCVB 30-days prior written notice (Agreement, 1984). In that this excise tax represents 41% of GLCVB's revenue stream, designation of \$2 million for budget stabilization is reasonable.

GLCVB Unrestricted, Undesignated Net Assets

Unrestricted and undesignated net assets reported for 2015 amounted to \$1,155,343. This figure represents 23.6% of total expenditures. The Government Finance Officers Association (GFOA) recommends, at a minimum, that general-purpose governments maintain an unrestricted fund balance in their general funds of no less than two months (16.6%) of regular operating expenditures (GFOA, 2009).² Other unrestricted assets are designated for the Stadium District (\$200,000), East Lansing Visitor Center (\$45,000), capital projects (\$40,000) and employee flexible spending accounts (\$5,000). The Stadium District and East Lansing designations are intended to cover long term lease commitments at the CVB main office in Lansing and the satellite Visitor Center in East Lansing. These unrestricted designations are mandated by GLCVB's Board of Directors.

Redistribution of Hotel/Motel Tax Funds

As noted above, distribution of hotel/motel tax revenues collected pursuant to Act 263 was formally established as Board policy in 1981 and revised in 1983. Allocation to the GLCVB is also incorporated into a formal Agreement between Ingham County and GLCVB. Procedurally, these documents are easily amended by Board action following established protocol through the County Services and Finance Committees.

It has been suggested that the Board consider a reduction to the GLCVB allocation in order to assign funds directly to the City of Lansing to offset costs associated with the Lansing Center, Lansing Entertainment and Public Facilities Authority (LEPFA) and Cooley Law School Stadium. Lansing Center was opened in 1987 and was renovated and expended in 1995. Another extensive renovation occurred in 2007 and 2008. Since 1996, Lansing Center has been

¹ GLCVB President Jack Schripsema revised this amount to \$2,275,000 as of June 27, 2016.

² It is understood that GLCVB operates as a not a local government, but rather as a not-for-profit organization under Section 501(c)(6) of the Internal Revenue Code (Financial Statements, 2015).

managed by the non-profit LEPFA. Cooley Law School Stadium officially opened on April 3, 1996 at a cost of \$12.8 million. A \$22 million renovation proposal was announced in March, 2014 that included \$11 million in public bonds for renovation of the actual stadium structure including new turf, and updated locker rooms, concessions and new box seats.

There is little doubt that reallocation of funds could have a negative impact on GLCVB operations. However, it should be noted that GLCVB already provides funding and/or services to Lansing Center, LEPFA and Cooley Law School Stadium. For example, GLCVB staffs the marketing division of LEPFA. Redistribution of funds from GLCVB to LEPFA might easily be offset by a corresponding reduction in funds/services provided to LEPFA by GLCVB.

Before considering a change in the distribution formula, a formal request for funding should be submitted by the City of Lansing. This request should include a description of how the funds would be used, a specific dollar amount, prior year audits of financial activity, etc. in order to allow for a comprehensive analysis. GLCVB should also be provided with an opportunity to discuss the impact of any proposed reduction in their allocation.

I hope this background information is useful. Please do not hesitate to contact me if you have any questions.

SOURCES:

GFOA - Government Finance Officers Association (September, 2015). *Appropriate Level of Unreserved Fund Balance in the General Fund* (1). Committee on Governmental Budgeting and Fiscal Policy. Retrieved July 5, 2016 from <http://www.gfoa.org>.

Greater Lansing Convention and Visitors Bureau (2016, March 9). *Financial Statements* (3, 4, 6-8). Jackson, MI: Rehmann Robson.

Ingham County (February, 1984). *Agreement between the County of Ingham, a municipal corporation, and the Convention/Visitors Bureau of Greater Lansing, Inc., a non-profit corporation* (2, 9). Mason, MI: Ingham County Board of Commissioners