



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

PUBLIC NOTICE OF A REGULAR MEETING OF THE MICHIGAN MUNICIPAL SERVICES AUTHORITY EXECUTIVE COMMITTEE

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, June 16, 2022	2:00 p.m.	Dykema Ann Arbor 2723 South State Street Suite 400 Ann Arbor, MI 48104

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 17, 2022 at 2:00 PM

Dykema

2723 S State Street, Suite 400

Ann Arbor, MI 48104

AGENDA

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Approval of Minutes**
 - a. Minutes of the March 17, 2022 Executive Committee regular meeting
- V. Administrative Report**
- VI. Old Business**
- VII. New Business**
 - a. Resolution 2022-01 FYE 2022 MMSA Budget Amendment
 - b. Resolution 2022-02 FYE 2022-2023 MMSA Proposed Budget Timeline
 - c. FYE 2022-2023 MMSA Proposed Budget
- VIII. Public Comment**
- IX. Other Business**
- X. 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, March 17, 2022 at 2:00 p.m.

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

MINUTES

Proposed Minutes Approved

MEETING TYPE: Regular Special

I. Call to Order

The meeting was called to order at 2:10 p.m.

II. Roll Call

Executive Committee Member Attendance:

	LOCATION	PRESENT	ABSENT
Angela Rogensues, Chair*	Warren, Macomb County	X	
Eric DeLong, Treasurer			X
Kathleen Lomako, Secretary*	Livonia, Oakland County	X	
Donna Cangemi*	Sterling Heights, Macomb County	X	
Scott Erbisich*	Marquette, Marquette County	X	
Aaron Wagner			X

*Participated via teleconference.

Other attendees:

- Samantha Harkins, MMSA*
- Kristen Delaney, MMSA*
- Kari Shea, Plante Moran*
- Penny Hill*

- Molly Clarin*

III. Approval of Agenda

Moved by: Erbisch
Supported by: Cangemi

Yes: X No:

IV. Approval of Minutes

- a. Approval of the minutes from the regular January 20, 2022 Executive Committee meeting.

Moved by: Erbisch
Supported by: Cangemi

Yes: X No:

V. Administrative Report & New Business

CEO Harkins delivered the administrative report.

VI. Old Business

None.

VII. New Business

None.

VIII. Public Comment

None.

IX. Other Business

Lomako stated that if the board is going back to meeting in-person they should consider a meeting place which is centrally located for most members. The Dykema Ann Arbor offices were suggested. Harkins noted that if there was an April meeting it would likely be held virtually.

X. Adjournment

Motion to adjourn the meeting 2:16 p.m.

Moved by: Lomako
Supported by: Erbisch

Yes: No:

Certification of Minutes

Approved by the Executive Committee on June 16, 2022.

Authority Secretary

Date

Michigan Municipal Services Authority

Resolution 2022-01 Fiscal Year 2022 Budget Amendment 1
March 2022

Fund: General Fund

Recommended Amendment

Expenditures

Total net proposed amendment to expenditures = \$6,307

Account Number	Account Name	Original Budget	Recommended Budget	Proposed Amendment Change
701000 [1]	Personal Services	\$57,200	\$57,750	\$550
710000 [2]	FUTA Taxes	375	110	(265)
718000 [3]	Insurance – Health	9,180	6,255	(2,925)
801000 [4]	Professional and Contractual Services	80,028	95,000	14,972
801500 [5]	Office Rent	8,820	4,545	(4,275)
840000 [6]	Insurance	7,500	8,000	500
910000 [7]	Professional Development	1,500	0	(1,500)
913000 [8]	Conference Expenses	750	0	(750)
	Total Expenditures			6,307

Transfers

Total net proposed amendment to transfers = (\$64,050)

Account Number	Account Name	Original Budget	Recommended Budget	Proposed Amendment Change
699273 [9]	Interfund Transfer In-FMS	\$135,893	\$71,843	(\$64,050)
	Total Revenues			(\$64,050)

Tickmark Legend

[1] Increase to reflect Gusto monthly payroll fees.

[2] Decrease to reflect actual expenditures. Payments completed for FY22.

- [3] Decrease to reflect actual expenditures.
- [4] Increase to reflect Samantha Harkins and Jaymes Vettraino agreements.
- [5] Decrease due to cancelation of rental agreement.
- [6] Increase to reflect actual expenditures of insurance increases.
- [7] Decrease to reflect actual revenues transferred when closing out FMS fund at year end.
- [8] Decrease to reflect actual expenditures.
- [9] Decrease to reflect actual expenditures.

Fund: Financial Management System Fund

Recommended Amendment

Revenues

Total net proposed amendment to revenues = \$1,787

Account Number	Account Name	Original Budget	Recommended Budget	Proposed Amendment Change
671000 [10]	Contract Revenue	\$2,077,223	\$2,079,010	\$1,787
	Total Revenues			<u>\$1,787</u>

Expenditures

Total net proposed amendment to expenditures = \$65,840

Account Number	Account Name	Original Budget	Recommended Budget	Proposed Amendment Change
801000 [11]	Professional and Contractual Services	\$1,941,330	\$2,007,170	\$65,840
	Total Expenditures			<u>\$65,137</u>

Transfers

Total net proposed amendment to transfers = (\$64,050)

Account Number	Account Name	Original Budget	Recommended Budget	Proposed Amendment Change
995101 [12]	Transfer Out – GF	\$135,893	\$71,843	(\$64,050)
	Total Revenues			<u>(\$64,050)</u>

Tickmark Legend

[10] Increase to reflect actual revenue received in excess of original budget.

[11] Increase to reflect actual expenditures.

[12] Decrease to reflect actual revenues transferred when closing out FMS fund at year end.



Michigan Municipal Services Authority

RESOLUTION 2022-02

FY 2022-2023 Budget Time Schedule

The Executive Committee (the “**Executive Committee**”) of the Michigan Municipal Services Authority (the “**Authority**”) hereby resolves that the following budget time schedule is approved for the Authority in compliance with the Uniform Budgeting and Accounting Act, 1968 PA 2, as amended, MCL 141.421 to 141.440a, for the fiscal year ending on September 30, 2023:

On or About	Budget Process Item
April 15, 2022	Chief administrative officer requests the Authority’s provider of administrative services to provide information necessary and essential for preparation of recommended FY 2022-2023 budget, including for any budgetary centers of the Authority.
June 1, 2022	Authority’s provider of administrative services on behalf of any budgetary centers of the Authority present the chief administrative officer with information requested relating to FY 2022-2023 budget.
June 16, 2022	Chief administrative officer presents recommended FY 2022-2023 Budget and draft general appropriations act to the Executive Committee.
September 15, 2022	Public hearing on budget at regular meeting of the Executive Committee.
September 15, 2022	Executive Committee adopts budget.

Secretary’s Certification:

I certify that this resolution was duly adopted by the authority of the Executive Committee of the Michigan Municipal Services Authority at a properly noticed open meeting held with a quorum present on June 16, 2022.

By: _____
MMSA Secretary



Michigan Municipal Services Authority

RECOMMENDED BUDGET
Fiscal Year 2022-2023

The chief administrative officer of the Michigan Municipal Services Authority (the “Authority”) presents this recommended budget for the Authority for its fiscal year beginning on October 1, 2022 and ending on September 30, 2023:

General Fund

	FY 2020-2021 Actual	FY 2021-2022 Projected	FY 2022-2023
<i>REVENUE</i>			
671000 Contract Revenue	\$208,078	\$150,000	\$166,000
699273 Transfer In	135,125	71,843	71,840
Total Revenue and Other Sources	\$343,203	\$222,843	\$237,840
<i>EXPENDITURES</i>			
701000 Personal Services	\$145,398	\$57,750	\$57,740
715000 FUTA Taxes	365	110	375
715000 Social Security & Medicare	11,073	4,376	4,380
718000 Insurance – Health	10,246	6,255	6,255
Total Salary and Fringes	\$167,082	\$68,491	\$68,750
752000 Office Expense	\$2,871	\$2,000	\$2,000
801000 Professional and Contractual Services	57,543	95,000	93,600
801500 Office Rent	8,996	4,545	0
802000 Legal Services	16,303	18,000	18,000
803000 Accounting Services	17,359	16,500	16,500
803500 Audit	11,000	11,400	11,800
804000 Bank Service Charges	1,018	1,200	1,200
805000 HR and Benefits Consulting	0	250	250
806000 Program Development	0	5,000	5,000
840000 Insurance	6,353	8,000	8,000
861000 Mileage Reimbursement	45	500	500
910000 Professional Development	985	0	0

913000 Conference Expense	195	0	0
950000 Miscellaneous	0	2,000	2,000
Total Operating Expenses	\$122,668	\$164,395	\$158,850
Total Expenditures and Other Uses	\$289,750	\$232,886	\$227,600
Net Revenues (Expenditures)	\$53,453	(\$11,043)	\$10,240
Beginning Fund Balance	\$300,590	\$354,043	\$343,000
Ending Fund Balance	\$354,043	\$343,000	\$353,240

Financial Management Services Fund (special revenue)

	FY 2020-2021 Actual	FY 2021-2022 Projected	FY 2022-2023
<i>REVENUE</i>			
671000 Contract Revenue	\$2,076,154	\$2,079,010	\$2,079,010
Total Revenue and Other Sources	\$2,076,154	\$2,079,010	\$2,079,010
<i>EXPENDITURES</i>			
801000 Professional and Contractual Services	\$1,941,029	\$2,007,170	\$2,007,170
995101 Transfer Out – GF	135,125	71,840	71,840
Total Expenditures and Other Sources	\$2,076,154	\$2,079,010	\$2,079,010
Net Revenues (Expenditures)	\$0	\$0	\$0
Beginning Fund Balance	\$0	\$0	\$0
Ending Fund Balance	\$0	\$0	\$0