



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

**EXECUTIVE COMMITTEE
REGULAR MEETING**

Thursday, July 11, 2019 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 May 17, 2019 special Executive Committee meeting
- V. Administrative Report**
- VI. New Business**
 - a. Resolution 2019-07 FY 2019-2020 Budget Notice
 - b. Resolution 2019-08 FY 2019-2020 Budget Time Schedule
- VII. Public Comment**
- VIII. Other Business**
 - a. Reflection on Authority Board Strategic Planning Discussion
 - b. Discussion of Budgeting for Contractual Services for the LCSA
- 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

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, July 11, 2019	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
SPECIAL MEETING**

Friday, May 17, 2019 at 11:00 AM

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 11:00 AM.

II. Roll Call

Executive Committee Member Attendance:

	PRESENT	ABSENT
Kelli Scott, Chairperson	X	
James Cambridge, Secretary*	X	
Eric DeLong, Treasurer	X	
Dominick Pallone, Member	X	
Doug Smith, Member*	X	

*Participated via teleconference.

Other attendees:

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

III. Approval of Agenda

Moved by: Pallone
Supported by: DeLong

Yes: X No: ___

IV. Approval of Minutes

a. Minutes of the April 11, 2019 regular Executive Committee meeting

Moved by: DeLong
Supported by: Pallone

Yes: X No: ___

V. Administrative Report

Bruner delivered the Administrative Report.

VI. New Business

a. Resolution 2019-06 Depository Bank Account Signers

Moved by: DeLong
Supported by: Pallone

Yes: X No: ___

II. Public Comment

None.

III. Other Business

a. CEO Replacement

Shelbi Frayer introduced herself to the board. She reviewed her professional experience and fielded questions from board members.

IV. Adjournment

Motion to adjourn the meeting at 3:08 PM.

Moved by: Pallone
Supported by: DeLong

Yes: X No:

Certification of Minutes

Approved by the Executive Committee on July 11, 2019.

Authority Secretary

Date



**EXECUTIVE COMMITTEE
RESOLUTION 2019-XX**

FY 2019-2020 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 2019-2020 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 [to be determined] and a public hearing on the proposed budget was held by the Executive Committee of the Michigan Municipal Services Authority (“Authority”) on [to be determined].

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, 2019 and ending on September 30, 2020 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 2019-2020 are:

<u>Fund</u>	<u>Revenue</u>	<u>Expenditures</u>
General Fund	\$150,000	\$257,000
FMS Fund	\$1,889,620	\$1,766,698

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 be 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, 2020. 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 [to be determined].

By: _____
James Cambridge
Authority Secretary

**FY 2018-2019 General Appropriations Act
All Funds**

	Year Ending 09/30/14	Year Ending 09/30/15	Year Ending 09/30/16	Year Ending 09/30/17	Year Ending 09/30/18	Year Ending 09/30/19	Year Ending 09/30/19	Year Ending 09/30/19	Year Ending 09/30/20
	END BALANCE	END BALANCE	END BALANCE	END BALANCE	END BALANCE	ORIGINAL BUDGET	AMENDEDMENT	RECOMMENDATION	
TOTAL REVENUES	\$ 2,196,995	\$ 3,311,528	\$ 3,929,622	\$ 5,094,654	\$ 2,569,250	\$ 2,039,620	\$ 2,039,620	\$ 2,039,620	\$ 2,039,620
TOTAL EXPENDITURES	\$ 2,003,988	\$ 3,074,541	\$ 3,830,419	\$ 5,310,627	\$ 2,694,553	\$ 2,023,698	\$ 2,046,539	\$ 2,046,539	\$ 2,046,539
OPERATING INCOME (LOSS)	\$ 193,007	\$ 236,987	\$ 99,203	\$ (215,973)	\$ (125,303)	\$ 15,922	\$ (6,919)	\$ (6,919)	\$ (6,919)
CHANGE IN NET POSITION	\$ 193,007	\$ 236,987	\$ 99,203	\$ (215,973)	\$ (125,303)	\$ 15,922	\$ (6,919)	\$ (6,919)	\$ (6,919)
BEGINNING NET POSITION	\$ 9,435	\$ 202,442	\$ 439,429	\$ 538,632	\$ 371,515	\$ 246,212	\$ 262,134	\$ 262,134	\$ 255,215
ENDING NET POSITION	\$ 202,442	\$ 439,429	\$ 538,632	\$ 322,659	\$ 246,212	\$ 262,134	\$ 255,215	\$ 255,215	\$ 248,296

**FY 2018-2019 General Appropriations Act
General Fund**

	Year Ending 09/30/17	Year Ending 09/30/18	Year Ending 09/30/19	Year Ending 09/30/19	Year Ending 09/30/20
	END BALANCE	END BALANCE	ORIGINAL BUDGET	AMENDEDMENT	RECOMMENDATION
Contract Revenue	\$ -	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
TOTAL REVENUES	\$ -	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
Personal Services			\$ 200,000	\$ 200,000	\$ 200,000
Legal			\$ 18,000	\$ 18,000	\$ 18,000
Accounting			\$ 16,000	\$ 16,000	\$ 16,000
Audit			\$ 11,000	\$ 11,000	\$ 11,000
Bank Service Charges			\$ 2,000	\$ 2,500	\$ 2,500
HR and Benefits Consulting			\$ -	\$ 16,000	\$ 16,000
Insurance			\$ 2,000	\$ 2,781	\$ 2,781
Professional Development			\$ -	\$ 1,560	\$ 1,560
Miscellaneous			\$ 8,000	\$ 12,000	\$ 12,000
TOTAL EXPENDITURES	\$ 234,449	\$ 271,550	\$ 257,000	\$ 279,841	\$ 279,841
OPERATING INCOME (LOSS)	\$ (234,449)	\$ (121,550)	\$ (107,000)	\$ (129,841)	\$ (129,841)
TRANSFERS					
Transfers in	\$ 240,072	\$ 140,157	\$ 122,922	\$ 122,922	\$ 122,922
Transfers out	\$ -	\$ (143,910)	\$ -	\$ -	\$ -
CHANGE IN NET POSITION	\$ 5,623	\$ (125,303)	\$ 15,922	\$ (6,919)	\$ (6,919)

**FY 2018-2019 General Appropriations Act
VHWM Fund**

	Year Ending 09/30/17	Year Ending 09/30/18	Year Ending 09/30/19	Year Ending 09/30/19	Year Ending 09/30/20
	END BALANCE	END BALANCE	ORIGINAL BUDGET	AMENDMENT	RECOMMENDATION
Contract Revenue	\$ 731,224	\$ 57,225	\$ -	\$ -	\$ -
TOTAL REVENUES	\$ 731,224	\$ 57,225	\$ -	\$ -	\$ -
Professional and Contractual Services	\$ 869,594	\$ 201,135	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 869,594	\$ 201,135	\$ -	\$ -	\$ -
OPERATING INCOME (LOSS)	\$ (138,370)	\$ (143,910)	\$ -	\$ -	\$ -
TRANSFERS					
Transfers in	\$ -	\$ 143,910	\$ -	\$ -	\$ -
Transfers out	\$ (120,036)	\$ -	\$ -	\$ -	\$ -
CHANGE IN NET POSITION	\$ (258,406)	\$ -	\$ -	\$ -	\$ -

FY 2018-2019 General Appropriations Act

FMS Fund

	Year Ending 09/30/17	Year Ending 09/30/18	Year Ending 09/30/19	Year Ending 09/30/19	Year Ending 09/30/20
	END BALANCE	END BALANCE	ORIGINAL BUDGET	AMENDEDMENT	RECOMMENDATION
Contract Revenue	\$ 4,363,430	\$ 2,362,025	\$ 1,889,620	\$ 1,889,620	\$ 1,889,620
TOTAL REVENUES	\$ 4,363,430	\$ 2,362,025	\$ 1,889,620	\$ 1,889,620	\$ 1,889,620
Professional and Contractual Services	\$ 4,206,584	\$ 2,221,868	\$ 1,766,698	\$ 1,766,698	\$ 1,766,698
TOTAL EXPENDITURES	\$ 4,206,584	\$ 2,221,868	\$ 1,766,698	\$ 1,766,698	\$ 1,766,698
OPERATING INCOME (LOSS)	\$ 156,846	\$ 140,157	\$ 122,922	\$ 122,922	\$ 122,922
TRANSFERS					
Transfers in	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers out	\$ (120,036)	\$ (140,157)	\$ (122,922)	\$ (122,922)	\$ (122,922)
CHANGE IN NET POSITION	\$ 36,810	\$ -	\$ -	\$ -	\$ -



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

DATE: April 22, 2019

TO: Executive Committee

FROM: Robert Bruner, CEO

SUBJECT: General Fund Expenses

Salary and Fringes

Employee	Budgeted	Year to Date 03/31/2019	Average Month
Bruner	\$114,449	\$56,220	\$9,370
Delaney	\$57,200	\$27,280	\$4,547
Fringes	\$28,351	\$10,780	\$1,796
Total	\$200,000	\$94,280	\$15,713

Operating Expenses

Description	Provider	Budgeted	Year to Date 03/31/2019	Average Month	Frequency
Legal	Dykema Gossett PLLC	\$18,000	\$4,683	\$1,561	Monthly
Accounting	Plante & Moran, PLLC	\$16,000	\$7,526	\$1,254	Monthly
Audit	Maner Costerisan PC	\$11,000	\$10,100	N/A	Annually
Bank Service Charges	Fifth Third Bank	\$2,500	\$1,129	\$188	Monthly
HR and Benefits Consulting	The Segal Company (Midwest), Inc.	\$16,000	\$11,344	N/A	Variable
Insurance	The Cincinnati Insurance Company	\$2,781	\$2,085	N/A	Annually
Professional Development	PTD Technology	\$1,560	\$1,170	N/A	Variable
Miscellaneous	Google, conferences, memberships, mileage, USPS, etc.	\$12,000	\$5,997	\$1,000	Monthly
Total Operating		\$79,841	\$44,034		
Total Expenses		\$279,841	\$138,314		



MMSA CEO <ceo@michiganmsa.org>

MMSA Meetings

3 messages

Robert Bruner <ceo@michiganmsa.org> Thu, May 30, 2019 at 1:53 PM
 To: Kelli Scott <kdscott@calhouncountymi.gov>
 Cc: Kristen Delaney <admin@michiganmsa.org>, Steve Liedel <SLiedel@dykema.com>

Hi Kelli,

Per our conversation, both the Authority Board and Executive Committee are scheduled to meet on Thursday, June 13, 2019 at Livonia City Hall. Executive Committee new business includes:

1. FY 2019-2020 Budget Notice (attached)
2. FY 2019-2020 Budget Time Schedule (attached)

The budget hearing is currently planned for Thursday, August 8, 2019 but may be held any time before September 31. The Authority Board has no new business.

Alternatively, the Executive Committee could meet on Thursday, July 11, 2019 and still hold the budget hearing on Thursday, August 8, 2019 or do the same with any of the following combinations:


Budget Notice	Budget Hearing
Thursday, June 13, 2019	Thursday, July 11, 2019
Thursday, June 13, 2019	Thursday, August 8, 2019
Thursday, June 13, 2019	Thursday, September 12, 2019
Thursday, July 11, 2019	Thursday, August 8, 2019
Thursday, July 11, 2019	Thursday, September 12, 2019
Thursday, August 8, 2019	Thursday, September 12, 2019


In any event, the Authority Board has a regular meeting scheduled for June 13, 2019 but you could schedule a special meeting on another date to coincide with an Executive Committee meeting if you prefer. Let us know what you want to do and we'll post the appropriate notices.

Thanks,

Bob Bruner
Michigan Municipal Services Authority (MMSA)
Google Voice (517) 618-9616

2 attachments

 **Resolution 2019-XX FY 2019-2020 Budget Notice.docx**
43K

 **Resolution 2019-XX FY 2019-2020 Budget Time Schedule.docx**
42K

Kelli Scott <kdscott@calhouncountymi.gov> Fri, May 31, 2019 at 9:17 AM
 To: Robert Bruner <ceo@michiganmsa.org>
 Cc: Kristen Delaney <admin@michiganmsa.org>, Steve Liedel <SLiedel@dykema.com>

Hi Bob



Michigan Municipal Services Authority

**EXECUTIVE COMMITTEE
RESOLUTION 2019-07**

FY 2019-2020 Budget Notice

The Executive Committee of the Michigan Municipal Services Authority (“Authority”) resolves that the law firm of Dykema Gossett PLLC is authorized to assist the Authority’s Secretary in securing the publication of notice of a public hearing of the FY 2019-2020 budget for the Authority in compliance with 1963 (2nd Ex Sess) PA 43, MCL 141.411 to 141.415. The notice shall be in a form substantially similar to the following:

NOTICE OF PUBLIC HEARING

A public hearing is scheduled for 1:30 p.m. on Thursday, August 8, 2019 at a regular meeting of the Executive Committee of the Michigan Municipal Services Authority (“Authority”) held at 201 Townsend St., # 900, Lansing, MI 48909 for discussing adoption of the budget for the Authority for the 2019-2020 fiscal year. The meeting will be held in compliance with the Open Meetings Act, 1976 PA 267, MCL 15.261 to 15.275. A copy of the proposed budget is available for public inspection at 201 Townsend St., # 900, Lansing, MI 48909 and <http://www.michiganmsa.org>.

**THE PROPERTY TAX MILLAGE RATE PROPOSED TO BE LEVIED TO SUPPORT
THE PROPOSED BUDGET WILL BE A SUBJECT OF THIS HEARING.***

*Note: This notice is printed in compliance with 1963 (2nd Ex Sess) PA 43, MCL 141.411 to 141.415. The Authority is not authorized to levy taxes.

James Cambridge
Authority Secretary

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 June 13, 2019.

By: _____
James Cambridge
Authority Secretary



Michigan Municipal Services Authority

**EXECUTIVE COMMITTEE
RESOLUTION 2019-08**

FY 2019-2020 Budget Time Schedule

The Executive Committee of the Michigan Municipal Services Authority resolves that the following budget time schedule is approved for the Michigan Municipal Services Authority ("Authority") in compliance with the Uniform Budgeting and Accounting Act, 1968 PA 2, MCL 141.421 to 141.440a, for the fiscal year beginning on October 1, 2019 and ending on September 30, 2020:

On or About

April 1, 2019:

Step

The budgetary centers of the Authority shall provide to the CEO information which the CEO considers necessary and essential to the preparation of a budget for the ensuing fiscal period for presentation to the Authority's Executive Committee.

May 9, 2019:

The CEO shall transmit the recommended budget to the Executive Committee.

August 8, 2019:

The recommended budget transmitted by the CEO shall be considered by the Executive Committee and a public hearing shall be held before final passage of a general appropriations act by the Executive Committee.

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 June 13, 2019.

By: _____

James Cambridge
Authority Secretary