



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

**EXECUTIVE COMMITTEE
REGULAR MEETING**

Thursday, September 13, 2018 at 1:30 PM

Capitol View Building
201 Townsend St Suite 900
Lansing, MI 48933

AGENDA

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Approval of Minutes**
 - a. Minutes of the July 12, 2018 regular Executive Committee meeting
- V. Administrative Report**
- VI. New Business**
 - a. Resolution 2018-11 FY 2017-2018 General Appropriations Act Amendment
- VII. Public Comment**
- VIII. Other Business**
- IX. Adjournment**

A copy of the proposed minutes of the meeting will be available for public inspection at the principal office of the Authority within 8 business days. A copy of the approved minutes of the meeting, including any corrections, will be available for public inspection at the principal office of the Authority within 5 business days after approval.



Michigan Municipal Services Authority
PO BOX 12012, LANSING MI 48901-2012

**EXECUTIVE COMMITTEE
REGULAR MEETING**

Thursday, July 12, 2018 at 2:00 p.m.

Livonia City Hall
33000 Civic Center Drive
Livonia, MI 48933

MINUTES

Proposed Minutes Approved Minutes

MEETING TYPE: Regular Special

I. Call to Order

The meeting was called to order at 2:00 PM.

II. Roll Call

Executive Committee Member Attendance:

Stacie Behler, Chairperson	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
James Cambridge, Secretary	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Eric DeLong, Treasurer*	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Kelli Scott, Member*	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Doug Smith, Member	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent

*Participated via teleconference.

Other attendees:

- Robert Bruner, Michigan Municipal Services Authority
- Kristen Delaney, Michigan Municipal Services Authority
- Steven Liedel, Dykema

III. Approval of Agenda

Moved by: Smith
Supported by: Cambridge

Yes: X No: ___

IV. Approval of Minutes

a. Minutes of the May 10, 2018 regular Executive Committee meeting

Moved by: Cambridge
Supported by: Smith

Yes: X No: ___

V. Administrative Report

CEO Robert Bruner delivered the administrative report at the earlier Authority Board meeting.

VI. New Business

a. Resolution 2018-08 FY 2017-2018 General Appropriations Act Amendment

Moved by: Scott
Supported by: Smith

Yes: X No: ___

b. Resolution 2018-09 FY 2018-2019 General Appropriations Act

Moved by: Smith
Supported by: Cambridge

Yes: X No: ___

c. Resolution 2018-10 Amendment No. 4 to Employment Agreement

Moved by: Scott
Supported by: Smith

Yes: X No: ___

II. Public Comment

None

III. Other Business

None.

IV. Adjournment

Motion to adjourn the meeting at 2:35 PM.

Moved by: Scott

Supported by: Cambridge

Yes: X No: ___

Certification of Minutes

Approved by the Executive Committee on September 13, 2018.

Authority Secretary

Date



Michigan Municipal Services Authority

Administrative Report

Prepared September 7, 2018

Collaborate • Innovate • Serve

Financial Report

MMSA Administrative Report

Collaborate • Innovate • Serve

Michigan Municipal Services Authority
REVENUE AND EXPENDITURE REPORT
As of August 31, 2018
Fund:

General Fund

	Year Ending	Year Ending	Year To Date		
	09/30/2017	09/30/2018	Amended Budget	YTD BALANCE	% BDGT
	END BALANCE	ORIGINAL BUDGET			
Revenue					
539000 - State Grants	0	0	0	0	0.00 %
671000 - Contract Revenue	0	0	150,000	112,500	75.00 %
Total Revenue	0	0	150,000	112,500	75.00 %
Expenses					
Salary and Fringes					
701000 - Personal Services	217,363	225,000	197,000	186,926	94.89 %
702000 - Wages - Administrative Staff	0	0	0	0	0.00 %
703000 - Salary Director	0	0	0	0	0.00 %
708000 - MESC Taxes	0	0	0	0	0.00 %
710000 - FUTA Taxes	0	0	0	0	0.00 %
715000 - Social Security & Medicare	0	0	0	0	0.00 %
718000 - Insurance - Health	0	0	0	0	0.00 %
Total Salary and Fringes	217,363	225,000	197,000	186,926	94.89 %
Operating					
752000 - Office Expense	0	0	0	0	0.00 %
800000 - Other Services and Charges	600	0	7,000	5,774	82.49 %
801000 - Professional and Contractual Services	10,000	2,000	0	8,319	0.00 %
802000 - Legal	0	12,000	24,000	23,578	98.24 %
803000 - Accounting	6,486	16,000	18,000	15,894	88.30 %
803500 - Audit	0	0	10,500	10,500	100.00 %
804000 - Bank Service Charges	0	0	2,000	1,779	88.98 %
840000 - Insurance - General	0	2,000	0	3,298	0.00 %
861000 - Mileage Reimbursement	0	0	0	0	0.00 %
913000 - Travel Expenses	0	0	0	0	0.00 %
Total Operating	17,086	32,000	61,500	69,142	112.43 %
Total Expenses	234,449	257,000	258,500	256,068	99.06 %
Revenue in Excess of Expenses	(234,449)	(257,000)	(108,500)	(143,568)	132.32 %
Transfers					
699272 - Interfund Transfer In - VHWM	120,036	128,500	0	0	0.00 %
699273 - Interfund Transfer In - FMS	120,036	128,500	137,025	0	0.00 %
995272 - Transfer Out - VHWM	0	0	(133,693)	0	0.00 %
Total Transfers	240,072	257,000	3,332	0	0.00 %
Change in Equity	5,623	0	(105,168)	(143,568)	136.51 %

NOTE: In addition to the expenses noted above, there were approximately \$5,550 in expenses incurred in August but not approved for payment until September, which are not reflected.

These financial statements have not been subjected to an audit, review or compilation engagement, and no assurance is provided on them.
Created on: 09/05/2018 09:25 PM

Michigan Municipal Services Authority
REVENUE AND EXPENDITURE REPORT
As of August 31, 2018

Fund:

Virtual Health Wellness Marketplace Fund

	Year Ending 09/30/2017	Year Ending 09/30/2018	Year To Date 08/31/2018		
	END BALANCE	ORIGINAL BUDGET	Amended Budget	YTD BALANCE	% BDGT
Revenue					
501000 - Federal Grants	0	0	0	0	0.00 %
671000 - Contract Revenue	731,224	755,124	57,225	57,225	100.00 %
Total Revenue	731,224	755,124	57,225	57,225	100.00 %
Expenses					
Operating					
801000 - Professional and Contractual Services	869,594	744,706	190,918	190,918	100.00 %
Total Operating	869,594	744,706	190,918	190,918	100.00 %
Total Expenses	869,594	744,706	190,918	190,918	100.00 %
Revenue in Excess of Expenses	(138,370)	10,418	(133,693)	(133,693)	100.00 %
Transfers					
699101 - Interfund Transfer In - GF	(120,036)	0	133,693	0	0.00 %
995101 - Transfer Out - GF	0	(128,500)	0	0	0.00 %
Total Transfers	(120,036)	(128,500)	133,693	0	0.00 %
Change in Equity	(258,406)	(118,082)	0	(133,693)	0.00 %

These financial statements have not been subjected to an audit, review or compilation engagement, and no assurance is provided on them.
Created on: 09/05/2018 04:07 PM

Michigan Municipal Services Authority
 REVENUE AND EXPENDITURE REPORT
 As of August 31, 2018
 Fund:

Financial Management System Fund

	Year Ending 09/30/2017	Year Ending 09/30/2018	Year To Date 08/31/2018		
	END BALANCE	ORIGINAL BUDGET	Amended Budget	YTD BALANCE	% BDGT
Revenue					
671000 - Contract Revenue	4,363,430	2,863,430	2,362,025	2,362,025	100.00 %
Total Revenue	4,363,430	2,863,430	2,362,025	2,362,025	100.00 %
Expenses					
Operating					
801000 - Professional and Contractual Services	4,206,584	2,729,000	2,225,000	2,220,418	99.79 %
Total Operating	4,206,584	2,729,000	2,225,000	2,220,418	99.79 %
Total Expenses	4,206,584	2,729,000	2,225,000	2,220,418	99.79 %
Revenue in Excess of Expenses	156,846	134,430	137,025	141,607	103.34 %
Transfers					
995101 - Transfer Out - GF	(120,036)	(128,500)	(137,025)	0	0.00 %
Total Transfers	(120,036)	(128,500)	(137,025)	0	0.00 %
Change in Equity	36,810	5,930	0	141,607	0.00 %

These financial statements have not been subjected to an audit, review or compilation engagement, and no assurance is provided on them.
 Created on: 09/05/2018 04:12 PM

Michigan Municipal Services Authority
REVENUE AND EXPENDITURE REPORT

As of August 31, 2018

Fund:

Michigan Municipal Services Authority

	Year Ending	Year Ending	Year To Date		
	09/30/2017	09/30/2018	Amended Budget	YTD BALANCE	% BDGT
	END BALANCE	ORIGINAL BUDGET			
Revenue					
501000 - Federal Grants	0	0	0	0	0.00 %
539000 - State Grants	0	0	0	0	0.00 %
671000 - Contract Revenue	5,094,654	3,618,554	2,569,250	2,531,750	98.54 %
Total Revenue	5,094,654	3,618,554	2,569,250	2,531,750	98.54 %
Expenses					
Salary and Fringes					
701000 - Personal Services	217,363	225,000	197,000	186,926	94.89 %
702000 - Wages - Administrative Staff	0	0	0	0	0.00 %
703000 - Salary Director	0	0	0	0	0.00 %
708000 - MESOC Taxes	0	0	0	0	0.00 %
710000 - FUTA Taxes	0	0	0	0	0.00 %
715000 - Social Security & Medicare	0	0	0	0	0.00 %
718000 - Insurance - Health	0	0	0	0	0.00 %
Total Salary and Fringes	217,363	225,000	197,000	186,926	94.89 %
Operating					
752000 - Office Expense	0	0	0	0	0.00 %
800000 - Other Services and Charges	600	0	7,000	5,774	82.49 %
801000 - Professional and Contractual Services	5,055,403	3,463,706	2,415,918	2,419,655	100.15 %
802000 - Legal	30,775	24,000	24,000	23,578	98.24 %
803000 - Accounting	6,486	16,000	18,000	15,894	88.30 %
803500 - Audit	0	0	10,500	10,500	100.00 %
804000 - Bank Service Charges	0	0	2,000	1,779	88.98 %
840000 - Insurance - General	0	2,000	0	3,298	0.00 %
861000 - Mileage Reimbursement	0	0	0	0	0.00 %
913000 - Travel Expenses	0	0	0	0	0.00 %
Total Operating	5,093,264	3,505,706	2,477,418	2,480,478	100.12 %
Total Expenses	5,310,627	3,730,706	2,674,418	2,667,404	99.74 %
Revenue in Excess of Expenses	(215,973)	(112,152)	(105,168)	(135,654)	128.99 %
Transfers					
699272 - Interfund Transfer In - VHWM	120,036	128,500	0	0	0.00 %
699273 - Interfund Transfer In - FMS	120,036	128,500	137,025	0	0.00 %
699101 - Interfund Transfer In - GF	0	0	133,693	0	0.00 %
995101 - Transfer Out - GF	(240,072)	(257,000)	(137,025)	0	0.00 %
995272 - Transfer Out - VHWM	0	0	(133,693)	0	0.00 %
Total Transfers	0	0	0	0	0.00 %
Change in Equity	(215,973)	(112,152)	(105,168)	(135,654)	128.99 %

These financial statements have not been subjected to an audit, review or compilation engagement, and no assurance is provided on them.

Created on: 09/05/2018 04:15 PM

Michigan Municipal Services Authority
COMPARATIVE BALANCE SHEET
Fund:

Michigan Municipal Services Authority

	PERIOD ENDED 09/30/2017	PERIOD ENDED 08/31/2018	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts				
001000 - Cash	337,709	236,136	(101,573)	(30.07) %
101999 - Bill.com Money Out Clearing	0	0	0	0.00 %
Total Bank Accounts	337,709	236,136	(101,573)	(30.07) %
Other Current Assets				
018000 - Due from Other Governmental Units	0	0	0	0.00 %
071000 - Due from Cities	115,602	0	(136,648)	(100.00) %
Total Other Assets	115,602	0	(136,648)	(100.00) %
Total Current Assets	453,311	236,136	(238,221)	(50.21) %
TOTAL ASSETS	453,311	236,136	(238,221)	(50.21) %
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
202000 - Accounts Payable	126,033	0	(132,745)	(100.00) %
Total Accounts Payable	126,033	0	(132,745)	(100.00) %
Other Current Liabilities				
214101 - Due to GF	0	0	0	0.00 %
252000 - Accrued Federal WH	0	0	0	0.00 %
253000 - Accrued FICA	0	0	0	0.00 %
254000 - Accrued FUTA	0	0	0	0.00 %
255000 - Accrued MESC	0	0	0	0.00 %
257000 - Accrued Salaries Wages	4,146	0	(6,931)	(100.00) %
257500 - Accrued Health Savings Account	0	276	276	0.00 %
257600 - Accrued Garnishments	0	0	0	0.00 %
259000 - Accrued State WH	473	0	(473)	(100.00) %
Total Other Current Liabilities	4,619	276	(7,128)	(96.27) %
Total Current Liabilities	130,652	276	(139,873)	(99.80) %
Total Liabilities	130,652	276	(139,873)	(99.80) %
Equity				
390000 - Fund Balance - Unassigned	322,659	371,514	37,306	11.16 %
Net Revenue	0	(135,654)	(135,654)	0.00 %
Total Equity	322,659	235,860	(98,348)	(29.42) %
TOTAL LIABILITIES AND EQUITY	453,311	236,136	(238,221)	(50.21) %

These financial statements have not been subjected to an audit, review or compilation engagement, and no assurance is provided on them.
Created on: 09/05/2018 04:29 PM

Michigan Municipal Services Authority Check Register

Date	Payee	Document No	Amount Cleared
Bank: Fifth Third-5711 - Firth Third		Account No: 7166385711	
08/01/2018	10015--Gusto		51.00 08/31/2018
08/03/2018	10015--Gusto		1,783.74 08/31/2018
08/09/2018	10016--HealthEquity		275.56 08/31/2018
08/20/2018	10015--Gusto		1,783.74 08/31/2018
08/23/2018	10016--HealthEquity		275.56 08/31/2018
08/28/2018	10005--BCBS		1,172.75 08/31/2018
08/31/2018	10015--Gusto		942.76 08/31/2018
08/31/2018	10015--Gusto		2,013.14 08/31/2018
Total for Fifth Third-5711			8,298.25
Bank: Bill.com Clearing - Bill.com Clearing		Account No:	
08/09/2018	10018--Michigan Municipal League		930.00 In Transit
08/09/2018	10000--Segal Consulting		5,588.98 In Transit
08/09/2018	10002--Plante Moran		1,056.25 In Transit
08/09/2018	10003--Dykema Gossett, PLLC		1,544.50 In Transit
08/09/2018	10006--Robert J. Bruner Jr.		1,091.61 In Transit
08/31/2018	10019--Grand River Insurance Agency, LLC		892.00 In Transit
Total for Bill.com Clearing			11,103.34

Michigan Municipal Services Authority Reconciliation Report

As Of 08/31/2018

Account: Cash

Statement Ending Balance	236,136.11
Deposits in Transit	0.00
Outstanding Checks and Charges	0.00
Adjusted Bank Balance	236,136.11
Book Balance	236,136.11
Adjustments*	0.00
Adjusted Book Balance	236,136.11

Total Checks and Charges Cleared	32,990.61	Total Deposits Cleared	0.00
----------------------------------	-----------	------------------------	------

Deposits

Name	Memo	Date	Doc No	Cleared	In Transit
Total Deposits				0.00	0.00

Checks and Charges

Name	Memo	Date	Check No	Cleared	Outstanding
Gusto	July 2018 Invoice	08/01/2018		51.00	
General Ledger Entry	08.09.2018 Payroll	08/03/2018		4,862.45	
Gusto	8.09.2018 Payroll	08/03/2018		1,783.74	
General Ledger Entry		08/09/2018		10,211.34	
HealthEquity	8.09.18 Payroll	08/09/2018		275.56	
		08/10/2018		173.82	
General Ledger Entry	08.23.2018 Payroll	08/17/2018		4,862.45	
Gusto	8.23.2018 Payroll	08/20/2018		1,783.74	
HealthEquity	8.23.18 Payroll	08/23/2018		275.56	
BCBS	Health Care Premium	08/28/2018		1,172.75	
Gusto	9.06.2018 Payroll	08/31/2018		2,013.14	
Gusto	9.06.2018 Payroll	08/31/2018		942.76	
General Ledger Entry		08/31/2018		892.00	
General Ledger Entry	09.06.2018 Payroll	08/31/2018		3,690.30	
Total Checks and Charges				32,990.61	0.00



Statement Period Date: 8/1/2018 - 8/31/2018
 Account Type: COMM'L 53 ANALYZED
 Account Number: [REDACTED]

██████ MICHIGAN MUNICIPAL SERVICES
 ██████ AUTHORITY
 ██████ PO BOX 12012
 ██████ LANSING MI 48901-2012



0
 4195

Banking Center: Grand Rapids
 Banking Center Phone: 616-653-5440
 Commercial Client Services: 866-475-0729

Account Summary - [REDACTED]

08/01	Beginning Balance	\$269,126.72	Number of Days in Period	31
	Checks			
14	Withdrawals / Debits	\$(32,990.61)		
	Deposits / Credits			
08/31	Ending Balance	\$236,136.11		

Withdrawals / Debits 14 items totaling \$32,990.61

Date	Amount	Description
08/02	51.00	GUSTO 6semjm25jqs FEE 149468 6semjn3umj7 MICHIGAN MUNICIPAL SER 080218
08/06	1,783.74	GUSTO 6semjm26cf3 TAX 174691 6semjn44nf4 MICHIGAN MUNICIPAL SER 080618
08/06	4,862.45	GUSTO 6semjm26cf5 NET 174693 6semjn44neu MICHIGAN MUNICIPAL SER 080618
08/09	275.56	HEALTHEQUITY INC HealthEqui 37915 080918
08/09	10,211.34	Bill.com Payables 015EWJZSNDUEWEM Michigan Municipal Ser Multiple Payments Bill.com Payables 015EWJZSNDUEWEM 080918
08/10	173.82	SERVICE CHARGE
08/20	1,783.74	GUSTO 6semjm28s22 TAX 256194 6semjn4pbri MICHIGAN MUNICIPAL SER 082018
08/20	4,862.45	GUSTO 6semjm28s20 NET 256192 6semjn4pbri MICHIGAN MUNICIPAL SER 082018
08/23	275.56	HEALTHEQUITY INC HealthEqui 37915 082318
08/28	1,172.75	BCBS Michigan PREMIUM MS283851 MICHIGAN MUNICIPAL SER 082818
08/31	892.00	Bill.com Payables 015KGVEXLGUYF8U Michigan Municipal Ser Grand River Insurance Agency, LLC Bill.com 015KGVEXLGUYF8U Inv #GRB 29588 0831
08/31	942.76	GUSTO 6semjm2ah0k CSD 310420 6semjn5d9lp MICHIGAN MUNICIPAL SER 083118
08/31	2,013.14	GUSTO 6semjm2ah0o TAX 310424 6semjn5d9lo MICHIGAN MUNICIPAL SER 083118
08/31	3,690.30	GUSTO 6semjm2ah0m NET 310422 6semjn5d9ln MICHIGAN MUNICIPAL SER 083118

Daily Balance Summary

Date	Amount	Date	Amount	Date	Amount
08/02	269,075.72	08/10	251,768.81	08/28	243,674.31
08/06	262,429.53	08/20	245,122.62	08/31	236,136.11
08/09	251,942.63	08/23	244,847.06		

[REDACTED]

LCSA Administrative Services

MMSA Administrative Report

Collaborate • Innovate • Serve

LCSA Administrative Services

Michigan CLASS Local Government Investment Pool

- July 31: Treasury transferred ~\$20 million to LCSA
- August 13: LCSA transferred ~\$20 million to CLASS and earned ~\$30,000 in two weeks
- August 31: Treasury transferred ~\$34 million to the Authority; Authority transferred same to CLASS
- September 28: Treasury will transfer ~\$34 million to the Authority; Authority will transfer same to CLASS
- October 20: Funds will be distributed to local units

LCSA Administrative Services

METRO Database Project

- Meetings with business analyst to requirements on July 6, July 27, August 20, August 24, August 31, and September 13
- Report to LCSA Council on September 14

September ~~October~~ 2018

County Allocated Payments

- \$63 million (2017)
- 86 County payments

LCSA Administrative Services

October 2018

Other Millage Payments

- 636 Municipalities
- 262 School Districts and Intermediate School Districts
- 321 Tax Increment Financing (TIF) Plans

November – January

METRO Database Project

- Prepare RFP
- Evaluate options
- Plan to use Microsoft Excel again in 2019 and implement a new system in 2020

LCSA Administrative Services

February – March

METRO Act True-up

- Collect linear footage information from 120+ telecommunication providers

February 2019

Winter Millage Payments

- 1,475 Municipalities
- 201 School Districts and Intermediate School Districts

LCSA Administrative Services

March 2019

METRO Act Annual Report

- “The authority shall file an annual report of its activities for the preceding year with the governor and the members of the legislative committees dealing with energy, technology, and telecommunications issues on or before March 1 of each year.” (MCL 484.3103)

METRO Act Maintenance Fee

- Calculate maintenance fees
- Invoice telecommunication providers
- April 29 is the statutory date due for payment

LCSA Administrative Services

May 2019

METRO Act Allocation

- Allocate the funding provided for fee sharing
- Perform city and village calculations
- Perform township calculations

METRO Act Payments

- \$25 million (2018)
- 516 eligible cities and villages
- 1,240 eligible townships



**EXECUTIVE COMMITTEE
RESOLUTION 2018-11**

FY 2017-2018 General Appropriations Act Amendment

The Executive Committee of the Michigan Municipal Services Authority (“Authority”) resolves that the FY 2017-2018 General Appropriations Act is amended as follows:

Section 6. Estimated Revenues and Expenditures. Estimated total revenues and expenditures for the Authority for FY 2017-2018 as follows:

FUND	REVENUES	EXPENDITURES	OTHER FINANCING SOURCES (USES)
General Fund	\$150,000	\$291,600	\$5,564
VHWM Fund	\$57,225	\$190,918	\$133,693
FMS Fund	\$2,362,025	\$2,222,768	(\$139,257)

The Chief Executive Officer is permitted to execute transfers within these limits between appropriations without the prior approval of the Executive Committee.

Secretary’s Certification:

I certify that this resolution was adopted by the executive committee of the Michigan Municipal Services Authority at a properly-noticed open meeting held with a quorum present on September 13, 2018.

By: _____
James Cambridge
Authority Secretary