



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

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## **PUBLIC NOTICE OF REGULAR MEETING OF THE MICHIGAN MUNICIPAL SERVICES AUTHORITY BOARD**

The Authority will hold a regular meeting on the following date, at the following time, and at the following location:

<b><u>Date</u></b>	<b><u>Time</u></b>	<b><u>Location</u></b>
Thursday, June 10, 2021	1:30 PM	Livonia City Hall 33000 Civic Center Drive Livonia, MI 48154

Refer to the MMSA's website to view the complete Agenda and Packet for the meeting:  
<http://michiganmsa.org/>

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

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**AUTHORITY BOARD  
REGULAR MEETING**

Thursday, June 10, 2021 at 1:30 PM  
Livonia City Hall  
33000 Civic Center Drive  
Livonia, MI 48154

**AGENDA**

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Approval of Minutes**
  - a. Minutes of the March 11, 2021 Authority Board meeting
- V. Administrative Report and New Business**
  - a. General Information
  - b. FMS Project Update
  - c. LCSA Project Update
  - d. State of Michigan Agreement Update
  - e. FYE 2021 MMSA Budget Amendments
  - f. FYE 2022 MMSA Proposed Budget Timeline
  - g. FYE 2022 MMSA Proposed Budget
  - h. Potential Projects to Research / Consider
  - i. CEO Position
  - j. Monthly Financial Statements
- VI. Other New Business**
- 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.



**AUTHORITY BOARD**

Thursday, March 11, 2021 at 1:30 p.m.

**LIVE ZOOM WEBINAR**

Capitol View Building  
201 Townsend St Suite 900  
Lansing, MI 48933

**MINUTES**

Proposed Minutes       Approved Minutes

MEETING TYPE:     Regular     Special

**I. Call to Order**

The meeting was called to order at 1:32 p.m. by the Chairperson.

**II. Roll Call**

	<b>PRESENT</b>	<b>ABSENT</b>
Angela Rogensues, Chair*	X	
Eric DeLong, Treasurer*	X	
Kathleen Lomako, Secretary*	X	
Brittani Anthony*	X	
Donna Cangemi*	X	
Molly Clarin*	X	
Scott Erbisch*	X	
Mandy Grewal*	X	
Penny Hill*	X	
Brandon McCullough*	X	
Sheryl Mitchell Theriot*	X	
Aaron Wagner*	X	

Other attendees:

- Jaymes Vettraino, Michigan Municipal Services Authority
- Kristen Delaney, Michigan Municipal Services Authority
- Bill Tucker, Maner Costerisan

Penny Hill noted that she had not yet received the oath of office from the Governor's Appointment office. She stated that she will participate in today's meeting but will not vote.

### III. Approval of Agenda

Moved by: Cangemi  
Supported by: McCullough

Yes: X      No: \_\_\_

### IV. Approval of Minutes

Approval of the minutes from the January 14, 2021 Authority Board meeting as presented.

Moved by: McCullough  
Supported by: Theriot

Yes: X      No: \_\_\_

### V. Administrative Report

Vettrains delivered the CEO report. Board members introduced themselves.

Vettrains reviewed financials, discussed the current work of the MMSA and LCSA and gave an update on Mark Wollenweber's work in Flint. He also provided a status update on negotiations with CGI.

### VI. New Business

#### a. Resolution 2021-A Approval of Audit for Fiscal Year 2019-2020

Tucker presented the audit.

Hill asked a question about Kent County's direct payment to CGI. Vettrains stated that he would investigate it and get an answer.

Motion to approve the Audit for Fiscal Year 2019-2020 as presented.

Moved by: Erbisch  
Supported by: McCullough

Ayes                      Nays

Anthony  
Cangemi

Erbisch  
DeLong  
Grewal  
Hill  
Lomako  
McCullough  
Theriot  
Rogensues  
Wagner

Clarín was absent for the vote.

**VI. Public Comment**

None.

**VIII. Other Business**

**IX. Adjournment**

Moved by: Cangemi  
Supported by: Grewal

Yes:  X       No:    

Meeting adjourned at 2:36 p.m.

**Certification of Minutes**

Approved by the Authority Board on June 10, 2021.

\_\_\_\_\_  
Authority Secretary

\_\_\_\_\_  
Date



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

June 5, 2021

TO: MMSA Executive Committee and Board Members

RE: Board Meeting Report – June 10, 2021

Thank you for the opportunity to provide the MMSA Executive Committee and Board Members with this report. **Please note: the outline letters used in this report match the outline letters under item “V. Administrative Report and New Business” of the June 10, 2021 Authority Board Regular Meeting Agenda.**

a. General Information

Full Board Meeting, June 10<sup>th</sup> at Livonia City Hall

I am looking forward to “meeting” most of you for the first time during the Full Board Meeting schedule for June 10, 2021, at 1:30 p.m. This meeting will be **in person** at Livonia City Hall, 33000 Civic Center Drive, 4<sup>th</sup> Floor, Livonia, MI 48154. We will be in the large 5<sup>th</sup> Floor Conference Room. I also plan to open a Zoom link to the meeting so that Kristen Delany can join the meeting (Congratulations Kristen, mother and baby are doing well!). If any Board member needs to join the meeting remotely, please let me know and I will send the Zoom link.

The Executive Committee will meet in person immediately after the Board Meeting.

b. FMS Project Update

During this period, fiscal year end 2021 invoices were received by the MMSA from CGI for the Financial Management Software (FMS) project. The invoices were received about 30 days later than usual, because I needed to work with CGI to reissue them to MMSA, rather than to the Grand Rapids and Kent County. MMSA issued invoices to Grand Rapids and Kent County, and both have paid the invoices. MMSA will issue payment to CGI with its next accounts payable run.

Summary FYE 2021 CGI / MMSA Project Invoices	
Transaction	Amount
Invoice from CGI to MMSA, Grand Rapids	\$ (970,165.22)
Invoice from CGI to MMSA, Kent County	\$ (970,165.22)
MMSA invoice to Grand Rapids	\$ 1,038,076.79
MMSA Invoice to Kent County	\$ 1,038,076.79
<b>NET MMSA MANAGEMENT FEE</b>	<b>\$ 135,823.14</b>

Grand Rapids concluded its review of demos with Financial Management Software (FMS) companies. It is expected that Grand Rapids will continue its review over the next several months. The city will remain on CGI during this period. If the awarded firm is CGI, it is expected that MMSA will continue to assist with contract terms and service. MMSA and the city have also had some discussion regarding the potential of MMSA continuing to partner with a FMS contract, if the awarded firm is not CGI.

As requested, I have connected Kent County's legal counsel, Craig Paul and MMSA legal counsel, Steve Liedel to work on a contract amendment to accommodate Kent County's installation of CGI's new product, "Advantage Cloud." Steve will provide an update during the meeting. It is also important to note, and should be discussed during the June MMSA Board Meeting, Kent County continues to inquire about a fee reduction. Direction was provided during the May MMSA Executive Committee meeting for Steve to work with Craig on the amendment that would include a reduction on the overall cost to Kent, as a result of the County purchasing through the MMSA cooperative.

- c. LCSA Project Update (for a more complete LCSA report, please see the attached Director's report)

#### Metro Act

During its meeting of May 18, 2021, the LCSA Board approved Metro Act distributions of \$28.4 million (2021 collection and 2020 collected after that period's distribution). The MMSA facilitated payments to approximately 2,350 CVTs to be made on May 25, 2021. The MMSA had received several calls from treasurers and clerks inquiring about the payment, its purpose, its restrictions, etc. Most of these calls are from individual who took office since the last payment.

Kristen continues to receive and maintain Metro Act reports from CVTs (CVTs with population of 10,000+ are required to file an annual report with the LCSA).

Telecommunications company Air Advantage has not paid their Metro Act fee since 2015 and we learned that they were requesting a grant from the State of Michigan. Including the 2021 fee, Air Advantage owed the LCSA \$640,314.79. Working with Steve Liedel and the State of Michigan, MMSA facilitated the preparation of an Affidavit regarding unpaid Metro Act fees as evidence to be presented during the grant review process. On May 27, 2021, the LCSA received payment in-full from Air Advantage.

During its meeting of May 18, 2021, the LCSA Board approved a proposal from the consulting firm that assists with the preparation of the Metro Act calculations to develop Google suit-based tools to improve (make more efficient and secure) administration of the Metro Act. I believe this will significantly reduce the time MMSA spends administering this service for the LCSA.

#### PPT

During its meeting of May 18, 2021, the LCSA Board approved payment of \$153,951,745.06 to a total of 1,111 units of government. MMSA facilitated the payments to be made on May 20, 2021. This was the final (true-up) PPT payment for FYE 2021. The next payment will be made in October 2021 for FYE 2022. The LCSA also approved invoices totaling \$231,490.27 to six units of overpayments made during FYE 2021. MMSA will administer sending invoices

government for and collection of the overpayment.

MiClass

As noted prior, I continue to engage MiClass in conversations to see if it might be possible to expand LCSA's use of their services.

d. State of Michigan Agreement Update

City of Flint

Mark Wollenweber returned to serving the city on May 10, 2021. Below is a summary of the grant project:

<b>Summary - State of Michigan Grant for MMSA to Assist Flint</b>	
Total Grant Funding (July 2020)	\$100,000.00
Grand Funds requested through May 24, 2021	\$59,637.50
Payments Made to Mr. Wollenweber	\$59,284.44
Net MMSA Mgt Fee	\$353.06
Remaining Grant	\$ 40,363

Amended SOM Services Contract

During its meeting of May 13, 2021, the MMSA Executive Committee approved an amended services agreement with the Michigan Department of Treasury (SOM) to expand the options for MMSA to provide services to the SOM. A fully executed amended agreement has been received from the SOM.

An important change with the new agreement is that MMSA can negotiate on a project-by-project basis the consultant it will assign, the fee it will pay the consultant and the reimbursement amount it will charge the SOM. As noted above, the initial Flint project provides very little management margin to the MMSA. If we consider additional, similar, projects the MMSA will need to consider if it will continue to act as a "pass through" or if an appropriate management fee should be included.

e. FYE 2021 MMSA Budget Amendments

Plante Moran has prepared the recommended budget amendments for the FYE 2021 budget. All amendments are relatively minor and reflect actual projected activities. Thank you to Kelly from Plante for providing detailed notes regarding each of the amendments.

The MMSA budget year matches the State, Oct 1 – Sept 30. This is the last MMSA Board meeting before September 30, 2021. The MMSA Executive Board has a meeting on September 9, 2021. If additional amendments are needed the Council may consider them at that meeting.

***Executive Committee Recommended Action: Review and consider approval of Resolution 2021-01 Fiscal Year 2020-2021 General Appropriations Act Amendment.***

f. FYE 2022 MMSA Proposed Budget Timeline

Plante Moran has prepared a Resolution stating the FYE 2022 budget adoption schedule. Important dates for the Council to be aware of include:

June 10, 2021	Chief administrative officer presents recommended FY 2021-2022 Budget and draft general appropriations act to Executive Board.
September 9, 2021	Public hearing on budget at regular meeting of Executive Board.
September 9, 2021	The Executive Board adopts budget.

***Executive Committee Recommended Action: Review and consider approval of Resolution 2021-02 stating the timeline for the Fiscal Year 2021-2022 MMSA budget consideration and adoption.***

g. FYE 2022 MMSA Proposed Budget

MMSA staff worked with Plante Moran to prepare a draft the FYE 2022 budget.

There is not a substantial change in the projected Revenue and Expenses from the FYE 2021 to the FYE 2022 budget. One item to note is a reduction in the ‘Total Salary and Fringes’ line and an increase in the ‘Professional and Contractual Services’ line. The change reflects the MMSA not having a full-time employee, but rather a contractor at 15 hours per week, performing the duties of the CEO. The annual net savings is approximately \$60,000. Also, we have been conservative in estimating the ‘Contracted Revenue,’ based on not knowing the MMSA and SOM will identify additional grant projects.

***Executive Committee Recommended Action: To receive the draft FYE 2022 MMSA budget and authorize publication of a public hearing to be set for September 9, 2022 for consideration of the FYE 2022 MMSA budget.***

h. Potential Projects to Research / Consider (facilitated discussion)

The MMSA Board will be reviewing potential projects during its June meeting. Please see the attached report.

i. CEO Position

I appreciate the opportunity to serve the MMSA on a part-time (15 hour) basis. My contract with the MMSA goes through July 31, 2021. During its June meeting, the Executive Committee directed Steve Liedel to work with Vettraino Consulting to extend the service agreement, with similar terms. An amended service agreement will be presented to the MMSA Executive Committee during its July meeting.

j. Monthly Financial Statements

Please find attached the monthly financial statements for April 2021.

If you have any questions or if I can provide any additional information, please let me know.

Sincerely,

A handwritten signature in black ink, appearing to read "Jaymes Vettraino". The signature is fluid and cursive, with a long horizontal stroke at the end.

Jaymes Vettraino  
CEO, Michigan Municipal Services Authority



# LOCAL COMMUNITY STABILIZATION AUTHORITY

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May 14, 2021

TO: LCSA Council Members

RE: Director's Report May 18, 2021 LCSA Council Meeting

## **Director's Updates:**

Zoom Meeting - May 18, 2021 LCSA Council Meeting

Consistent with the opinion received from LCSA Counsel Steve Liedel, the LCSA may continue to meet via Zoom and remain compliant with State law. Steve, Kristen and I will continue to monitor State directives as we prepare for the September LCSA meeting (scheduled to be in Ann Arbor).

The link for our May 18, 2021 meeting is: <https://zoom.us/j/9015758091>

Director Position

As noted during the February LCSA meeting, Vettraino Consulting has a professional services agreement with the MMSA to provide CEO services, which includes providing all services related to the Director of the LCSA. The contract is to provide services through July 31, 2021. During its May 13<sup>th</sup> meeting, the MMSA Executive Board directed its Attorney to work with Vettraino Consulting to extend the services contract at terms substantially consistent with the current agreement.

Modified Director's Report

Based on feedback received during the February LCSA meeting I have modified the form of the Director's Report and LCSA agenda packet. The Director's Report should include all of the background information needed for Council to consider the agenda items. The Report includes a numbering system that corresponds to each agenda item, and page numbers have been added to the agenda packet.

While this results in a lengthy Director's report memo, the hope is for the Council to have all the information it needs in this one document, with the agenda attachments being supplemental material.

Please know I am open to feedback on the new format and/or any/all suggestions to improve the presentation of information to the LCSA Council.

**AGENDA ITEM VII (a)**

**Payment of Local Community Stabilization Share Revenue (May PPT Payments)**

For distribution on or about May 20<sup>th</sup> the LCSA will issue 1,111 payments for a total of \$153,951,745.06 to local units of government for PPT payments as follows:

Units	Amount	Checks
Authorities	1,794.27	2
Community Colleges	19,577,940.48	25
Counties	14,196,396.67	65
Counties Charter Allocations	31,287,598.99	64
Cities and Villages	81,732,079.93	331
School Districts & ISDs	132,090.15	5
Townships	7,023,844.57	619
<b>TOTAL</b>	<b>153,951,745.06</b>	<b>1111</b>

A detailed list of payment is included in the packet.

***Recommended Action: Review and consider approval of Resolution 2021-06 for distribution of the May 2021 PPT funds as provided by the Michigan Department of Treasury.***

PPT Payments NOTES: The Local Community Stabilization Authority Act, Act 86 of 2014, created “LCSA” and made it responsible for distributing Local Community Stabilization Share (LCSS) revenue local units of government and schools throughout Michigan. The Act is intended to compensate taxing jurisdictions for reduced revenue resulting from change in the Personal Property Tax (PPT) law of the same year.

The Michigan Department of Treasury is responsible for the calculation of these payments and provides the funds for disbursement. The LCSA is responsible for distributing the funds to local units of government. The schedule of payments is:

- October: PPT Reimbursements to Local Units of Gov’t
- February: PPT Reimbursements to Local Units of Gov’t
- May: PPT Reimbursement to Local Units of Gov’t (true-up payments for the year)

Subsequent to the original law, the following payments have been added for the LCSA to distribute on at the direction of the Michigan Department of Treasury:

- November: Fire Protection and Health Department Grants

**AGENDA ITEM VII (b)**

**Invoicing of Local Community Stabilization Share Overpayments (PPT Overpayments)**

For invoice after May 20<sup>th</sup> the LCSA will issue 6 invoices for a total of \$231,490.27 to local units of government for PPT overpayments as follows:

Taxing Unit Name	County Location	2020 PPT Reimbursement Overpayment to be Billed by LCSA
Thornapple Kellogg School District	Kent	\$ 42,896.21
Northwest Community Schools	Jackson	\$ 68,734.09
Utica City DDA	Macomb	\$ 28,046.20
Lakeview Community Schools (Montcalm)	Montcalm	\$ 6,819.74
Hemlock Public School District	Saginaw	\$ 60,650.18
South Haven Public Schools	Van Buren	\$ 24,343.85
<b>Total</b>		<b>\$ 231,490.27</b>

\*NOTE: Utica City DDA has already reimbursed the PPT overpayment. LCSA will coordinate with the State to issue a “paid” invoice.

**Recommended Action: To receive the 2020 PPT overpayments report and recognize LCSA’s obligation to invoice as provided by the Act and as directed by the Michigan Department of Treasury.**

PPT Invoicing NOTES: The Local Community Stabilization Authority Act, Act 86 of 2014, created “LCSA” and made it responsible for distributing Local Community Stabilization Share (LCSS) revenue local units of government and schools throughout Michigan. In addition, the law provided that the LCSA would bill units of government who received an overpayment or payment-in-error.

Annually, the LCSA receives the overpayment calculation from the Department of Treasury with the May PPT disbursement and invoices the units of government as directed by the law.

**AGENDA ITEM VII (c)**  
**Metro Act Fee-Sharing Payments**

For distribution on or about May 20<sup>th</sup> the LCSA will issue 1,773 payments for a total of \$28,455,049.46 to local units of government for Metro Act payments. A detailed list of payment is included in the packet.

**Recommended Action: Review and consider approval of Resolution 2021-07 for distribution of the 2021 Metro Act Funds as provided by the Michigan Public Service Commission.**

Metro Act Payments NOTES: The Metro Act provides for telecommunication (ILEC, CLEC, Broadband and Cable) providers to pay a fee for the use and maintenance of right-of-way in Michigan cities, villages, and townships where their infrastructure is located. Administration of the Metro Act an annual process:

- December/January: LCSA creates and distributes forms to telecom companies to complete, providing their linear foot of infrastructure;
- February/March: Telecom companies provides linear foot of infrastructure;
- March/April: LCSA calculates and bills telecom companies based on the State law; and
- May: LCSA works with MDOT (using Act 51 data) to calculate the payments to be made to municipalities and distributes the funds to cities, villages and townships.

**AGENDA ITEM VII (d)**  
**FYE 2021 LCSA Budget Amendments**

Plante Moran has prepared the recommend budget amendments for the FYE 2021 budget. All amendments are relatively minor and reflect actual projected activities.

As the LCSA Council is aware, the LCSA budget year matches the State, Oct 1 – Sept 30. The LCSA has a meeting on September 10, 2021. If additional amendments are needed the Council may consider them at that meeting.

***Recommended Action: Review and consider approval of Resolution 2021-08 Fiscal Year 2020-2021 General Appropriations Act Amendment.***

**AGENDA ITEM VII (e)**  
**FYE 2022 LCSA Proposed Budget Timeline**

Plante Moran has prepared a Resolution stating the FYE 2022 budget adoption schedule. Important dates for the Council to be aware of include:

- |                    |  |
|--------------------|--|
| May 18, 2021       | Chief administrative officer presents recommended FY 2021-2022 Budget and draft general appropriations act to Council. |
| September 10, 2021 | Public hearing on budget at regular meeting of Council.  |
| September 10, 2021 | Council adopts budget.   |

***Recommended Action: Review and consider approval of Resolution 2021-09 stating the timeline for the Fiscal Year 2021-2022 LCSA budget consideration and adoption.***

**AGENDA ITEM VII (f)**  
**FYE 2022 LCSA Proposed Budget**

LCSA staff worked with Plante Moran to prepare a draft the FYE 2022 budget.

There is not a substantial change in the projected Revenue and Expenses from the FYE 2021 to the FYE 2022 budget. One item to note is \$100,000 budgeted for “Information Technology Services.” This was a placeholder for Metro Act administration process improvement. As noted in this report, the price for those services is less than this amount. If the recent proposal from KSM is accepted by the Council, prior to the presentation of the final budget in September, the line item both in the FYE 2021 budget and the proposed FYE 2022 budget will be amended/changed respectively.

***Recommended Action: To receive the draft FYE 2022 LCSA budget and authorize publication of a public hearing to be set for September 10, 2022 for consideration of the FYE 2022 LCSA budget.***

**AGENDA ITEM VII (g)**  
**Metro Act Administration Process Improvement**

Background

During its November 2020 meeting, the LCSA Council received a report former LCSA Director Shea Charles regarding consideration of a “METRO Act Database Project” (memo dated November 9, 2020). In summary Mr. Charles reported:

- Metro Act administration is both technical and labor intensive;
- Since LCSA took over administration of the Metro Act it has contracted with a consulting firm (KSM) to assist in administering the technical calculations;
- The Excel database management aspects of administration should be formalized;
- Working with a consultant a scope of work was prepared and presented to a customize software solution companies;
- The price range for the customized software solution was \$400,000 to \$500,000; and
- It was determined the estimated cost for the project made it not favorable to pursue.

Since February 2021

I have been through about 75% of the Metro Act cycle and concur with Mr. Charles’ recommendation that it is the best interest of the LCSA to pursue a more formalized solution than the current Excel based method. While the LCSA has successfully administered the Metro Act process for several years, in my opinion, there are several critical weaknesses to the current process:

- 1) The process requires a lot of steps and “touches” by both MMSA staff, the telecom companies and KSM.
- 2) The Excel based process is not “locked,” nor are changes made auditable to the user who made the change. At any of the “touches,” data can be non-recoverably lost.
- 3) The process is unique to LCSA and the organization is highly dependent on the Director transferring specific administrative knowledge to the next Director, leaving the process at significant risk if a Director leaves or is unavailable.

The above are the primary concerns. In addition:

- 4) The process requires the LCSA Director to have moderate-to-advanced knowledge of Excel. While administering the responsibilities of the LCSA is a significant and very important duty of the MMSA CEO, require an individual with moderate-to-advanced Excel experience could either burden the recruitment of future MMSA CEOs and/or the MMSA could hire a CEO without the knowledge and “hope” they can figure it out.
- 5) The process is labor intensive.

For these reasons, I continued Mr. Charles’ work to investigate software-based improvements to the Metro Act process.

Proposed Solution

KSM Consulting (formally Advocate) – to be rebranded again to “Resultant” this month – has

supported LCSA's Metro Act process since 2018. In December 2020, the LCSA signed an agreement with KSM to assist with the 2021 Metro Act cycle for an estimated cost of \$22,400.

KSM recently acquired a Google Cloud Premier Partner consulting firm (Tempus Nova). Working with KSM, I updated the information Mr. Charles had prepared and outlined my expectations for an improved software solution. The goal was to use Google-based software, with some customization, to digitize the institutional knowledge to address, in large part, the five concerns I outlined above; at a price significantly less than the customized solutions identified in 2020.

Included in the agenda packet is a proposal from KSM (now Resultant) to utilize its new Google consultants to automate and "lock" significant parts of the Metro Act administration. The project would be an increase in KSM scope of work it currently provides LCSA at a proposed fee of \$38,850 for the 2022 Metro Act cycle. It is important to note that this proposal includes the scope of work KSM performed during the 2021 Metro Act cycle.

## Conclusion

I look forward to discussing the KSM (now Resultant) proposal during our Council meeting.

***Recommended Action: Review and consider approval of a Proposal from Resultant (formally KSM) for "Metro Act Automation," dated May 13, 2021.***

## **AGENDA ITEM VII (h)**

### **Michigan Class Services Investigation**

In April, I met with both financial institutions that LCSA uses, Comerica and MiClass to review our accounts. Currently, the LCSA utilizes MiClass for investment of funds and utilizes Comerica Bank for all of its transactional business.

Comerica charges the LCSA substantial fees to hold its funds and process account transactions. Projecting to the end of the year, LCSA's fees will be over \$20,000. The fees from Comerica have fluctuated from as low as \$1,187 (2019) to as high as \$20,498 (2018). Fees are calculated as net of interest earned on funds in the account. During 2020/21 LCSA has kept much of its balance of funds in its MiClass, which results in a limited off-set of fees in the Comerica account. I plan to continue to review and see if their ways to better manage the LCSA fees vs. interest earned options.

As LCSA Council members maybe aware, MiClass was established in 1991 as a local government only investment pool. It is governed by a Participation Agreement and by a 13-member Board of Trustees. MiClass' investment advisor is Public Trust Advisors, LLC and its custodian is Wells Fargo Bank. Currently, MiClass' services are limited to investing of funds. In April I inquired, if the LCSA, with its substantial amount of funds and transactions, were interested in utilizing MiClass for transactional business (ACH receipt, check writing, check mailing), would that be possible.

Investigating the MiClass option makes sense for several reasons, including:

- 1) LCSA will pay over \$20,000 in fees to Comerica this year;
- 2) MiClass and LCSA share the same constituents; and
- 3) LCSA's funds and transactional needs will be important to MiClass as a proportion of its business

(of course this last point also notes a concern, that LCSA must be sure MiClass can responsibility administer the needs of LCSA as a large customer).

During a meeting on May 6 with MiClass, I received a positive report from executives at MiClass that they are moving towards the ability to provide the ACH and check writing/sending services LCSA requires. I will continue to update the LCSA Council on this matter.

**AGENDA ITEM VII (i)**  
**Financial Reports**

The April 2021 Financial reports, prepared by Plante Moran are attached for your review.

Thank you for receiving this report.

If you have any questions or if I can provide any additional information, please let me know.

Sincerely,

A handwritten signature in black ink, appearing to read "Jaymes Vettraino", with a long horizontal flourish extending to the right.

Jaymes Vettraino  
Director, LCSA

# Michigan Municipal Services Authority

RESOLUTION 2021-01  
Fiscal Year 2021 Budget Amendment 1

## FUND: GENERAL FUND

## RECOMMENDED AMENDMENT

### Revenues

Total net proposed amendment to revenues = \$41,340

Account Number	Account Name	Original Budget	Recommended Budget	Proposed Amendment Change
671000 [1]	Contract Revenue	\$150,000	\$191,340	\$41,340
	<b>Total Revenues</b>			<b>\$41,340</b>

### Expenditures

Total net proposed amendment to expenditures = (\$25,065)

Account Number	Account Name	Original Budget	Recommended Budget	Proposed Amendment Change
701000 [2]	Personal Services	\$181,000	\$123,230	(\$57,770)
710000 [3]	FUTA Taxes	0	375	375
715000 [4]	Social Security & Medicare	13,847	9,430	(4,417)
718000 [5]	Insurance – Health	24,798	15,000	(9,798)
752000 [6]	Office Expense	2,000	3,000	1,000
801000 [7]	Professional and Contractual Services	0	55,405	55,405
801500 [4]	Office Rent	10,740	8,940	(1,800)
803000 [8]	Accounting	16,000	16,500	500
805000 [9]	HR and Benefits Consulting	5,000	1,000	(4,000)
840000 [10]	Insurance	2,810	7,000	4,190
861000 [11]	Mileage Reimbursement	2,500	500	(2,000)
910000 [12]	Professional Development	5,000	1,500	(3,500)
913000 [13]	Conference Expense	4,000	750	(3,250)

	<b>Total Expenditures</b>			<b><u>(\$25,065)</u></b>

## Transfers

Total net proposed amendment to transfers = \$34,725

Account Number	Account Name	Original Budget	Recommended Budget	Proposed Amendment Change
699273 [14]	Interfund Transfer In-FMS	\$101,168	\$135,893	\$34,725
	<b>Total Revenues</b>			<b><u>\$34,725</u></b>

## Tickmark Legend

- [1] Increase to reflect State of Michigan/City of Flint agreement.
- [2] Decrease due to Shea Charles termination.
- [3] Increase to reflect actual expenditures.
- [4] Decrease to reflect actual expenditures.
- [5] Decrease due to Shea Charles resignation.
- [6] Increase to reflect additional expenditure of replacement laptop for Kristen.
- [7] Increase to reflect Jaymes Vettrano agreement.
- [8] Increase to reflect additional expenditure of assistance its budget preparations.
- [9] Decrease to reflect decrease in Segal expenditures.
- [10] Increase to reflect additional MMRMA insurance to cover State of MI / City of Flint agreement.
- [11] Decrease to reflect less travel during Covid.
- [12] Decrease to reflect decrease in KMS expenditures.
- [13] Decrease to reflect less conferences during Covid.
- [14] Increase to reflect actual revenues transferred when closing out FMS fund at year end.

## FUND: FINANCIAL MANAGEMENT SYSTEM FUND

### RECOMMENDED AMENDMENT

#### Revenues

Total net proposed amendment to revenues = \$520,109

Account Number	Account Name	Original Budget	Recommended Budget	Proposed Amendment Change
671000 [15]	Contract Revenue	\$1,557,114	\$2,077,223	\$520,109
	<b>Total Revenues</b>			<b><u>\$520,109</u></b>

#### Expenditures

Total net proposed amendment to expenditures = \$485,384

Account Number	Account Name	Original Budget	Recommended Budget	Proposed Amendment Change
801000 [16]	Professional and Contractual Services	\$1,455,946	\$1,941,330	\$485,384
	<b>Total Expenditures</b>			<b><u>\$485,384</u></b>

#### Transfers

Total net proposed amendment to transfers = \$34,725

Account Number	Account Name	Original Budget	Recommended Budget	Proposed Amendment Change
995101 [17]	Transfer Out – GF	\$101,168	\$135,893	\$34,725
	<b>Total Revenues</b>			<b><u>\$34,725</u></b>

#### Tickmark Legend

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

[16] Increase to reflect actual expenditures.

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



## Michigan Municipal Services Authority

### RESOLUTION 2021-02

#### FY 2021-2022 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, 2021:

<b>On or About</b>	<b>Budget Process Item</b>
April 15, 2021	Chief administrative officer requests the Authority’s provider of administrative services to provide information necessary and essential for preparation of recommended FY 2021-2022 budget, including for any budgetary centers of the Authority.
June 1, 2021	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 2021-2022 budget.
June 10, 2021	Chief administrative officer presents recommended FY 2021-2022 Budget and draft general appropriations act to the Executive Committee.
September 9, 2021	Public hearing on budget at regular meeting of the Executive Committee.
September 9, 2021	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 10, 2021.

By: \_\_\_\_\_  
Name  
Secretary



Michigan Municipal Services Authority

DRAFT – JUNE 5, 2021

RECOMMENDED BUDGET  
Fiscal Year 2021-2022

For Consideration September 9, 2021

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, 2021 and ending on September 30, 2022:

**General Fund**

	FY 2019-2020 Actual	FY 2020-2021 Projected	FY 2021-2022
<i>REVENUE</i>			
671000 Contract Revenue	\$164,755	\$191,340	\$150,000
699273 Transfer In	135,125	135,893	135,893
Total Revenue and Other Sources	\$299,880	\$327,233	\$327,233
<i>EXPENDITURES</i>			
701000 Personal Services	\$197,103	\$123,230	\$57,200
715000 FUTA Taxes	0	375	375
715000 Social Security & Medicare	15,249	9,430	4,376
718000 Insurance – Health	12,293	15,000	9,180
Total Salary and Fringes	\$224,645	\$148,035	\$71,131
752000 Office Expense	\$4,010	\$3,000	\$2,000
801000 Professional and Contractual Services	7,195	55,405	80,028
801500 Office Rent	7,365	8,940	8,820
802000 Legal Services	15,297	18,000	18,000
803000 Accounting Services	12,181	16,500	16,500
803500 Audit	11,000	11,000	11,400
804000 Bank Service Charges	783	2,500	1,200
805000 HR and Benefits Consulting	859	1,000	250
NEW Program Development	0	0	5,000

840000 Insurance	4,951	7,000	7,500
861000 Mileage Reimbursement	2,744	500	500
910000 Professional Development	2,615	1,500	1,500
913000 Conference Expense	616	750	750
950000 Miscellaneous	1,013	2,000	2,000
Total Operating Expenses	\$70,629	\$128,095	\$155,448
Total Expenditures and Other Uses	\$295,274	\$276,130	\$226,579
Net Revenues (Expenditures)	\$4,606	\$51,103	\$59,314
Beginning Fund Balance	\$295,983	\$300,589	\$351,692
Ending Fund Balance	\$300,589	\$351,692	\$411,006

**Financial Management Services Fund (special revenue)**

	FY 2019-2020 Actual	FY 2020-2021 Projected	FY 2021-2022
<i>REVENUE</i>			
671000 Contract Revenue	\$1,105,988	\$2,077,223	\$2,077,223
Total Revenue and Other Sources	\$1,105,988	\$2,077,223	\$2,077,223
<i>EXPENDITURES</i>			
801000 Professional and Contractual Services	\$970,863	\$1,941,330	\$1,941,330
995101 Transfer Out – GF	135,125	135,893	135,893
Total Expenditures and Other Sources	\$1,105,988	\$2,077,223	\$2,077,223
Net Revenues (Expenditures)	\$0	\$0	\$0
Beginning Fund Balance	\$0	\$0	\$0
Ending Fund Balance	\$0	\$0	\$0



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

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June 6, 2021

TO: MMSA Board Members

RE: Facilitated Discussion of MMSA Direction – June 10, 2021

During its meeting of June 10, 2021, the MMSA Board will discuss its direction for 2022 (and beyond), including projects and services it will assign staff to research.

In advance of the meeting, I encourage Board Members to review a memorandum dated [March 4, 2021](#) [“Introduction Packet for New \(and Returning\) Members”](#) in order to get a sense of the history and current status of the MMSA. In short, the MMSA has three main projects/services:

- 1) Administration of a joint Financial Management Software (FMS) solution for the City of Grand Rapids and Kent County;
- 2) Administration of the responsibilities of the LCSA; and
- 3) Coordination of professional services funded by the State of Michigan (SOM).

Historically, the MMSA has had two full-time employees, a CEO and an administrator. As of February 2021, the CEO duties have been contracted (15 hours per week) and the organization continues to have a full-time administrative position. In addition, the MMSA contracts financial/accounting work to Plante Moran, legal services to Dykema and auditing services to Maner Costerisan.

Revenue from administration of the FMS project (\$135,000) and administration of the responsibilities of the LCSA (\$150,000) provide sufficient revenue for the MMSA to support the current staffing levels. The services provided to the SOM provides very minimal operational revenue. The FMS revenue is under contract but is at some risk of being reduced and/or modified. MMSA’s relationship with LCSA is stable and allows the MMSA to provide a valuable service to the units of government of Michigan.

Revenue from the LCSA supports about 66% of MMSA’s total expenses. If the operation of MMSA needed to be modified to only support the LCSA it is likely this could be accomplished, though it would require significant expense reduction.

At this time, the MMSA staff has some, limited, capacity to explore new projects. If new projects are identified and implemented, the MMSA will likely need to add capacity to support the projects.

As we think about the direction of the MMSA, I would ask that the Board keep in mind these two points:

- **Consistent with its mission, the MMSA should pursue collaborative and innovative projects to serve Michigan units of government.**
- **The MMSA requires earned revenue to support its operation.**

If you have any questions or if I can provide any additional information, please let me know.

Sincerely,

A handwritten signature in black ink, appearing to read "Jaymes Vettraino". The signature is fluid and cursive, with a long horizontal stroke at the end.

Jaymes Vettraino  
CEO, Michigan Municipal Services Authority

Below are projects that were “on the table” when I started with MMSA or that have been raised since February 2021. I am providing the below information as a guide to how I hope to facilitate during our meeting of June 10, 2021. The projects noted below should not be considered as priority, rather they are examples to inform the Board of my plan for the meeting.

I have included columns next to the projects to assess the opportunity presented by each project. My characterization of 1 through 5 (1 = not positive, 5 = positive) is simply my opinion, and in most cases based on extremely limited information and significant assumptions. These characterizations should be considered by the Board with that in mind.

My hope / plan during our meeting is to review the below ideas, the ideas provided by Board members in pre-survey, and ideas generated during the meeting using agreed upon criteria (i.e. the columns I have provided) and scoring methodology. The criteria and scoring should not be considered an absolute guide for selection of projects to research, but it may structure our conversation.

Project - Description	Rate - 1 through 5. 1 = not positive, 5 = positive				
	Potential to implement	Consistent with MMSA Mission	Cost to Implement or Administer	Structure to provide Revenue	Potential Revenue Generation
<b>Pension Projection Software</b> – MMSA could work with a software company (GovInvest) to develop master software agreements for municipalities to implement Pension/OPEB projection software.	3	5	3	5	4
<b>Online/mobile Payment Software</b> – MMSA could work with a software company (PayIt) to develop master software agreements for municipalities to implement online/mobile software.	3	5	3	5	4
<b>Health Insurance</b> – MMSA could work with a health insurance provider (JHP) to develop an insurance pool of units of government in order to provide more competitive coverage at a lower cost.	1	5	1	5	4
<b>Tax Tribunal Assistance</b> – Assist units of government with common tax tribunal issues (i.e. “big-box” appeals).	2	3	2	1	1
<b>Professional Consulting for SOM</b> – Using the Flint project as a model, develop new consulting projects with the SOM to support specific units of government	4	2	4	4	2
<b>Temporary Staffing / Consulting directly to Units of Government</b> – Provide temp employees or consulting directly to units of government, as fee-for service.	2	1	1	4	5

Thank you to the 10 Board Members who responded to the pre-meeting survey. In advance of the meeting, I would ask that all Board Members review the survey feedback. Please find here [a LINK to the survey feedback](#).



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

May 14, 2021

To: Jaymes Vettraiño, CEO  
Michigan Municipal Services Authority (MMSA) Board of Directors

**Re: April 2021 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

Please contact Kari Shea (248-223-3287) or Kelly Schimmoeller (734-302-6456) 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 April 30, 2021**

	Year Ending	Year Ending		Year To Date	% BDGT
	09/30/2020	09/30/2021	09/30/2021	04/30/2021	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
Revenue					
671000 - Contract Revenue	164,755	150,000	150,000	153,840	102.56 %
Total Revenue	<u>164,755</u>	<u>150,000</u>	<u>150,000</u>	<u>153,840</u>	<u>102.56 %</u>
Expenses					
Salary and Fringes					
701000 - Personal Services	197,103	181,000	181,000	106,729	58.97 %
710000 - FUTA Taxes	0	0	0	365	0.00 %
715000 - Social Security & Medicare	15,249	13,847	13,847	8,138	58.77 %
718000 - Insurance - Health	12,293	24,798	24,798	8,217	33.13 %
Total Salary and Fringes	<u>224,645</u>	<u>219,645</u>	<u>219,645</u>	<u>123,449</u>	<u>56.20 %</u>
Operating					
752000 - Office Expense	4,010	2,000	2,000	2,399	119.97 %
801000 - Professional and Contractual Services	7,195	0	0	15,390	0.00 %
801500 - Office Rent	7,365	10,740	10,740	2,940	27.37 %
802000 - Legal	15,297	18,000	18,000	0	0.00 %
803000 - Accounting	12,181	16,000	16,000	9,234	57.71 %
803500 - Audit	11,000	11,000	11,000	11,000	100.00 %
804000 - Bank Service Charges	783	2,500	2,500	614	24.56 %
805000 - HR and Benefits Consulting	859	5,000	5,000	0	0.00 %
840000 - Insurance	4,951	2,810	2,810	4,983	177.33 %
861000 - Mileage Reimbursement	2,744	2,500	2,500	0	0.00 %
910000 - Professional Development	2,615	5,000	5,000	0	0.00 %
913000 - Conference Expenses	616	4,000	4,000	195	4.88 %
955000 - Miscellaneous	1,013	2,000	2,000	0	0.00 %
Total Operating	<u>70,629</u>	<u>81,550</u>	<u>81,550</u>	<u>46,755</u>	<u>57.33 %</u>
Total Expenses	<u>295,274</u>	<u>301,195</u>	<u>301,195</u>	<u>170,204</u>	<u>56.51 %</u>
Revenue in Excess of Expenses	<u>(130,519)</u>	<u>(151,195)</u>	<u>(151,195)</u>	<u>(16,364)</u>	<u>10.82 %</u>
Transfers					
699273 - Interfund Transfer In - FMS	135,125	101,168	101,168	0	0.00 %
Total Transfers	<u>135,125</u>	<u>101,168</u>	<u>101,168</u>	<u>0</u>	<u>0.00 %</u>
Change in Equity	<u>4,606</u>	<u>(50,027)</u>	<u>(50,027)</u>	<u>(16,364)</u>	<u>32.71 %</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 April 30, 2021**

	Year Ending	Year Ending		Year To Date	% BDGT
	09/30/2020	09/30/2021	09/30/2021	04/30/2021	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
Revenue					
671000 - Contract Revenue	1,105,988	1,557,114	1,557,114	0	0.00 %
Total Revenue	<u>1,105,988</u>	<u>1,557,114</u>	<u>1,557,114</u>	<u>0</u>	<u>0.00 %</u>
Expenses					
Operating					
801000 - Professional and Contractual Services	970,863	1,455,946	1,455,946	698	0.05 %
Total Operating	<u>970,863</u>	<u>1,455,946</u>	<u>1,455,946</u>	<u>698</u>	<u>0.05 %</u>
Total Expenses	<u>970,863</u>	<u>1,455,946</u>	<u>1,455,946</u>	<u>698</u>	<u>0.05 %</u>
Revenue in Excess of Expenses	<u>135,125</u>	<u>101,168</u>	<u>101,168</u>	<u>(698)</u>	<u>(0.69) %</u>
Transfers					
995101 - Transfer Out - GF	(135,125)	(101,168)	(101,168)	0	0.00 %
Total Transfers	<u>(135,125)</u>	<u>(101,168)</u>	<u>(101,168)</u>	<u>0</u>	<u>0.00 %</u>
Change in Equity	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>(698)</u></u>	<u><u>0.00 %</u></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 April 30, 2021**

	Year Ending 09/30/2020	Year Ending 09/30/2021		Year To Date 04/30/2021	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	% BDGT
Revenue					
671000 - Contract Revenue	1,270,743	1,707,114	1,707,114	153,840	9.01 %
Total Revenue	<u>1,270,743</u>	<u>1,707,114</u>	<u>1,707,114</u>	<u>153,840</u>	<u>9.01 %</u>
Expenses					
Salary and Fringes					
701000 - Personal Services	197,102	181,000	181,000	106,729	58.97 %
710000 - FUTA Taxes	0	0	0	365	0.00 %
715000 - Social Security & Medicare	15,249	13,847	13,847	8,138	58.77 %
718000 - Insurance - Health	12,293	24,798	24,798	8,217	33.13 %
Total Salary and Fringes	<u>224,644</u>	<u>219,645</u>	<u>219,645</u>	<u>123,449</u>	<u>56.20 %</u>
Operating					
752000 - Office Expense	4,010	2,000	2,000	2,399	119.97 %
801000 - Professional and Contractual Services	978,059	1,455,946	1,455,946	16,088	1.10 %
801500 - Office Rent	7,365	10,740	10,740	2,940	27.37 %
802000 - Legal	15,297	18,000	18,000	0	0.00 %
803000 - Accounting	12,181	16,000	16,000	9,234	57.71 %
803500 - Audit	11,000	11,000	11,000	11,000	100.00 %
804000 - Bank Service Charges	783	2,500	2,500	614	24.56 %
805000 - HR and Benefits Consulting	859	5,000	5,000	0	0.00 %
840000 - Insurance	4,951	2,810	2,810	4,983	177.33 %
861000 - Mileage Reimbursement	2,744	2,500	2,500	0	0.00 %
910000 - Professional Development	2,615	5,000	5,000	0	0.00 %
913000 - Conference Expenses	615	4,000	4,000	195	4.88 %
955000 - Miscellaneous	1,014	2,000	2,000	0	0.00 %
Total Operating	<u>1,041,493</u>	<u>1,537,496</u>	<u>1,537,496</u>	<u>47,453</u>	<u>3.09 %</u>
Total Expenses	<u>1,266,137</u>	<u>1,757,141</u>	<u>1,757,141</u>	<u>170,902</u>	<u>9.73 %</u>
Revenue in Excess of Expenses	<u>4,606</u>	<u>(50,027)</u>	<u>(50,027)</u>	<u>(17,062)</u>	<u>34.11 %</u>
Transfers					
699273 - Interfund Transfer In - FMS	135,126	101,168	101,168	0	0.00 %
995101 - Transfer Out - GF	(135,126)	(101,168)	(101,168)	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>4,606</u>	<u>(50,027)</u>	<u>(50,027)</u>	<u>(17,062)</u>	<u>34.11 %</u>

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## Michigan Municipal Services Authority COMPARATIVE BALANCE SHEET

	PERIOD ENDED 09/30/2020	PERIOD ENDED 04/30/2021	CHANGE	% CHANGE
<b>ASSETS</b>				
Current Assets				
Bank Accounts	294,675	282,832	(11,843)	(4.01) %
Other Current Assets				
040000 - Accounts Receivable	14,755	0	(14,755)	(100.00) %
123000 - Prepaid Expenses	1,356	695	(661)	(48.73) %
Total Other Assets	16,111	695	(15,416)	(95.68) %
Total Current Assets	310,786	283,527	(27,259)	(8.77) %
<b>TOTAL ASSETS</b>	<b>310,786</b>	<b>283,527</b>	<b>(27,259)</b>	<b>(8.77) %</b>
<b>LIABILITIES AND EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable				
202000 - Accounts Payable	5,697	0	(5,697)	(100.00) %
Total Accounts Payable	5,697	0	(5,697)	(100.00) %
Other Current Liabilities				
257000 - Accrued Salaries Wages	4,500	0	(4,500)	(100.00) %
Total Other Current Liabilities	4,500	0	(4,500)	(100.00) %
Total Current Liabilities	10,197	0	(10,197)	(100.00) %
Total Liabilities	10,197	0	(10,197)	(100.00) %
Equity				
390000 - Fund Balance - Unassigned	295,983	300,589	4,607	1.55 %
Net Revenue	4,606	(17,062)	(21,669)	(470.40) %
Total Equity	300,589	283,527	(17,062)	(5.67) %
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>310,786</b>	<b>283,527</b>	<b>(27,259)</b>	<b>(8.77) %</b>

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

Created on: 05/01/2021, 2:08 PM EDT

## Michigan Municipal Services Authority Check Register

Date	Payee	Document No	Amount Cleared
<b>Bank: Bill.com Clearing - Bill.com Clearing</b>		<b>Account No:</b>	
04/06/2021	10029--Vettraino Consulting, LLC		6,156.00 In Transit
04/09/2021	10029--Vettraino Consulting, LLC		58.29 In Transit
04/09/2021	10002--Plante Moran		836.50 In Transit
04/09/2021	10009--Kristen Delaney		1,785.87 In Transit
	<b>Total for Bill.com Clearing</b>		<b><u>8,836.66</u></b>
<b>Bank: Fifth Third - 1244 - Firth Third</b>		<b>Account No: 7169301244</b>	
04/02/2021	10015--Gusto		51.00 04/30/2021
04/15/2021	10015--Gusto		722.39 04/30/2021
04/29/2021	10015--Gusto		722.39 04/30/2021
	<b>Total for Fifth Third - 1244</b>		<b><u>1,495.78</u></b>

# Michigan Municipal Services Authority Reconciliation Report

As Of 04/30/2021  
Account: 5/3 Checking

Statement Ending Balance	282,831.83
Deposits in Transit	0.00
Outstanding Checks and Charges	0.00
Adjusted Bank Balance	282,831.83
Book Balance	282,831.83
Adjustments*	0.00
Adjusted Book Balance	282,831.83

Total Checks and Charges Cleared	13,720.58	Total Deposits Cleared	37,534.25
----------------------------------	-----------	------------------------	-----------

## Deposits

Name	Memo	Date	Doc No	Cleared	In Transit
Gusto	Gusto Refund	04/07/2021		34.25	
Local Community Stabi- lization Authority	LCSA 3rd Qtr Pmt FY21	04/20/2021		37,500.00	
<b>Total Deposits</b>				<b>37,534.25</b>	<b>0.00</b>

## Checks and Charges

Name	Memo	Date	Check No	Cleared	Outstanding
Gusto	March 2021 Invoice	04/02/2021		51.00	
General Ledger Entry		04/06/2021		6,156.00	
General Ledger Entry		04/09/2021		2,680.66	
General Ledger Entry	04.15.21 Payroll	04/15/2021		1,645.91	
Gusto	4.15.2021 Payroll	04/15/2021		722.39	
General Ledger Entry	04.29.21 Payroll	04/29/2021		1,645.91	
Gusto	4.29.2021 Payroll	04/29/2021		722.39	
	April 2021 Bank Service Charges	04/30/2021		96.32	
<b>Total Checks and Charges</b>				<b>13,720.58</b>	<b>0.00</b>



Statement Period Date: 4/1/2021 - 4/30/2021  
 Account Type: COMM'L 53 ANALYZED  
 Account Number: [REDACTED]

MICHIGAN MUNICIPAL SERVICE  
 200 TOWNSEND ST STE 900  
 LANSING MI 48933



0

Banking Center: Grand Rapids  
 Banking Center Phone: 616-653-5440  
 Commercial Client Services: 866-475-0729

5281

**Account Summary** - [REDACTED]

<b>04/01</b>	<b>Beginning Balance</b>	<b>\$259,018.16</b>	Number of Days in Period	30
	Checks			
8	Withdrawals / Debits	\$(13,720.58)		
2	Deposits / Credits	\$37,534.25		
<b>04/30</b>	<b>Ending Balance</b>	<b>\$282,831.83</b>		

**Withdrawals / Debits**

**8 items totaling \$13,720.58**

Date	Amount	Description
04/02	51.00	GUSTO 6semjm8c4t9 FEE 655017 6semjppqe30 MICHIGAN MUNICIPAL SER 040221
04/06	6,156.00	Bill.com Payables 016MOBOWP1R3U6G Michigan Municipal Ser Jaymes Vettraino Bill.com 016MOBOWP1R3U6G Inv #2208 040621
04/09	2,680.66	Bill.com Payables 016WWXNFM1R9P6U Michigan Municipal Ser Multiple Payments Bill.com Payables 016WWXNFM1R9P6U 040921
04/12	96.32	SERVICE CHARGE
04/14	722.39	GUSTO 6SEMJM8GCHV TAX 793919 6semjplfr01 MICHIGAN MUNICIPAL SER 041421
04/14	1,645.91	GUSTO 6SEMJM8GCHS NET 793916 6semjplfqun MICHIGAN MUNICIPAL SER 041421
04/28	722.39	GUSTO 6SEMJM8LJA1 TAX 964673 6semjpn9puu MICHIGAN MUNICIPAL SER 042821
04/28	1,645.91	GUSTO 6SEMJM8LJ9V NET 964671 6semjpn9pup MICHIGAN MUNICIPAL SER 042821

**Deposits / Credits**

**2 items totaling \$37,534.25**

Date	Amount	Description
04/07	34.25	GUSTO PAYROLL 6SEMJM8EBS9 TAX 727689 6semjpkk7ct MICHIGAN MUNICIPAL SER 040721
04/20	37,500.00	Bill.com Receivable 016CDLHRP1RPDY1 Michigan Municipal Ser 016CDLHRP1RPDY1 Local Community Bill.com Inv #FYE 2021-03 042021

**Daily Balance Summary**

Date	Amount	Date	Amount	Date	Amount
04/02	258,967.16	04/09	250,164.75	04/20	285,200.13
04/06	252,811.16	04/12	250,068.43	04/28	282,831.83
04/07	252,845.41	04/14	247,700.13		

PLEASE NOTE THAT WE HAVE UPDATED OUR ACCOUNT RULES AND TERMS & CONDITIONS. DISCLOSURES CAN BE VIEWED ONLINE AT:  
 COMMERCIAL ACCOUNT RULES: 53.COM/TM-CA-RULES TREASURY MANAGEMENT TERMS & CONDITIONS: 53.COM/TM-TC