



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

**EXECUTIVE COMMITTEE
REGULAR MEETING**

Thursday, August 8, 2019 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 11, 2019 Executive Committee meeting
- V. Administrative Report**
- VI. New Business**
 - a. Resolution 2019-09 FY 2019-2020 General Appropriations Act
- VII. Public Comment**
- VIII. Other Business**
 - a. CEO Transition
 - 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, August 8, 2019	1:30 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, July 11, 2019 at 2:00 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 2:56 PM.

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:

- Jessica Moy, MMSA Authority Board
- Kristen Delaney, Michigan Municipal Services Authority

III. Approval of Agenda

Moved by: Smith
Supported by: Pallone

Yes: X No: ___

IV. Approval of Minutes

a. Minutes of the May 17, 2019 special Executive Committee meeting

Moved by: Pallone
Supported by: Smith

Yes: X No: ___

V. Administrative Report

Delivered at the earlier Authority Board meeting.

VI. New Business

a. Resolution 2019-07 FY 2019-2020 Budget Notice

Moved by: Pallone
Supported by: Smith

Yes: X No: ___

b. Resolution 2019-08 FY 2019-2020 Budget Time Schedule Public Comment

Moved by: Pallone
Supported by: Smith

Yes: X No: ___

VII. Public Comment

Moy made a request to consider putting MMSA meetings on a different Thursday so she can attend. They conflict with her board's meetings.

Smith expressed his hope to see the MMSA build relationships with the MML, MAC, MTA and DTMB. He thinks that there are many ways to collaborate with these organizations.

VIII. Other Business

a. Reflection on Authority Board Strategic Planning Discussion

The Committee recapped the discussion from the earlier Authority Board meeting.

b. Discussion of Budgeting for Contractual Services for the LCSA

The Committee recapped the discussion from the earlier Authority Board meeting.

IX. Adjournment

Motion to adjourn the meeting at 3:08 PM.

Moved by: Pallone
Supported by: Smith

Yes: X No:

Certification of Minutes

Approved by the Executive Committee on August 8, 2019.

Authority Secretary

Date



Plante & Moran, PLLC
27400 Northwestern Highway
P.O. Box 307
Southfield, MI 48037-0307
Tel: 248.352.2500
Fax: 248.352.0018
plantemoran.com

July 12, 2019

To: Kristen Delaney
Michigan Municipal Services Authority (MMSA) Board of Directors

Re: June 2019 Monthly Statements

Enclosed are the following Monthly Statements for your review:

1. Revenue & Expenditure Report – General Fund
2. Revenue & Expenditure Report – Financial Management System Fund
3. Revenue & Expenditure Report – All Funds
4. Balance Sheet
5. Check Register
6. Bank Account Reconciliation
7. Bank Statement

MMSA recently discovered an attempted fraud on the Fifth Third checking account that occurred during May and June of 2019. A total of \$37,499.06 and \$7,749.20 was fraudulently removed from the account during May and June respectively. The Bank was notified and the account has been temporarily frozen. MMSA management is working with the bank and believes all funds will be repaid. During June, MMSA was reimbursed \$35,199.08 of the \$45,248.26 that has been fraudulently removed. Presently, this can be seen on the balance sheet as a receivable in the amount of \$10,049.18.

The remaining \$5,174.04 on the balance sheet is a receivable from Robert Bruner for an overpayment in his last paycheck. The third party payroll service erroneously over paid Mr. Bruner. Mr. Bruner has returned the funds to MMSA. This will be reflected on the July financial reports.

Please contact Kari Shea or Kelly Schimmoeller with any questions.

Thank you.

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



Michigan Municipal Services Authority
REVENUE AND EXPENDITURE REPORT
As of June 30, 2019

	Year Ending 09/30/2018	Year Ending 09/30/2019		Year To Date 06/30/2019	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	% BDGT
Revenue					
671000 - Contract Revenue	150,000	150,000	150,000	75,000	50.00 %
Total Revenue	<u>150,000</u>	<u>150,000</u>	<u>150,000</u>	<u>75,000</u>	<u>50.00 %</u>
Expenses					
Salary and Fringes					
701000 - Personal Services	197,947	200,000	200,000	135,810	67.90 %
Total Salary and Fringes	<u>197,947</u>	<u>200,000</u>	<u>200,000</u>	<u>135,810</u>	<u>67.90 %</u>
Operating					
752000 - Office Expense	0	8,000	0	0	0.00 %
800000 - Other Services and Charges	10,997	2,000	0	0	0.00 %
801000 - Professional and Contractual Services	30	0	0	0	0.00 %
802000 - Legal	30,198	18,000	18,000	8,718	48.44 %
803000 - Accounting	16,472	16,000	16,000	10,700	66.88 %
803500 - Audit	10,500	11,000	11,000	10,600	96.36 %
804000 - Bank Service Charges	2,108	2,000	2,500	1,594	63.73 %
805000 - HR and Benefits Consulting	0	0	16,000	12,133	75.83 %
840000 - Insurance	3,298	0	2,781	2,086	75.00 %
910000 - Professional Development	0	0	1,560	1,170	75.00 %
955000 - Miscellaneous	0	0	12,000	7,668	63.90 %
Total Operating	<u>73,603</u>	<u>57,000</u>	<u>79,841</u>	<u>54,669</u>	<u>68.47 %</u>
Total Expenses	<u>271,550</u>	<u>257,000</u>	<u>279,841</u>	<u>190,479</u>	<u>68.07 %</u>
Revenue in Excess of Expenses	<u>(121,550)</u>	<u>(107,000)</u>	<u>(129,841)</u>	<u>(115,479)</u>	<u>88.94 %</u>
Transfers					
699273 - Interfund Transfer In - FMS	140,157	122,922	122,922	0	0.00 %
995272 - Transfer Out - VHWM	(143,910)	0	0	0	0.00 %
Total Transfers	<u>(3,753)</u>	<u>122,922</u>	<u>122,922</u>	<u>0</u>	<u>0.00 %</u>
Change in Equity	<u>(125,303)</u>	<u>15,922</u>	<u>(6,919)</u>	<u>(115,479)</u>	<u>1,669.02 %</u>

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

Michigan Municipal Services Authority
REVENUE AND EXPENDITURE REPORT
As of June 30, 2019

	Year Ending 09/30/2018	Year Ending 09/30/2019		Year To Date 06/30/2019	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	% BDGT
Revenue					
671000 - Contract Revenue	2,362,025	1,889,620	1,889,620	1,885,941	99.81 %
Total Revenue	<u>2,362,025</u>	<u>1,889,620</u>	<u>1,889,620</u>	<u>1,885,941</u>	<u>99.81 %</u>
Expenses					
Operating					
801000 - Professional and Contractual Services	2,221,868	1,766,698	1,766,698	1,766,304	99.98 %
Total Operating	<u>2,221,868</u>	<u>1,766,698</u>	<u>1,766,698</u>	<u>1,766,304</u>	<u>99.98 %</u>
Total Expenses	<u>2,221,868</u>	<u>1,766,698</u>	<u>1,766,698</u>	<u>1,766,304</u>	<u>99.98 %</u>
Revenue in Excess of Expenses	<u>140,157</u>	<u>122,922</u>	<u>122,922</u>	<u>119,637</u>	<u>97.33 %</u>
Transfers					
995101 - Transfer Out - GF	(140,157)	(122,922)	(122,922)	0	0.00 %
Total Transfers	<u>(140,157)</u>	<u>(122,922)</u>	<u>(122,922)</u>	<u>0</u>	<u>0.00 %</u>
Change in Equity	<u>0</u>	<u>0</u>	<u>0</u>	<u>119,637</u>	<u>0.00 %</u>

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Michigan Municipal Services Authority
REVENUE AND EXPENDITURE REPORT
As of June 30, 2019

	Year Ending 09/30/2018	Year Ending 09/30/2019		Year To Date 06/30/2019	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	% BDGT
Revenue					
671000 - Contract Revenue	2,569,250	2,039,620	2,039,620	1,960,941	96.14 %
Total Revenue	<u>2,569,250</u>	<u>2,039,620</u>	<u>2,039,620</u>	<u>1,960,941</u>	<u>96.14 %</u>
Expenses					
Salary and Fringes					
701000 - Personal Services	197,947	200,000	200,000	135,810	67.90 %
Total Salary and Fringes	<u>197,947</u>	<u>200,000</u>	<u>200,000</u>	<u>135,810</u>	<u>67.90 %</u>
Operating					
752000 - Office Expense	0	8,000	0	0	0.00 %
800000 - Other Services and Charges	10,996	2,000	0	0	0.00 %
801000 - Professional and Contractual Services	2,423,034	1,766,698	1,766,698	1,766,304	99.98 %
802000 - Legal	30,198	18,000	18,000	8,718	48.44 %
803000 - Accounting	16,472	16,000	16,000	10,700	66.88 %
803500 - Audit	10,500	11,000	11,000	10,600	96.36 %
804000 - Bank Service Charges	2,108	2,000	2,500	1,594	63.73 %
805000 - HR and Benefits Consulting	0	0	16,000	12,133	75.83 %
840000 - Insurance	3,298	0	2,781	2,086	75.00 %
910000 - Professional Development	0	0	1,560	1,170	75.00 %
955000 - Miscellaneous	0	0	12,000	7,668	63.90 %
Total Operating	<u>2,496,606</u>	<u>1,823,698</u>	<u>1,846,539</u>	<u>1,820,973</u>	<u>98.62 %</u>
Total Expenses	<u>2,694,553</u>	<u>2,023,698</u>	<u>2,046,539</u>	<u>1,956,783</u>	<u>95.61 %</u>
Revenue in Excess of Expenses	<u>(125,303)</u>	<u>15,922</u>	<u>(6,919)</u>	<u>4,158</u>	<u>(60.09) %</u>
Transfers					
699273 - Interfund Transfer In - FMS	140,157	122,922	122,922	0	0.00 %
699101 - Interfund Transfer In - GF	143,910	0	0	0	0.00 %
995101 - Transfer Out - GF	(140,157)	(122,922)	(122,922)	0	0.00 %
995272 - Transfer Out - VHWM	(143,910)	0	0	0	0.00 %
Total Transfers	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00 %</u>
Change in Equity	<u>(125,303)</u>	<u>15,922</u>	<u>(6,919)</u>	<u>4,158</u>	<u>(60.09) %</u>

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Michigan Municipal Services Authority COMPARATIVE BALANCE SHEET

	PERIOD ENDED 09/30/2018	PERIOD ENDED 06/30/2019	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts				
001000 - Cash	220,773	234,452	13,678	6.19 %
Total Bank Accounts	220,773	234,452	13,678	6.19 %
Other Current Assets				
040000 - Accounts Receivable	37,500	15,223	(22,276)	(59.40) %
123000 - Prepaid Expenses	0	695	695	0.00 %
Total Other Assets	37,500	15,918	(21,581)	(57.55) %
Total Current Assets	258,273	250,370	(7,903)	(3.06) %
TOTAL ASSETS	258,273	250,370	(7,903)	(3.06) %
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
202000 - Accounts Payable	7,908	0	(7,908)	(100.00) %
Total Accounts Payable	7,908	0	(7,908)	(100.00) %
Other Current Liabilities				
257000 - Accrued Salaries Wages	4,153	0	(4,153)	(100.00) %
Total Other Current Liabilities	4,153	0	(4,153)	(100.00) %
Total Current Liabilities	12,061	0	(12,061)	(100.00) %
Total Liabilities	12,061	0	(12,061)	(100.00) %
Equity				
390000 - Fund Balance - Unassigned	371,515	246,212	(125,303)	(33.72) %
Net Revenue	(125,303)	4,158	129,461	(103.31) %
Total Equity	246,212	250,370	4,158	1.68 %
TOTAL LIABILITIES AND EQUITY	258,273	250,370	(7,903)	(3.06) %

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Created on: 07/02/2019, 10:34 AM

Michigan Municipal Services Authority Check Register

Date	Payee	Document No	Amount Cleared
Bank: Fifth Third-5711 - Firth Third		Account No: 7166385711	
06/04/2019	10015--Gusto		51.00 06/30/2019
06/05/2019	10015--Gusto		45.00 In Transit
06/11/2019	10015--Gusto		942.76 06/30/2019
06/11/2019	10015--Gusto		4,612.20 06/30/2019
06/25/2019	10015--Gusto		624.72 06/30/2019
Total for Fifth Third-5711			6,275.68
Bank: Bill.com Clearing - Bill.com Clearing		Account No:	
06/18/2019	10009--Kristen Delaney		123.30 In Transit
06/18/2019	10006--Robert J. Bruner Jr.		314.30 In Transit
06/18/2019	10002--Plante Moran		2,406.13 In Transit
06/21/2019	10003--Dykema Gossett, PLLC		2,784.00 In Transit
Total for Bill.com Clearing			5,627.73

Michigan Municipal Services Authority Reconciliation Report

As Of 06/30/2019

Account: Cash

Statement Ending Balance	234,496.59
Deposits in Transit	0.00
Outstanding Checks and Charges	(45.00)
Adjusted Bank Balance	234,451.59
Book Balance	234,451.59
Adjustments*	0.00
Adjusted Book Balance	234,451.59

Total Checks and Charges Cleared	28,457.58	Total Deposits Cleared	40,129.32
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Deposits

Name	Memo	Date	Doc No	Cleared	In Transit
General Ledger Entry	Reverse R Bruner Payroll	06/30/2019		3,987.48	
General Ledger Entry	Reverse R Bruner Payroll	06/30/2019		942.76	
5/3 Bank	Refund of May Fraudulent Charges	06/30/2019		35,199.08	
Total Deposits				40,129.32	0.00

Checks and Charges

Name	Memo	Date	Check No	Cleared	Outstanding
Gusto	May 2019 Invoice	06/04/2019		51.00	
Gusto	June 2019 Invoice	06/05/2019			45.00
Gusto	06.13.19 Payroll	06/11/2019		942.76	
Gusto	06.13.19 Payroll	06/11/2019		4,612.20	
General Ledger Entry	06.13.19 Payroll	06/13/2019		6,917.62	
General Ledger Entry		06/18/2019		2,843.73	
General Ledger Entry		06/21/2019		2,784.00	
General Ledger Entry	06.27.19 Payroll	06/25/2019		1,743.58	
Gusto	06.27.19 Payroll	06/25/2019		624.72	
General Ledger Entry	Fraudulent Bank Charges	06/30/2019		7,749.20	
	June Bank Fee	06/30/2019		188.77	
Total Checks and Charges				28,457.58	45.00



Statement Period Date: 6/1/2019 - 6/30/2019
 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 -

06/01	Beginning Balance	\$222,824.85	Number of Days in Period	30
	Checks			
11	Withdrawals / Debits	\$(28,457.58)		
7	Deposits / Credits	\$40,129.32		
06/30	Ending Balance	\$234,496.59		

Withdrawals / Debits

11 items totaling \$28,457.58

Date	Amount	Description
06/04	51.00	GUSTO 6semjm3mn0q FEE 758362 6semjnle2au MICHIGAN MUNICIPAL SER 060419
06/12	942.76	GUSTO 6semjm3nmdi CSD 790514 6semjnlvi13 MICHIGAN MUNICIPAL SER 061219
06/12	4,612.20	GUSTO 6semjm3nmdp TAX 790521 6semjnlvi0k MICHIGAN MUNICIPAL SER 061219
06/12	6,917.62	GUSTO 6semjm3nmdk NET 790516 6semjnlvi0e MICHIGAN MUNICIPAL SER 061219
06/18	2,843.73	Bill.com Payables 016DCBNZX134DAK Michigan Municipal Ser Multiple Payments Bill.com Payables 016DCBNZX134DAK 061819
06/20	3,746.39	WEB INITIATED PAYMENT AT CHASE CREDIT CRD EPAY 4168810435 062019
06/21	2,784.00	Bill.com Payables 016ULQYYH13992I Michigan Municipal Ser Dykema Gossett PLLC Bill.com 016ULQYYH13992I Inv #3262208 062119
06/21	188.77	SERVICE CHARGE
06/25	4,002.81	WEB INITIATED PAYMENT AT CHASE CREDIT CRD EPAY 4175803940 062519
06/26	624.72	GUSTO 6semjm3qtrf TAX 896431 6semjnmnts3p MICHIGAN MUNICIPAL SER 062619
06/26	1,743.58	GUSTO 6semjm3qtra NET 896426 6semjnmnts3n MICHIGAN MUNICIPAL SER 062619

Deposits / Credits

7 items totaling \$40,129.32

Date	Amount	Description
06/10	5,000.00	FUNDS TRANSFER CREDIT REF # 00949729866 DISPUTED ACH ITEM RETURNED
06/10	5,000.00	FUNDS TRANSFER CREDIT REF # 00949729881 DISPUTED ACH ITEM RETURNED
06/10	6,000.00	FUNDS TRANSFER CREDIT REF # 00949729838 DISPUTED ACH ITEM RETURNED
06/18	4,320.00	FUNDS TRANSFER CREDIT REF # 00951837521 DISPUTED ACH ITEM RETURNED
06/18	14,879.08	FUNDS TRANSFER CREDIT REF # 00951837518 DISPUTED ACH ITEM RETURNED
06/21	942.76	GUSTO 6semjm3qnkk CSD 890068 6semjnmohvf MICHIGAN MUNICIPAL SER 062119
06/21	3,987.48	GUSTO 6semjm3qnkq TAX 890074 6semjnmioi07 MICHIGAN MUNICIPAL SER 062119

Daily Balance Summary

Date	Amount	Date	Amount	Date	Amount
06/04	222,773.85	06/18	242,656.62	06/25	236,864.89
06/10	238,773.85	06/20	238,910.23	06/26	234,496.59
06/12	226,301.27	06/21	240,867.70		

[REDACTED]



**EXECUTIVE COMMITTEE
RESOLUTION 2019-09**

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 July 19, 2019 and a public hearing on the proposed budget was held by the Executive Committee of the Michigan Municipal Services Authority ("Authority") on August 8, 2019.

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	\$279,841
FMS Fund	\$1,889,620	\$1,766,698

**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 09/30/20
	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
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
OPERATING INCOME (LOSS)	\$ 193,007	\$ 236,987	\$ 99,203	\$ (215,973)	\$ (125,303)	\$ 15,922	\$ (6,919)	\$ (6,919)
CHANGE IN NET POSITION	\$ 193,007	\$ 236,987	\$ 99,203	\$ (215,973)	\$ (125,303)	\$ 15,922	\$ (6,919)	\$ (6,919)
BEGINNING NET POSITION	\$ 9,435	\$ 202,442	\$ 439,429	\$ 538,632	\$ 371,515	\$ 246,212	\$ 246,212	\$ 239,293
ENDING NET POSITION	\$ 202,442	\$ 439,429	\$ 538,632	\$ 322,659	\$ 246,212	\$ 262,134	\$ 239,293	\$ 232,374

**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	AMENDEDMENT	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	\$ -	\$ -	\$ -	\$ -

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 August 8, 2019.

By: _____
James Cambridge
Authority Secretary

Typesetter — Len — Friday 7-19
Dykema - 1

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 (the "Authority") held at 201 Townsend Street, #900, Lansing, MI 48933, for the purpose of 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, as amended, MCL 15.261 to 15.275. A copy of the proposed budget is available for public inspection at 201 Townsend Street, Ste. 900, Lansing, MI 48933 and 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

Michigan Municipal Services Authority Chief Executive Officer Job Description

Job Title: MMSA Chief Executive Officer

F.L.S.A Status: Exempt

Supervisors: MMSA Executive Board

Revision Date: 04/01/14

JOB SUMMARY

Provide leadership, strategic and tactical direction for staff and resources of the Michigan Municipal Services Authority (MMSA) toward the accomplishment of the organization's mission of delivering high quality shared services and functions to participating cities, villages, townships, counties, and districts, providing them with innovative solutions to collaborate, lower costs and enhance services to their citizens.

PRINCIPAL DUTIES & RESPONSIBILITIES

1. Lead development of new and existing projects and services; includes researching potential projects that fit with the organization's mission, and determining financial viability and resource development
2. Report directly to the Executive Board and ensure decisions impacting MMSA are aligned with the Executive Board's direction, and provide ongoing evaluation of the MMSA's achievement of strategic goals, as well as fiscal function and performance
3. Obtain Executive Board approval for action, and delegate to Project Manager(s) as needed
4. Provide MMSA Boards with key information/updates (i.e. status of obligations under contracts, project status updates, operating budget, policy recommendations, etc.) via Executive Director's Board Report and ad hoc communication
5. Provide support and leverage to Project Manager as needed to ensure successful completion of projects
6. Develop and maintain proper liaison with MMSA's municipal partners and other appropriate agencies
7. Responsible for daily operation of the MMSA in compliance with organizational policies and procedures (i.e. establish annual budget, strategic plan, and operations/staffing plan)
8. Oversee recruitment, hiring/discharge, training/orientation, supervision, performance evaluation, and compensation assessment of staff
9. Coordinate and be responsible for communication with and assignment of work to legal counsel of the MMSA, including preparation of agreements or contracts between the organization and third parties
10. Serve as key public relations ambassador with the media and other interested organizations (i.e. municipal organizations, regional organizations, city councils, etc.)
11. Maintain an awareness of governmental management, industry trends, and other developments that would be helpful to MMSA Boards and current/future projects through publications, attendance at appropriate seminars, contact with federal/state/local officials and participation in relevant conferences and meetings
12. Apply for available grant or foundation funding, and execute award documents and reports as authorized by MMSA Boards
13. Foster healthy working relationships with MMSA participants and other statewide organizations with a goal of increasing the number of participants
14. Other duties as assigned by the MMSA Board

INTERNAL CUSTOMERS

MMSA Staff, MMSA Executive and Authority Board Members, Project Consultants/Contractors, Funding Partners/Local Government Organizations

INTERNAL SUPPLIERS OF INFORMATION, RESOURCES, TECHNOLOGY, ETC.

Project Customers/Local Government Organizations, Project Consultants/Contractors, MMSA Board, MMSA Staff, State of Michigan

JOB QUALIFICATIONS

Education Requirements:

Bachelor's degree or higher in any major, with preferred areas of study being Information Technology, Computer Science, Public Administration, Political Science, Communications or a directly related degree program

Experience Requirements:

Proven experience in areas such as communications and marketing, public administration, strategic planning, public finance, contract management, and local and state government

SUMMARY OF CORE COMPETENCIES

Must be an excellent communicator, both written and verbal, and be able to speak effectively to the media, high level business and political leaders, and to the general public. Demonstrated project and people management skills, including fostering a strong team-oriented environment, collaborative shared services efforts and the ability to delegate appropriately. Self-directed individual with excellent analytical and decision making skills- both strategic and tactical. Able to effectively navigate through and accomplish goals while balancing political, financial, technical, public, timing and staffing requirements/demands. Flexibility, patience, and creativity are essential.

* See attachment for job relationship to organization missions. For additional information, visit www.michiganmsa.org

POSITION ADVERTISEMENT

This position is posted on Pure Michigan Talent Connect under code 4840296 / 4840297

<http://www.mitalent.org/job-seeker/>

HOW TO APPLY

Please submit a cover letter and resume to MMSA.Applicants@gmail.com.

MiTalent - Job Details

Job Title **Chief Executive Officer**
Job Code Number 4840296
Organization Name Michigan Municipal Services Authority
Posted Date
Expiration Date 5/4/2014
Job Description

JOB SUMMARY

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8. Oversee recruitment, hiring/discharge, training/orientation, supervision, performance evaluation, and compensation assessment of staff
9. Coordinate and be responsible for communication with and assignment of work to legal counsel, accounting staff, and other professional staff of the MMSA, including preparation of agreements or contracts between the organization and third parties
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MiTalent - Job Details

14. Other duties as assigned by the MMSA Board

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Additional Requirements

Website	http://www.michiganmsa.org/Pages/default.aspx
Job Location	Multi-City, Michigan 48918
Positions Available	1
Career Category	Government, Public Administration
Career Type	Public Administration
Education Level	Masters Degree or above
Job Level	Executive
Characteristics	Full-time,1099,Flexible hours,Telecommuting possible,Start Up
Salary	\$90,000.00/yr
How To Apply	

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Michigan Municipal Services Authority Chief Executive Officer Job Description

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F.L.S.A Status: Exempt

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