



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

PUBLIC NOTICE OF A REGULAR MEETING

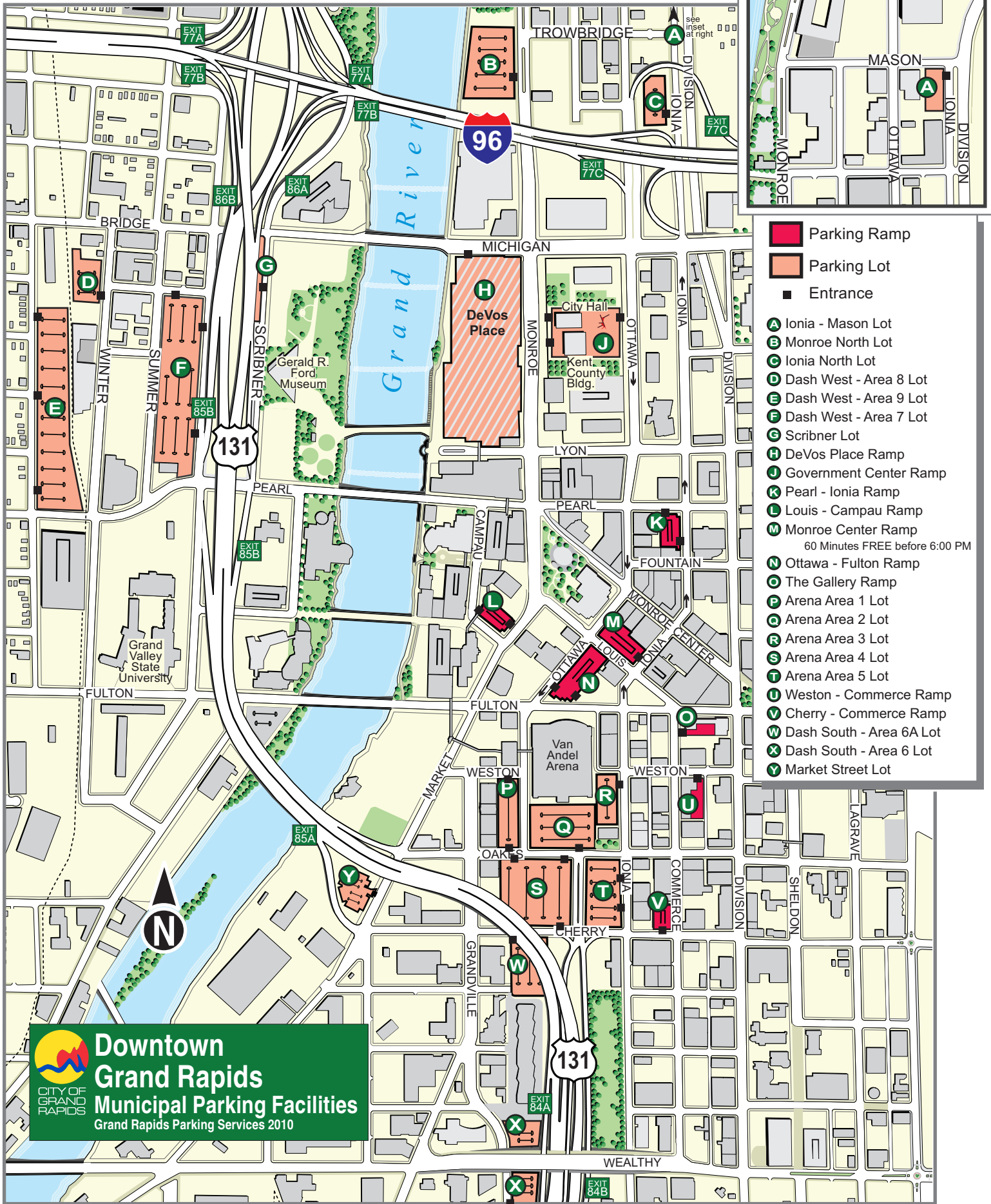
The **Executive Committee of the Michigan Municipal Services Authority** (Authority) will hold a regular meeting on the following date, at the following time, and at the following location:

<u>Date</u>	<u>Time</u>	<u>Location</u>
Thursday, September 22, 2016	2:00 PM	Grid 70 70 Ionia Ave SW Suite 400 Grand Rapids, MI 49503

The meeting is open to the public and this notice is provided under the Open Meetings Act, 1976 PA 267, MCL 15.261 to 15.275.

The meeting location is barrier-free and accessible to individuals with special needs. Individuals needing special accommodations or assistance to attend or address the meeting should contact the Authority at (248) 925-9295 prior to the meeting to assure compliance with Subtitle A of Title II of the Americans with Disabilities Act of 1990, Public Law 101-336, and 42 USC 12131 to 12134.

A copy of the proposed meeting minutes 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.



- Parking Ramp
 - Parking Lot
 - Entrance
 - A Ionia - Mason Lot
 - B Monroe North Lot
 - C Ionia North Lot
 - D Dash West - Area 8 Lot
 - E Dash West - Area 9 Lot
 - F Dash West - Area 7 Lot
 - G Scribner Lot
 - H DeVos Place Ramp
 - I Government Center Ramp
 - K Pearl - Ionia Ramp
 - L Louis - Campau Ramp
 - M Monroe Center Ramp
 - N Ottawa - Fulton Ramp
 - O The Gallery Ramp
 - P Arena Area 1 Lot
 - Q Arena Area 2 Lot
 - R Arena Area 3 Lot
 - S Arena Area 4 Lot
 - T Arena Area 5 Lot
 - U Weston - Commerce Ramp
 - V Cherry - Commerce Ramp
 - W Dash South - Area 6A Lot
 - X Dash South - Area 6 Lot
 - Y Market Street Lot
- 60 Minutes FREE before 6:00 PM

Downtown Grand Rapids
Municipal Parking Facilities
 Grand Rapids Parking Services 2010



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

**EXECUTIVE COMMITTEE
REGULAR MEETING**

Thursday, September 22, 2016 at 2:00 PM

Grid 70
Quark Conference Room
70 Ionia Ave SW Suite 400
Grand Rapids, MI 49503

AGENDA

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Approval of Minutes**
 - a. Minutes of the August 11, 2016 regular Executive Committee meeting
- V. Administrative Report (see Authority Board agenda)**
- VI. New Business**
 - a. Resolution 2016-29 FY 2016-2017 General Appropriations Act
 - b. Resolution 2016-30 Regular Meeting Schedule 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, August 11, 2016 at 1:30 p.m.

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

MINUTES

Proposed Minutes Approved Minutes

MEETING TYPE: Regular Special

I. Call to Order

The meeting was called to order at 1:33 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
Doug Smith, Member*	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Al Vanderberg, 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: Vanderberg
Supported by: Smith

Yes: X No: ___

IV. Approval of Minutes

a. Minutes of the July 14, 2016 regular Executive Committee meeting

Moved by: Smith
Supported by: Vanderberg

Yes: X No: ___

V. Administrative Report

The administrative report was delivered by CEO Robert Bruner.

VI. New Business

a. Resolution 2016-27 Approval of FY 2016-2017 Budget Schedule

Moved by: Smith
Supported by: Vanderberg

Yes: X No: ___

b. Resolution 2016-28 Publication of FY 2016-2017 Budget Notice

Moved by: Smith
Supported by: DeLong

Yes: X No: ___

c. Presentation of FY 2016-2017 Budget Recommendation and General Appropriations Act

Bruner reviewed the documents with the Committee.

II. Public Comment

None

III. Other Business

Smith stated that he would not be able to attend the September meeting.

Bruner reminded the Committee that the next meeting would be in Grand Rapids during Art Prize.

IV. Adjournment

Motion to adjourn the meeting at 2:25 PM.

Moved by: Smith

Supported by: Vandenberg

Yes: X No:

Certification of Minutes

Approved by the Executive Committee on September 22, 2016.

Authority Secretary

Date



FY 2016 – 2017 BUDGET RECOMMENDATION

General Fund Revenues

The General Fund's primary revenue sources are the general tax levy, local income taxes, certain state and federal aid, and fees and charges of the general fund departments. As the Authority has no general tax levy, local income taxes, certain state or federal aid, the General Fund's only revenue source is charges of the general fund departments to the enterprise funds. Each enterprise fund is charged an equal share (50%) of General Fund expenditures.

General Fund Expenditures

The legislative and administrative activities of the Authority are accounted for through the General Fund.

Governing Body: Liability insurance; Publishing expenses for Open Meetings Act compliance and other expenses directly related to Authority Board and Executive Committee meetings

Chief Executive

- Personal Services: Salary and payroll taxes for CEO and Assistant to the CEO
- Other Services and Charges
 - Conferences & Workshops: Registration, travel, hotel, and per diem for thirteen conferences
 - Memberships: Professional association and organizational memberships
- Transportation: Mileage, parking, and other transportation expenses necessary for Authority staff to attend meetings

Accounting: Michael A. Tawney & Company, P.C.

External Audit: Abraham & Gaffney, P.C.

Information Technology: Google Apps and website expenses

Attorney: Dykema

Enterprise Funds

Enterprise funds are used to report any activity for which a fee is charged to external users for goods or services. Activities must be reported as enterprise funds if the pricing policies of the activity establish fees and charges designed to recover its costs. Such is the case for the Authority's programs so an enterprise fund is used to report each.

Fund 501: Virtual Health and Wellness Marketplace (VHWM)

Revenue

Charges for Services: Charges for services rendered to the City of Detroit pursuant to Services Contract No. 2888656. No new contracts are included for budget planning purposes.

Expenditures

Attorney: Dykema

Program Management: Segal Consulting

Contractual Services: Charges from Benefit Express Services for services rendered to the City of Detroit pursuant to Services Contract No. 2888656. No new contracts are included for budget planning purposes.

Appropriation (Operating) Transfers (Out): Transfers to the General Fund equal to 50% of General Fund expenditures.

Fund 502: Financial Management System (FMS)

Revenue

Charges for Services: Charges for services rendered to the City of Grand Rapids, Genesee County, and Kent County pursuant to each Participation Agreement. No new agreements are included for budget planning purposes.

Expenditures

Attorney: Dykema

Program Management: Plante Moran

Contractual Services: Charges from CGI and Munetrix for services rendered to the City of Grand Rapids, Genesee County, and Kent County pursuant to each Participation Agreement. No new agreements are included for budget planning purposes.

Appropriation (Operating) Transfers (Out): Transfers to the General Fund equal to 50% of General Fund expenditures.

**Michigan Municipal Services Authority
FY 2016-2017 General Appropriations Act
General Fund**

Fund	Activity	FYE 2015 Amended	FYE 2016 Adopted	FYE 2017 Recommended	FYE 2018 Estimated
OPERATING REVENUES					
101	539	State Grants	\$ -	\$ -	\$ -
		Transfer from VHWM	\$ 91,158	\$126,315	\$ 127,706
		Transfer from FMS	\$ 91,158	\$126,315	\$ 127,706
TOTAL OPERATING REVENUES			\$182,316	\$252,629	\$ 255,412
OPERATING EXPENSES					
101	101	Governing Body	\$ 1,716	\$ 2,000	\$ 2,000
101	173	Chief Executive	\$152,228	\$219,429	\$ 224,812
101	191	Accounting	\$ 4,468	\$ 5,000	\$ 5,000
101	223	External Audit	\$ 9,800	\$ 10,200	\$ 10,600
101	228	Information Technology	\$ 4,674	\$ 4,000	\$ 4,000
101	266	Attorney	\$ 9,430	\$ 12,000	\$ 9,000
TOTAL OPERATING EXPENSES			\$182,316	\$252,629	\$ 255,412
CHANGE IN NET POSITION			\$ -	\$ -	\$ -
		Net position, beginning of year	\$202,442	\$202,442	\$ 202,442
		Net position, end of year (\$)	\$202,442	\$202,442	\$ 202,442
		Net position, end of year (%)	111%	80%	79%

9/2/2016

Draft - Preliminary to final determination

**Michigan Municipal Services Authority
FY 2016-2017 General Appropriations Act
VHWM**

Fund Activity			FYE 2015 Amended	FYE 2016 Adopted	FYE 2017 Recommended	FYE 2018 Estimated
OPERATING REVENUES						
501	539	State Grants	\$ 309,671	\$ 80,968	\$ -	\$ -
501	600	Charges for Services	\$ 1,242,771	\$ 1,320,000	\$ 600,000	\$ 600,000
TOTAL OPERATING REVENUES			\$ 1,552,442	\$ 1,400,968	\$ 600,000	\$ 600,000
OPERATING EXPENSES						
501	266	Attorney	\$ 2,709	\$ 2,000	\$ 6,000	\$ 6,000
501	271	Program Management	\$ 226,725	\$ 180,000	\$ 60,000	\$ 60,000
501	272	Contractual Services	\$ 1,045,968	\$ 1,070,000	\$ 540,000	\$ 540,000
501		Transfer to General Fund	\$ 90,998	\$ 126,315	\$ 127,706	\$ 128,000
TOTAL OPERATING EXPENSES			\$ 1,366,400	\$ 1,378,315	\$ 733,706	\$ 734,000
CHANGE IN NET POSITION			\$ 186,042	\$ 22,653	\$ (133,706)	\$ (134,000)
Net position, beginning of year				\$ 186,042	\$ 208,695	\$ 74,990
Net position, end of year (\$)			\$ 186,042	\$ 208,695	\$ 74,990	\$ (59,010)
Net position, end of year (%)			14%	15%	10%	-8%

9/2/2016

Draft - Preliminary to final determination

Michigan Municipal Services Authority
FY 2016-2017 General Appropriations Act
FMS

Fund	Activity	FYE 2015 Amended	FYE 2016 Adopted	FYE 2017 Recommended	FYE 2018 Estimated	
OPERATING REVENUES						
502	539	State Grants	\$ 255,451	\$ 145,549	\$ -	\$ -
502	600	Charges for Services	\$ 1,674,610	\$ 2,863,430	\$ 2,863,430	\$ 2,864,000
TOTAL OPERATING REVENUES			\$1,930,061	\$3,008,979	\$ 2,863,430	\$2,864,000
OPERATING EXPENSES						
502	266	Attorney	\$ 68,964	\$ 12,000	\$ 6,000	\$ 6,000
502	271	Program Management	\$ 164,000	\$ 60,000	\$ 50,000	\$ 50,000
502	272	Contractual Services	\$ 1,417,047	\$2,680,000	\$ 2,679,047	\$ 2,680,000
502		Transfer to General Fund	\$ 90,998	\$ 126,315	\$ 127,706	\$ 128,000
TOTAL OPERATING EXPENSES			\$1,741,009	\$2,878,315	\$ 2,862,753	\$2,864,000
CHANGE IN NET POSITION			\$ 189,052	\$ 130,664	\$ 677	\$ -
Net position, beginning of year				\$ 189,052	\$ 319,716	\$ 320,393
Net position, end of year (\$)			\$ 189,052	\$ 319,716	\$ 320,393	\$ 320,393
Net position, end of year (%)			11%	11%	11%	11%

9/2/2016

Draft - Preliminary to final determination



**EXECUTIVE COMMITTEE
RESOLUTION 2016-29**

FY 2016-2017 General Appropriations Act

The Executive Committee of the Michigan Municipal Services Authority resolves:

Section 1. Title. This resolution shall be known and may be cited as the Michigan Municipal Services Authority FY 2016-2017 General Appropriations Act.

Section 2. Public Hearing. In compliance with 1963 (2nd Ex Sess) PA 43, MCL 141.411 to 141.415, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on _____ and a public hearing on the proposed budget was held by the Executive Committee of the Michigan Municipal Services Authority (“Authority”) on September 22, 2016.

Section 3. Millage Levy. The Authority is not authorized to levy taxes.

Section 4. Adoption of Budget by Activity. The Executive Committee of the Authority adopts the budget for the Authority for the fiscal year beginning on October 1, 2016 and ending on September 30, 2017 by activity. Authority officials responsible for the expenditures authorized in the budget may expend Authority funds up to, but not to exceed, the total appropriation authorized for each activity.

Section 5. Payment of Bills. All claims or bills against the Authority shall be approved by the Executive Committee of the Authority before payment by the Authority. However, the Treasurer of the Authority may pay certain claims or bills before payment is approved by the Executive Committee of the Authority to avoid late penalties, service charges, or interest. Any claims or bills paid before approval by the Executive Committee shall be reported by the Treasurer to the Executive Committee for approval at the next meeting of the Executive Committee.

Section 6. Estimated Revenues and Expenditures. Estimated total revenues and expenditures for the Authority for FY 2016-2017 are:

<u>Fund</u>	<u>Revenue</u>	<u>Expenditures</u>
General Fund	\$255,412	\$255,412
VHWM Fund	\$600,000	\$733,706
FMS Fund	\$2,863,430	\$2,862,753

General Fund Revenue

Number	Revenue Source	FY 2016-2017 Recommendation
401	Taxes	\$0
450	Licenses and Permits	\$0
501	Federal Grants	\$0
539	State Grants	\$0
580	Contribution From Local Units	\$0
600	Charges for Services	\$255,412
655	Fines and Forfeits	\$0
664	Interest and Rents	\$0
671	Other Revenue	\$0
	Total Revenue	\$255,412

General Fund Expenditures

Number	Expenditure	FY 2016-2017 Recommendation
701	Personal Services	\$195,812
726	Supplies	\$1,000
800	Other Services and Charges	\$58,600
970	Capital Outlay	\$0
990	Debt Service	\$0
999	Appropriation (Operating) Transfers (Out)	\$0
	Total Expenditures	\$255,412
	Change in Net Position	\$0
	Net position, beginning of year	\$202,442
	Net position, end of year (\$)	\$202,442

Virtual Health and Wellness Marketplace (VHWM) Revenue

Number	Revenue Source	FY 2016-2017 Recommendation
401	Taxes	\$0
450	Licenses and Permits	\$0
501	Federal Grants	\$0
539	State Grants	\$0
580	Contribution From Local Units	\$0
600	Charges for Services	\$600,000
655	Fines and Forfeits	\$0
664	Interest and Rents	\$0
671	Other Revenue	\$0
	Total Revenue	\$600,000

Virtual Health and Wellness Marketplace (VHWM) Expenditures

Number	Expenditure	FY 2016-2017 Recommendation
701	Personal Services	\$0
726	Supplies	\$0
800	Other Services and Charges	\$606,000
970	Capital Outlay	\$0
990	Debt Service	\$0
999	Appropriation (Operating) Transfers (Out)	\$127,706
	Total Expenditures	\$733,706
	Change in Net Position	\$(133,706)
	Net position, beginning of year	\$208,695
	Net position, end of year (\$)	\$74,990

Financial Management System (FMS) Fund Revenue

Number	Revenue Source	FY 2016-2017 Recommendation
401	Taxes	\$0
450	Licenses and Permits	\$0
501	Federal Grants	\$0
539	State Grants	\$0
580	Contribution From Local Units	\$0
600	Charges for Services	\$2,863,430
655	Fines and Forfeits	\$0
664	Interest and Rents	\$0
671	Other Revenue	\$0
	Total Revenue	\$2,863,430

Financial Management System (FMS) Fund Expenditures

Number	Expenditure	FY 2016-2017 Recommendation
701	Personal Services	\$0
726	Supplies	\$0
800	Other Services and Charges	\$2,745,047
970	Capital Outlay	\$0
990	Debt Service	\$0
999	Appropriation (Operating) Transfers (Out)	\$127,706
	Total Expenditures	\$2,862,753
	Change in Net Position	\$677
	Net position, beginning of year	\$319,716
	Net position, end of year (\$)	\$320,393

Section 7. Periodic Financial Reports. The Chief Administrative Officer shall provide the Executive Committee of the Authority at the meeting of the Executive Committee immediately following the end of each fiscal quarter, and at the final meeting of the Executive Committee of the fiscal year, a report of fiscal year to date revenues and expenditures compared to the budgeted amounts for the fiscal year.

Section 8. Budget Monitoring. Whenever it appears to the Chief Administrative Officer of the Authority that the actual and probable revenues in any fund of the Authority will less than the estimated revenues upon which appropriations from the fund were based, and when it appears that expenditures will exceed an appropriation, the Chief Administrative Officer shall present recommendations to the Executive Committee to prevent expenditures from exceeding available revenues or appropriations for the fiscal year. The recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

Section 9. Adoption. Motion made by _____. Seconded by _____ to adopt this resolution as the general appropriations act for the Authority for the fiscal year ending September 30, 2017. Upon a roll call vote, the following members of the Executive Committee voted yes: _____. The following noted no: _____.

Secretary's Certification:

I certify that this resolution was duly adopted by the Executive Committee of the Michigan Municipal Services Authority at a properly-noticed open meeting held with a quorum present on September 22, 2016.

By: _____
James Cambridge
Authority Secretary



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

**EXECUTIVE COMMITTEE
RESOLUTION 2016-30**

Schedule of Regular Meetings for Calendar Year 2016

The executive committee of the Michigan Municipal Services Authority (the “**Authority**”) resolves that the Thursday, October 13, 2016 regular meeting is hereby cancelled and the following amended regular meeting schedule is adopted and approved for the calendar year ending December 31, 2016:

Date	Time	Location
Thursday, November 10, 2016	1:30 p.m.	Capital View Building 201 Townsend St, Suite 900 Lansing, MI 48933
Thursday, December 8, 2016	2:00 p.m.	Capital View Building 201 Townsend St, Suite 900 Lansing, MI 48933

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 22, 2016.

By: _____
James Cambridge
Authority Secretary