



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, March 8, 2018	2:00 PM	Capitol View Building Constitution Room – 9th Floor 201 Townsend Street Lansing, MI 48933

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.



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

**EXECUTIVE COMMITTEE
REGULAR MEETING**

Thursday, March 8, 2018 at 2:00 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 January 11, 2018 regular Executive Committee meeting
- V. Administrative Report**
 - a. FYE 2017 Change in Net Position
- VI. New Business**
 - a. Resolution 2018-3 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, January 11, 2018 at 1:30 p.m.

Capital View Building
Constitution Room – 9th Floor
201 Townsend Street
Lansing, MI 48933

MINUTES

Proposed Minutes Approved Minutes

MEETING TYPE: Regular Special

I. Call to Order

The meeting was called to order at 1:34 PM.

II. Roll Call

Executive Committee Member Attendance:

Stacie Behler, Chairperson	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
James Cambridge, Secretary	<input type="checkbox"/> Present	<input checked="" 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: Scott
Supported by: DeLong

Yes: X No: ___

IV. Approval of Minutes

a. Minutes of the December 14, 2017 regular Executive Committee meeting

Moved by: Scott
Supported by: DeLong

Yes: X No: ___

V. Administrative Report

The administrative report was delivered by CEO Robert Bruner. Bruner noted that a budget amendment will be presented at the next meeting now that the contract with the City of Detroit had been closed.

VI. New Business

a. Resolution 2018-01 Amendment No. 1 to FMS Program-CGI Advantage360® Service Agreement

Moved by: Scott
Supported by: DeLong

Yes: X No: ___

b. Resolution 2018-02 Virtual Workplace Policy

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 2:04 PM.

Moved by: Scott
Supported by: Smith

Yes: X No:

Certification of Minutes

Approved by the Executive Committee on March 8, 2018.

Authority Secretary

Date

PROPOSED



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

DATE: March 1, 2018
TO: Executive Committee
FROM: Robert Bruner, CEO
SUBJECT: FYE 2017 Change in Net Position

History

The FY 2016-2017 General Appropriations Act was adopted by the Executive Committee via Resolution 2016-29 on September 22, 2016 with Total Operating Revenues of \$3,718,842, Total Operating Expenses of \$3,851,871, and a budgeted Change in Net Position of (\$133,029). The FYE 2017 budget was amended by the Executive Committee via Resolution 2017-02 on April 13, 2017 to account for the \$1.5 million FMS CGAP grant. The grant revenue flowed from Treasury, through the Authority, and to the participants so both FMS revenues and expenses were increased by \$1.5 million. The budgeted Change in Net Position of (\$133,029) did not change. Finally, the FYE 2017 budget was amended by the Executive Committee via Resolution 2017-12 on September 14, 2017 with Total Operating Revenues of \$5,424,000, Total Operating Expenses of \$5,450,000, and a Change in Net Position of (\$26,000).

FYE 2017 Change in Net Position

The audited financial statements show the Authority ended the year with a (\$215,973) Change in Net Position rather than (\$26,000), a \$189,973 difference. The difference between the budgeted and actual Change in Net Position is almost completely attributable to the VHWM program. General Fund expenses were nearly 10 percent less than budgeted. General Fund expenses are charged to the FMS and VHWM funds via transfers, so both those funds benefited from this favorable variance. FMS revenues were almost exactly as budgeted, and expenses were nearly two percent less than budgeted. VHWM revenues were nearly \$69,000 (9 percent) less than budgeted and expenses were nearly \$187,000 (23% more than budgeted). Together, these variances account for a \$256,000 negative variance, hence why we ended the program. The attached table shows these variances.

CONDENSED STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION

	FYE 2014 Audited	FYE 2015 Audited	FYE 2016 Restated	FYE 2017 Amended	FYE 2017 Audited	\$ Variance	% Variance
General Fund			\$244,220	\$260,000	\$234,449	(\$25,551)	-9.8%
VHWM Fund			\$969,363	\$800,000	\$731,224	(\$68,776)	-8.6%
FMS Fund			\$2,960,259	\$4,364,000	\$4,363,430	(\$570)	0.0%
Operating revenues	\$2,196,995	\$3,311,528	\$4,173,842	\$5,424,000	\$5,329,103	(\$94,897)	-1.7%
General			\$244,220	\$260,000	\$234,449	(\$25,551)	-9.8%
VHWM			\$990,317	\$800,000	\$986,819	\$186,819	23.4%
FMS			\$2,840,102	\$4,390,000	\$4,323,809	(\$66,192)	-1.5%
Operating expenses	\$2,003,988	\$3,074,541	\$4,074,639	\$5,450,000	\$5,545,076	\$95,076	1.7%
Changes in net position	\$193,007	\$236,987	\$99,203	(\$26,000)	(\$215,973)	(\$189,973)	
Beginning net position	\$9,435	\$202,442	\$439,429	\$538,632	\$538,632		
Ending net position	\$202,442	\$439,429	\$538,632	\$512,632	\$322,659		



**EXECUTIVE COMMITTEE
RESOLUTION 2018-3**

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 are:

<u>Fund</u>	<u>Revenue</u>	<u>Expenditures</u>
General Fund	\$150,000	\$257,000
VHWM Fund	\$57,483	\$184,535
FMS Fund	\$2,863,430	\$2,729,000

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 March 8, 2018.

By: _____
James Cambridge
Authority Secretary

Michigan Municipal Services Authority
FY 2017-2018 General Appropriations Act Amendment
General Fund

	FYE 2017	FYE 2018	FYE 2018
	Audited	Adopted	Amended
OPERATING REVENUES			
Intergovernmental	\$ -	\$ -	\$ 150,000
OPERATING EXPENSES			
Governing body	\$ -	\$ 2,000	\$ 2,000
Chief executive (staff)	\$ 217,363	\$ 225,000	\$ 225,000
Accounting	\$ 6,486	\$ 16,000	\$ 16,000
Information technology	\$ 600	\$ 2,000	\$ 2,000
Attorney	\$ -	\$ 12,000	\$ 12,000
Program management	\$ -	\$ -	\$ -
Contractual services	\$ 10,000	\$ -	\$ -
TOTAL OPERATING EXPENSES	\$ 234,449	\$ 257,000	\$ 257,000
OPERATING INCOME (LOSS)	\$ (234,449)	\$ (257,000)	\$ (107,000)
TRANSFERS			
Transfers in	\$ 240,072	\$ 257,000	\$ 107,000
Transfers out	\$ -	\$ -	\$ -
CHANGE IN NET POSITION	\$ 5,623	\$ -	\$ -

Michigan Municipal Services Authority
FY 2017-2018 General Appropriations Act Amendment
VHWM

	FYE 2017	FYE 2018	FYE 2018
	Audited	Adopted	Amended
OPERATING REVENUES			
Intergovernmental	\$ 731,224	\$ 755,124	\$ 57,483
OPERATING EXPENSES			
Governing body	\$ -	\$ -	\$ -
Chief executive (staff)	\$ -	\$ -	\$ -
Accounting	\$ -	\$ -	\$ -
Information technology	\$ -	\$ -	\$ -
Attorney	\$ 30,775	\$ 6,000	\$ -
Program management	\$ -	\$ 6,000	\$ -
Contractual services	\$ 838,819	\$ 732,706	\$ 184,535
TOTAL OPERATING EXPENSES	\$ 869,594	\$ 744,706	\$ 184,535
OPERATING INCOME (LOSS)	\$ (138,370)	\$ 10,418	\$ (127,051)
TRANSFERS			
Transfers in	\$ -	\$ -	\$ -
Transfers out	\$ (120,036)	\$ (128,500)	\$ (53,500)
CHANGE IN NET POSITION	\$ (258,406)	\$ (118,082)	\$ (180,551)

Michigan Municipal Services Authority
FY 2017-2018 General Appropriations Act Amendment
FMS

	FYE 2017	FYE 2018	FYE 2018
	Audited	Adopted	Amended
OPERATING REVENUES			
Intergovernmental	\$ 4,363,430	\$ 2,863,430	\$ 2,863,430
OPERATING EXPENSES			
Governing body	\$ -	\$ -	\$ -
Chief executive (staff)	\$ -	\$ -	\$ -
Accounting	\$ -	\$ -	\$ -
Information technology	\$ -	\$ -	\$ -
Attorney	\$ -	\$ 6,000	\$ 6,000
Program management	\$ -	\$ 45,000	\$ 45,000
Contractual services	\$ 4,206,584	\$ 2,678,000	\$ 2,678,000
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TOTAL OPERATING EXPENSES	\$ 4,206,584	\$ 2,729,000	\$ 2,729,000
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OPERATING INCOME (LOSS)	\$ 156,846	\$ 134,430	\$ 134,430
TRANSFERS			
Transfers in	\$ -	\$ -	\$ -
Transfers out	\$ (120,036)	\$ (128,500)	\$ (107,000)
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CHANGE IN NET POSITION	\$ 36,810	\$ 5,930	\$ 27,430
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Michigan Municipal Services Authority
FY 2017-2018 General Appropriations Act Amendment
All Funds

	FYE 2017	FYE 2018	FYE 2018
	Audited	Adopted	Amended
OPERATING REVENUES			
Intergovernmental	\$ 5,094,654	\$ 3,618,554	\$ 3,070,913
OPERATING EXPENSES			
Governing body	\$ -	\$ 2,000	\$ 2,000
Chief executive (staff)	\$ 217,363	\$ 225,000	\$ 225,000
Accounting	\$ 6,486	\$ 16,000	\$ 16,000
Information technology	\$ 600	\$ 2,000	\$ 2,000
Attorney	\$ 30,775	\$ 24,000	\$ 18,000
Program management	\$ -	\$ 51,000	\$ 45,000
Contractual services	\$ 5,055,403	\$ 3,410,706	\$ 2,862,535
TOTAL OPERATING EXPENSES	\$ 5,310,627	\$ 3,730,706	\$ 3,170,535
OPERATING INCOME (LOSS)	\$ (215,973)	\$ (112,152)	\$ (99,621)
TRANSFERS			
Transfers in	\$ 240,072	\$ 257,000	\$ 107,000
Transfers out	\$ (240,072)	\$ (257,000)	\$ (160,500)
CHANGE IN NET POSITION	\$ (215,973)	\$ (112,152)	\$ (153,121)
Beginning net position	\$ 538,632	\$ 322,659	\$ 322,659
Ending net position	\$ 322,659	\$ 210,507	\$ 169,538