



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 12, 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, September 12, 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 August 8, 2019 Executive Committee meeting
- V. Administrative Report**
- VI. New Business**
 - a. Proposal from Advocate Solutions for 2020 METRO Act Services
 - b. Resolution 2019-10 Schedule of Regular Meetings for Calendar Year 2020
- VII. Public Comment**
- VIII. Other Business**
 - a. CEO Transition
- 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 8, 2019 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 1:33 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:

- Steven Liedel, Dykema
- Kristen Delaney, Michigan Municipal Services Authority
- Chris Hackbarth, Michigan Municipal League
- Steve Curry, Michigan Association of Counties

III. Approval of Agenda

Moved by: Pallone
Supported by: Smith

Yes: X No: ___

IV. Approval of Minutes

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

Moved by: Pallone
Supported by: Smith

Yes: X No: ___

V. Administrative Report

Delaney reviewed some issues with the authority bank account. Liedel gave an update on CGI's transition to an upgraded system. Scott reviewed the June financials prepared by Plante Moran.

VI. New Business

a. Resolution 2019-09 FY 2019-2020 General Appropriations Act

Motion to open the public hearing for a discussion of the adoption of the budget for the 2019-2020 fiscal year.

Moved by: Pallone
Supported by: Smith

The public hearing was opened at 1:41 pm

There was a brief discussion about the budget.

Motion to close the public hearing.

The public hearing was closed at 1:42 p.m.

Yes: X No: ___

Resolution 2019-09 FY 2019-2020 General Appropriations Act

Moved by: Pallone
Supported by: Smith

The motion passed with Scott, DeLong, Cambridge, Pallone and Smith voting in favor, and no members voting against.

VII. Public Comment

None.

VIII. Other Business

a. CEO Transition

Scott gave an overview of where the organization is to date. She welcomed representatives from the Michigan Municipal League and the Michigan Association of Counties.

Liedel gave the board an update on his discussion with the Governor's office.

Motion to authorize the formation of a CEO selection subcommittee for the purpose of modifying and posting the CEO position and making recommendations on hiring an interim or permanent CEO.

Moved by: Smith

Supported by: Pallone

DeLong and Scott volunteered to serve on the subcommittee. Scott will reach out to the Authority Board to see if anyone would like to join the subcommittee.

Yes: X No: ___

b. Discussion of Budgeting for Contractual Services for the LCSA

Scott reviewed an emailed proposal from Advocate Solutions with the Executive Committee.

Motion to authorize the Chair to execute a contract with Advocate Solutions to assist the LCSA with the 2020 METRO Act payments.

Moved by: Pallone

Supported by: Smith

Yes: X No: ___

The board discussed the need for a September meeting to review this information.

IX. Adjournment

Motion to adjourn the meeting at 2:53 PM.

Moved by: Pallone

Supported by: DeLong

Yes: X No:

Certification of Minutes

Approved by the Executive Committee on September 12, 2019.

Authority Secretary

Date

ADVOCATE
SOLUTIONS

MICHIGAN MUNICIPAL SERVICES AUTHORITY
(MMSA):
LOCAL COMMUNITY STABILIZATION AUTHORITY
(LCSA)
METRO ACT 2020 MAINTENANCE FEE CYCLE

Statement of Work

September 5, 2019

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September 5, 2019

Kelli Scott
Chairperson, Michigan Municipal Services Authority Board
P.O. Box 12012
Lansing, MI 48901-2012
kdscott@calhouncountymi.gov

Dear Mrs. Scott;

Advocate Solutions is pleased to provide this Statement of Work (SOW) for consulting services to the Michigan Municipal Services Authority (MMSA) for the Local Community Stabilization Authority (LCSA) METRO Act 2020 Maintenance Fee Cycle.

Advocate Solutions will provide a resource that truly understands and has experience in assisting the LCSA with the 2018 & 2019 Metro Act Annual Maintenance Fee Cycles. The focus of the work will be to run the METRO Act 2020 Maintenance Fee Cycle and simultaneously train a resource designated by the MMSA and LCSA that will run future METRO Act Annual Maintenance Fee Cycles. Our resource team, along with Michigan Municipal Services Authority (MMSA) and Local Community Stabilization Authority (LCSA) key stakeholders, will be responsible for executing the scope of this engagement.

We assure you that Advocate Solutions is committed to a successful METRO Act 2020 Maintenance Fee Cycle. This Statement of Work offers MMSA the highest quality of experienced and expert staff required to execute the cycle. Our organization is uniquely qualified for this effort due to our familiarity and existing relationships with the METRO Act, LCSA, and MMSA.

All services performed under this SOW will be in compliance with Contract number 071B7700065 Program Management Office (PMO) Staffing Services for Prequalified Program – Statewide. This contract is extended to MiDEAL members, which includes the MMSA.

Thank you for this opportunity to serve the Michigan Municipal Services Authority. Please contact me at your convenience with any questions.

Respectfully,

Ashleigh Greene
Michigan Client Executive
Advocate Solutions
(586) 612-5535
agreene@teamadvocate.com

Project Scope

Advocate Solutions has a clear understanding of the need for an experienced resource to run the METRO Act 2020 Maintenance Fee Cycle.

Our resource will work with key stakeholders of the MMSA and LCSA to successfully run the 2020 cycle and simultaneously train a resource designated by the MMSA and LCSA.

The scope of this engagement will include, but may not be limited to, the following parties:

- Michigan Municipal Services Authority (MMSA)
- Local Community Stabilization Authority (LCSA)
- Department of Licensing and Regulatory Affairs (LARA)
- Department of Technology, Management & Budget Agency Services for LARA
- Michigan Public Service Commission
- Michigan Department of Transportation (MDOT)
- LCSA/MMSA Accounting: Firm Plante Moran
- LCSA Banking Institution: Comerica

Approach and Deliverables

1.0 Train Resource Designated by the MMSA and LCSA

Train a resource designated by the MMSA and LCSA that will run future METRO Act Annual Maintenance Fee Cycles. The training will occur in person and over the phone during the cycle.

- i. Resource should be designated prior to December 1st, 2019 to allow the resource to gain a full understanding of the METRO Act Annual Maintenance Fee Cycle.
- ii. The resource shall be reasonably accommodatable to meeting periodically in person and over the phone throughout the cycle.
- iii. The ideal resource will have experience and knowledge in the following areas:
 - a. Microsoft Excel
 - b. VLOOKUP functions
 - c. Pivot Tables
 - d. Formulas in Excel
 - e. Intermediate mathematics
 - f. Understand data relationships
 - g. Analyzing data
 - h. Microsoft Word
 - i. Mail Merge in Microsoft Word
 - j. Basic accounting principals

2.0 Run the METRO Act 2020 Maintenance Fee Cycle

Coordinate with appropriate parties and perform tasks to successfully run the METRO Act 2020 Maintenance Fee Cycle. The following is a list of tasks that will be performed by Advocate Solutions assigned resource and may not be inclusive of all tasks that may need to be executed. Note: Some tasks will not be exclusively performed by Advocate Solutions resource and will be performed in cooperation with MMSA and LCSA staff and assigned resources.

- i. Coordination with Michigan Public Service Commission (MPSC) on new providers, mergers, and closures.
- ii. Prepare master provider footages data sheet utilizing prior cycle data.
- iii. Create the individual provider footages data sheets.
- iv. Distribute to providers their footages data sheet for update.
- v. Track if providers have returned their footages data sheet and follow-up as appropriate.
- vi. Compile footages data received from providers.
- vii. Utilizing compiled footages data to calculate provider fees due.
- viii. Prepare provider invoices.
- ix. Distribute provider invoices.
- x. Track providers that have paid and follow-up with providers missing payments.
- xi. Inform MPSC of providers that have paid. (MPSC credit to providers)
- xii. Determine cutoff date for fees collected for distribution to municipalities.
- xiii. Determine with accounting firm the amount available for distribution.
- xiv. Calculate disbursement amounts to each municipality.
- xv. Distribute funds to municipalities.
- xvi. Prepare and report to LCSA board metrics such as: amounts invoiced, received, and distributed.

Timeline

The following table represents a high-level timeline for the METRO Act 2020 Maintenance Fee Cycle.

	Time Frame
Prepare Provider Footages Data Sheets	December 2019
Distribute Provider Footages Data Sheets	Beginning of January 2020
Compile Footages Data and Calculate Fees	Mid to Late March 2020
Send Provider Invoices	March 30, 2020
Follow-up with Non-Paid Providers	April 23, 2020 – April 29, 2020
Due Date for Provider Payments	April 29, 2020
Cutoff Date for Fees Collected for Distribution	May 4, 2020
Calculate Distribution Amounts	May 4, 2020 – May 11, 2020
Prepare Distribution Upload to Bank	May 11, 2020 – May 15, 2020
Distribute Funds	May 28, 2020

Assumptions

Advocate Solutions has identified the following assumptions for the execution of this statement of work.

- The core objective of this statement of work is to successfully run the METRO Act 2020 Maintenance Fee Cycle and simultaneously train a resource designated by the MMSA and LCSA that will run future METRO ACT Annual Maintenance Fee Cycles.
- MMSA and LCSA will designate a resource to be trained with appropriate skill set outlined under Approach and Deliverables section “1.0 Train Resource Designated by the MMSA and LCSA”.
- MMSA will make parties available such as LCSA staff and other contracted resources such as the LCSA accounting firm to assist as necessary.
- Billing for this project will be based on time and materials.
- MMSA will be invoiced monthly by Advocate Solutions. Invoices will be deemed accepted and payment will not be delayed or withheld for invoices not rejected in writing within 10 days after receipt by the MMSA. The invoices provided by Advocate Solutions will summarize the number of hours during the month spent working on the METRO Act 2020 Maintenance Fee Cycle and a general description of the work performed.

Cost Summary

Advocate Solutions is pleased to offer professional services to execute the scope of work detailed herein.

The following deliverables will be produced to complete the scope of this engagement.

Estimated Billing Hours Table

Deliverable	Estimated Hours	Estimated Cost
Run METRO Act 2020 Maintenance Fee Cycle & Train Resource Designated by the LCSA	160	\$22,400.00
Total	160	\$22,400.00

Advocate Solutions will not exceed without prior written approval the 160 hours allocated to this engagement. If the amount of hours required to complete the METRO Act 2020 Maintenance Fee Cycle will exceed 160 hours the MMSA will be notified in writing, provided an estimate of additional hours and cost required to complete the engagement, and wait for written approval from the MMSA for the additional hours and cost. Please see the section "Change Management Process" for details.

Change Management Process

Any changes to scope or delays beyond Advocate Solutions' control may lead to and require changes to cost, time, quality, or other project objectives. If it may become necessary to amend the Statement of Work, this change management process may apply.

Advocate Solutions utilizes a formal Change Control procedure to respond to and manage the changes that may occur on the project. Either party of the project, Michigan Municipal Services Authority (MMSA) or Advocate Solutions may initiate a change by agreeing to the scope, terms, and cost of the desired change. Both Parties' must sign off on the change request. Advocate Solutions will review, together with the MMSA project team, any requested changes to scope or pricing, evaluate available options and come to a consensus decision on the best course of action.

Changes to the project may be made for reasons including, but not limited to, the following:

- Scope of work
- Specifications of the deliverables
- Non-availability of resources that is beyond either party's control
- Environmental or architectural impediments not previously identified

The Change Request Form is a document used to track requests for changes or document schedule changes to any portion of a project. The Advocate Solutions Project Manager will be responsible for logging and tracking the progress of all Change Requests; this will be communicated regularly as part of the project status reports. Advocate Solutions' Change Control procedure is summarized below:

Proposing Changes

MMSA or Advocate Solutions may initiate a change. The requirements for change are defined and recorded using a Change Request Form. A review of the proposed change takes place between MMSA's Project Manager and Advocate Solutions Project Manager. This gives all parties a better understanding of why the change is being submitted and what importance it has from the perspective of the initiating party.

Assessing Impact of Changes

Advocate Solutions investigates and documents the effects of implementing the proposed change. Estimated costs, benefits, risks and the impact on the existing design and project schedule are recorded using the Change Request Form.

Approving or Rejecting Proposed Changes

Advocate Solutions submits the completed Change Request Form to MMSA's Project Manager for review and a decision is reached regarding its approval, rejection, or cancellation. If the change results in a change to the cost, time, quality, or project objectives all project documentation is updated to reflect the approved change. If additional funding is required, changes will take place after all funding documents are approved.

For most change requests, the change may be approved by the MMSA project manager. For major change requests where the MMSA Project Manager's approval is not sufficient, Advocate Solutions will work with the MMSA project manager to formulate a recommendation on the requested change and present it to Executive leadership for their approval.

No work on the change is undertaken without the signed approval of both Local Community Stabilization Authority and Advocate Solutions.

Implementation

The change is implemented when all project documents are updated, Local Community Stabilization Authority and Advocate Solutions have approved the change, and, if required, funding is approved.

Agreement of the Parties

The parties acknowledge that any change to this Statement of Work will be accomplished through a Change Document, and further that any such change may result in revised schedules and/or revised Fees.

This Statement of Work sets forth the entire agreement between Michigan Municipal Services Authority (MMSA) and Advocate Solutions with respect to the service and deliverables to be provided. Nothing contained herein obligates either party to enter into engagements beyond that stated herein.

IN WITNESS WHEREOF, the parties have caused this Statement of Work to be executed by their duly authorized representatives. All terms and conditions of the Agreement, unless specifically amended herein, shall remain in full force and effect.

Michigan Municipal Services Authority

Advocate Solutions

Signature

Signature

Kelli D. Scott

Name

Ashleigh Greene

Name

MMSA, Authority Board Chairperson

Title

Michigan Client Executive

Title

Date

Date



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

**EXECUTIVE COMMITTEE
RESOLUTION 2019-10**

Schedule of Regular Meetings for Calendar Year 2020

The executive committee of the Michigan Municipal Services Authority (the “**Authority**”) resolves that the following notice and schedule of regular meetings is adopted and approved as the schedule of regular meetings for the executive committee of the Authority for the calendar year ending December 31, 2020:

Date	Time	Location
Thursday, January 9, 2020	1:30 p.m.	Capital View Building 201 Townsend St, Suite 900 Lansing, MI 48933
Thursday, February 13, 2020	1:30 p.m.	Capital View Building 201 Townsend St, Suite 900 Lansing, MI 48933
Thursday, March 12, 2020	2:00 p.m.	Capital View Building 201 Townsend St, Suite 900 Lansing, MI 48933
Thursday, April 9, 2020	1:30 p.m.	Capital View Building 201 Townsend St, Suite 900 Lansing, MI 48933
Thursday, May 14, 2020	1:30 p.m.	Capital View Building 201 Townsend St, Suite 900 Lansing, MI 48933
Thursday, June 11, 2020	2:00 p.m.	Livonia City Hall 33000 Civic Center Drive, 4 th Floor Livonia, MI 48154
Thursday, July 9, 2020	1:30 p.m.	Capital View Building 201 Townsend St, Suite 900 Lansing, MI 48933
Thursday, August 13, 2020	1:30 p.m.	Capital View Building 201 Townsend St, Suite 900 Lansing, MI 48933
Thursday, September 10, 2020	1:30 p.m.	Capital View Building 201 Townsend St, Suite 900 Lansing, MI 48933
Thursday, October 8, 2020	1:30 p.m.	Capital View Building 201 Townsend St, Suite 900 Lansing, MI 48933

Thursday, November 12, 2020	2:00 p.m.	Capital View Building 201 Townsend St, Suite 900 Lansing, MI 48933
Thursday, December 10, 2020	1:30 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 12, 2019.

By: _____
James Cambridge
Authority Secretary