



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

PUBLIC NOTICE OF A REGULAR MEETING

The **Authority Board 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, December 14, 2017	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

**AUTHORITY BOARD
REGULAR MEETING**

Thursday, December 14, 2017 at 1:30 p.m.

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 June 8, 2017 regular Authority Board meeting
- V. Administrative Report**
- VI. Audits**
- VII. New Business**
 - a. Resolution 2017-B Schedule of Regular Meetings for Calendar Year 2018
- 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

**AUTHORITY BOARD
REGULAR MEETING**

Thursday, June 8, 2017 at 1:30 p.m.

Livonia City Hall
33000 Civic Center Drive, 4th Floor
Livonia, MI 48154

PROPOSED MINUTES

I. Call to Order

The meeting was called to order at 1:32 pm.

II. Roll Call

Authority Board Member Attendance:

Stacie Behler, Chairperson*	Present
Doug Wiescinski, Vice-Chairperson*	Present
James Cambridge, Secretary*	Present
Eric DeLong, Treasurer*	Present
Phil Bertolini	Present
Jeff Dood	Present
Peggy Jury*	Present
Brian Meakin*	Present
Dominick Pallone*	Present
Doug Smith	Present
Al Vanderberg*	Present

*Participated via teleconference.

Other attendees:

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

III. Approval of Agenda

Moved by: Meakin
Supported by: Smith

Motion carried

IV. Approval of Minutes

Bertolini noted that he attended the March meeting in person. The minutes were amended to reflect that.

Moved by: Vanderberg
Supported by: Smith

Motion carried

V. Administrative Report

CEO Robert Bruner delivered the administrative report.

VI. Audit Reports

None.

VII. New Business

None.

VIII. Public Comment

None.

IX. Other Business

None.

X. Adjournment

Moved by: Meakin
Supported by: DeLong

Motion carried

Meeting adjourned at 2:52 PM

Certification of Minutes

Approved by the Executive Committee on December 14, 2017.

Authority Secretary

Date



Michigan Municipal Services Authority

Administrative Report

Prepared December 8, 2017

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Financial Report

MMSA Administrative Report

**Michigan Municipal Services Authority
General Fund**

Fund	Activity	FYE 2018 Adopted	November 2017	FYE 2018 Year to Date	FYE 2018 Budget to Date	Variance
Operating Revenues						
101	539		\$ -	\$ -	\$ -	
		\$ 128,500	\$ 11,905	\$ 20,167	\$ 21,417	-5.8%
		\$ 128,500	\$ 11,905	\$ 20,167	\$ 21,417	-5.8%
TOTAL OPERATING REVENUES		\$ 257,000	\$ 23,810	\$ 40,334	\$ 42,833	-5.8%
Operating Expenses						
101	101	\$ 2,000	\$ -	\$ -	\$ 333	-100.0%
101	173	\$ 225,000	\$ 22,810	\$ 39,296	\$ 37,500	4.8%
101	191	\$ 16,000	\$ 1,000	\$ 1,038	\$ 2,667	-61.1%
101	228	\$ 2,000	\$ -	\$ -	\$ 333	-100.0%
101	266	\$ 12,000	\$ -	\$ -	\$ 2,000	-100.0%
TOTAL OPERATING EXPENSES		\$ 257,000	\$ 23,810	\$ 40,334	\$ 42,833	-5.8%
Change in Net Position		\$ -	\$ (0)	\$ (0)	\$ -	

Michigan Municipal Services Authority
VHWM

Fund	Activity	FYE 2018 Adopted	November 2017	FYE 2018 Year to Date	FYE 2018 Budget to Date	Variance	
Operating Revenues							
501	539	State Grants	\$ -	\$ -	\$ -	\$ -	
501	600	Charges for Services	\$ 755,124	\$ -	\$ 115,602	\$ 125,854	-8.1%
		TOTAL OPERATING REVENUES	\$ 755,124	\$ -	\$ 115,602	\$ 125,854	-8.1%
Operating Expenses							
501	266	Attorney	\$ 6,000	\$ -	\$ -	\$ 1,000	-100.0%
501	271	Program Management	\$ 6,000	\$ -	\$ -	\$ 1,000	-100.0%
501	272	Contractual Services	\$ 732,706	\$ 60,633	\$ 120,939	\$ 122,118	-1.0%
501		Transfer to General Fund	\$ 128,500	\$ 11,905	\$ 20,167	\$ 21,417	-5.8%
		TOTAL OPERATING EXPENSES	\$ 873,206	\$ 72,538	\$ 141,106	\$ 145,534	-3.0%
		Change in Net Position	\$ (118,082)	\$ (72,538)	\$ (25,504)	\$ (19,680)	29.6%

**Michigan Municipal Services Authority
FMS**

Fund	Activity	FYE 2018 Adopted	November 2017	FYE 2018 Year to Date	FYE 2018 Budget to Date	Variance	
Operating Revenues							
502	539	State Grants	\$ -	\$ -	\$ -	\$ -	0.0%
502	600	Charges for Services	\$ 2,863,430	\$ -	\$ -	\$ 477,238	-100.0%
TOTAL OPERATING REVENUES			\$ 2,863,430	\$ -	\$ -	\$ 477,238	-100.0%
Operating Expenses							
502	266	Attorney	\$ 6,000			\$ 1,000	-100.0%
502	271	Program Management	\$ 45,000	\$ -	\$ -	\$ 7,500	-100.0%
502	272	Contractual Services	\$ 2,678,000	\$ 4,970	\$ 4,970	\$ 446,333	-98.9%
502		Transfer to General Fund	\$ 128,500	\$ 11,905	\$ 20,167	\$ 21,417	-5.8%
TOTAL OPERATING EXPENSES			\$ 2,857,500	\$ 16,875	\$ 25,137	\$ 476,250	-94.7%
Change in Net Position			\$ 5,930	\$ (16,875)	\$ (25,137)	\$ 988	-2643.4%

**Michigan Municipal Services Authority
All Funds**

	FYE 2018 Adopted	November 2017	FYE 2018 Year to Date	FYE 2018 Budget to Date	Variance
OPERATING REVENUES					
General	\$ 257,000	\$ 23,810	\$ 40,334	\$ 21,417	88.3%
VHWM	\$ 755,124	\$ -	\$ 115,602	\$ 62,927	83.7%
FMS	\$ 2,863,430	\$ -	\$ -	\$ 238,619	-100.0%
TOTAL OPERATING REVENUES	\$ 3,875,554	\$ 23,810	\$ 155,936	\$ 322,963	-51.7%
OPERATING EXPENSES					
General	\$ 257,000	\$ 23,810	\$ 40,334	\$ 21,417	88.3%
VHWM	\$ 873,206	\$ 72,538	\$ 141,106	\$ 72,767	93.9%
FMS	\$ 2,857,500	\$ 16,875	\$ 25,137	\$ 238,125	-89.4%
TOTAL OPERATING EXPENSES	\$ 3,987,706	\$ 113,223	\$ 206,577	\$ 332,309	-37.8%
CHANGE IN NET POSITION	\$ (112,152)	\$ (89,413)	\$ (50,641)	\$ (9,346)	441.9%

MICHIGAN MUNICIPAL SERVICES AUTHORITY

Summary of Revenues and Expenditures

Date	Check Number	Invoice Number	Description	Check Amount	Deposits/ Other Credits	Account Balance
10/31/17			Beginning Balance			\$ 376,480.48
11/2/17	Direct Deposits		Payroll	5,068.25		371,412.23
	ACH	payroll Taxes	Internal Revenue Service	1,617.46		369,794.77
	ACH	payroll Taxes	State of Michigan	472.94		369,321.83
11/3/17	ACH	expenses	Kristen Delaney	178.69		369,143.14
	ACH		Plante Moran	2,800.00		366,343.14
	ACH		Dykema Gossett	3,303.00		363,040.14
10/13/17	ACH		Michael A Tawney	300.00		362,740.14
	ACH		Segal Consulting	650.00		362,090.14
	ACH		Segal Consulting	6,475.00		355,615.14
11/10/17		s/c	Bank Service Charge	200.37		355,414.77
	ACH	expenses	Robert J Bruner	477.63		354,937.14
	ACH	expenses	Robert J Bruner	344.84		354,592.30
11/16/17	Direct Deposits		Payroll	5,068.25		349,524.05
		payroll Taxes	Internal Revenue Service	1,617.46		347,906.59
11/17/17	ACH		Benefits Express	50,204.85		297,701.74
	ACH		Michael A Tawney	500.00		297,201.74
	ACH		Plante Moran	2,170.00		295,031.74
11/28/17		Insurance	BCBS	1,042.86		293,988.88
11/30/17	Direct Deposits		Payroll	5,068.26		288,920.62
		payroll Taxes	Internal Revenue Service	1,617.44		287,303.18
TOTAL MI MUN SERV AUTH CASH BALANCE						\$ 287,303.18

Michigan Municipal Services Authority
Balance Sheet
As of November 30, 2017

ASSETS

CURRENT ASSETS

Cash in Bank	\$	287,303.18
Due From Cities		<u>136,647.65</u>

Total Current Assets		<u>423,950.83</u>
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PROPERTY AND EQUIPMENT

TOTAL ASSETS		<u>\$ 423,950.83</u>
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CURRENT LIABILITIES

Accounts Payable	\$	132,744.79
Accrued State W/H		709.41
Accrued Salaries & Wages		<u>6,930.77</u>

Total Current Liabilities		140,384.97
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LONG-TERM LIABILITIES

Total Liabilities		<u>140,384.97</u>
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FUND BALANCE

Fund Balance Retained		334,208.59
Current Revenue over Expenses		<u>(50,642.73)</u>

Total Fund Balance		<u>283,565.86</u>
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TOTAL LIABILITIES AND FUND BALANCE		<u>\$ 423,950.83</u>
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Michigan Municipal Services Authority
Statement of Income
For the 1 Month and 2 Months Ended November 30, 2017

	<u>1 Month Ended</u> <u>November 30, 2017</u>	<u>2 Months Ended</u> <u>November 30, 2017</u>
Revenues		
Contract Revenue	\$ 0.00	\$ 115,601.99
Operating Expenses		
Salary Director	\$ 12,748.35	\$ 21,247.25
Wages - Administrative Staff	6,600.00	11,000.00
Outside Service Contractors	65,602.85	125,908.97
Payroll Taxes	1,418.18	2,363.64
Office Expense	477.63	1,767.10
Legal & Accounting	800.00	800.00
Insurance - Health	1,042.86	2,085.72
Mileage Reimbursement	523.53	833.78
Bank Service Charges	200.37	238.26
	<hr/>	<hr/>
Total Operating Expenses	89,413.77	166,244.72
 Revenues over Expenses	 <u>\$ (89,413.77)</u>	 <u>\$ (50,642.73)</u>



Statement Period Date: 11/1/2017 - 11/30/2017
 Account Type: COMM'L 53 ANALYZED
 Account Number: 7166385711



MICHIGAN MUNICIPAL SERVICES
 AUTHORITY
 PO BOX 12012
 LANSING MI 48901-2012



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4527

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

Account Summary -

11/01	Beginning Balance	\$411,628.90	Number of Days in Period	30
	Checks			
13	Withdrawals / Debits	\$(73,853.17)		
	Deposits / Credits			
11/30	Ending Balance	\$337,775.73		

Withdrawals / Debits

13 items totaling \$73,853.17

Date	Amount	Description
11/01	5,068.25	Michigan Municip CSI PAYROLL PAYROLL Michigan Municipal Ser 110117
11/07	344.84	Michigan Municip CREDITS 4616288140 110717 OFFSET TRANSACTION
11/07	477.63	Michigan Municip CREDITS 4616288140 110717 OFFSET TRANSACTION
11/08	1,617.46	IRS USATAXPYMT 270771274491301 MICHIGAN MUNICIPAL SER 110817
11/10	200.37	SERVICE CHARGE
11/14	500.00	Michigan Municip PAYMENTS 4616288140 111417 OFFSET TRANSACTION
11/14	2,170.00	Michigan Municip PAYMENTS 4616288140 111417 OFFSET TRANSACTION
11/14	50,204.85	Michigan Municip PAYMENTS 4616288140 111417 OFFSET TRANSACTION
11/15	5,068.25	Michigan Municip CSI PAYROLL PAYROLL Michigan Municipal Ser 111517
11/20	472.94	MI Business Tax Payment SMIBUS001558181 TawneyMichael 112017
11/22	1,617.46	IRS USATAXPYMT 270772690735367 MICHIGAN MUNICIPAL SER 112217
11/28	1,042.86	BCBS Michigan PREMIUM MS283851 MICHIGAN MUNICIPAL SER 112817
11/29	5,068.26	Michigan Municip CSI PAYROLL PAYROLL Michigan Municipal Ser 112917

Daily Balance Summary

Date	Amount	Date	Amount	Date	Amount
11/01	406,560.65	11/14	351,045.50	11/22	343,886.85
11/07	405,738.18	11/15	345,977.25	11/28	342,843.99
11/08	404,120.72	11/20	345,504.31	11/29	337,775.73
11/10	403,920.35				

FMS Program Report

MMSA Administrative Report

FMS Program Update

Program Management

- CGI proposed amendments to the Program Services Agreement and Participation Agreements in January
- The Authority and CGI have exchanged several proposals since then
- The Authority shared the most recent proposal with CGI on December 7

FMS Program Report

Grant Management

- CGAP Grant FY 2014 (Round 1)
 - Amendment request was submitted on August 11, 2017
 - Amendment request was denied on December 1, 2017
 - Quarterly reports are due January 30, 2018
 - Final reimbursement requests are due August 31, 2018
 - The grant period ends on September 30, 2018



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

DATE: August 4, 2017
TO: Executive Committee
FROM: Robert Bruner, CEO
SUBJECT: CGAP Grant FY 2014 (Round 1)

The Authority received final approval for Competitive Grant Assistance Program (CGAP) funding for the Multi-Tenant Financial Management and Human Resources Software System (FMS) from the Department of Treasury on April 27, 2015. The Final Approved Budget Amounts (attached) provided \$1.5 million for Group A (Genesee County, Grand Rapids, and Kent County) and \$3.5 million for Group B (to be determined). The Group B funding will become available for reimbursement in the future as additional local units participate in FMS. With the addition of each new participating local unit, 1/3 of the Group B grant funding will become available for reimbursement to all Group B participants.

Unfortunately, the Authority's efforts to recruit new participants have been unsuccessful to date. The grant period ends on September 30, 2018 so the final reimbursement request will be due on August 30, 2018. Based on our knowledge about the market and the time it takes for an organization to make an enterprise resource planning (ERP) selection, recruiting a new participant seems unlikely to before the grant period ends. Accordingly, I recommend the Executive Committee authorize the CEO to request Treasury amend the conditions and provisions of the grant to provide additional funding for Group A and provide funding for a new 21st century infrastructure shared services program as described below.

Group B

The grant award was based on a Business Plan & Collaboration Incentive Proposal the Authority submitted to Treasury on April 7, 2015. The Proposal provided Group A with a collaboration incentive of 40% of their estimated implementation services and implementation period subscription fees and Group B with a collaboration incentive of 33%. Since then, all three members of Group B have incurred and/or plan to incur additional implementation costs that will reduce their incentives to 30% on average. Based on current estimates, an additional \$1.5 million would increase the collaboration incentive back to 40%. Accordingly, I recommend the Authority request reallocation of \$1.5 million to fund Group A implementation costs not to exceed 40% of each participant's actual implementation costs.

21st Century Infrastructure

Governor Rick Snyder created the 21st Century Infrastructure Commission by executive order on March 10, 2016. The Commission worked diligently to provide a long-term infrastructure strategy that addresses Michigan's needs for the next 30-50 years in the areas of transportation, water, sewer, stormwater, wastewater treatment and drainage, energy, and communications. The Commission presented its recommendations to improve the state's infrastructure systems on December 5, 2016. The Authority has been looking for ways to help implement those recommendations since then.

Troy-based Aquasight provides real-time intelligence for drinking water and wastewater system operators. Its digital platform mines data from sensors, supervisory control and data acquisition (SCADA), process equipment, distribution, collection systems and water meters to provide operational, maintenance, and capital insights. Pilots were completed in ten cities and six more are underway. Those pilots produced up to 25% savings, half of which were no or low cost. In July, the Michigan Agency for Energy (MAE) announced Aquasight was receiving funding from the U.S. Department of Energy's Wastewater Infrastructure Accelerator (WIA) program to help the Great Lakes Water Authority (GLWA) reduce energy waste in wastewater treatment (see attached).

Aquasight's technologies can help make the 21st Century Infrastructure Commission's recommendations a reality. For example, the Commission's communications recommendations include, "Infrastructure that monitors water quality and water level and alerts government officials to maintenance issues before larger, more costly problems develop." The Commission's energy recommendations include energy waste reduction (5.2) and the Commission's final report devotes an entire chapter (7) to water recommendations. Accordingly, I recommend the Authority request reallocation of \$2 million to help qualified jurisdictions adopt these new technologies.

Next Steps

The Executive Committee authorized the Chief Executive Officer to submit a Competitive Grant Assistance Program (CGAP) Application on behalf of the Authority (January 9, 2014; Resolution 2014-01); accepted the grant (April 17, 2014; Resolution 2014-14); and approved the FMS collaboration incentive proposal and business plan (April 9, 2015; Resolution 2015-05). Accordingly, I recommend the Executive Committee adopt the attached resolution authorizing the Chief Executive Officer to submit an amendment request to Treasury on behalf of the Authority and to execute documents requested by Treasury related to the grant.



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RICK SNYDER
GOVERNOR

NICK A. KHOURI
STATE TREASURER

December 1, 2017

Robert Bruner
Chief Executive Officer
Michigan Municipal Services Authority
PO Box 12012
Lansing, MI 48901

Dear Mr. Bruner:

Re: **Grant No. 105040-14**
Amendment Denial – CGAP Grant FY 2014 (Round 1)

The Michigan Department of Treasury (Treasury) – Revenue Sharing and Grants Division received your request, dated August 10, 2017, to reallocate a portion of the Competitive Grant Assistance Program (CGAP) funding. The requested funding change is to cover additional costs of subscription services for Group A participants of the Multi-Tenant Financial Management and Human Resources Software System and the costs of subscription services for drinking water and wastewater intelligence software.

We regret to inform you that the requested revisions your governmental unit submitted for the project entitled ***Multi-Tenant Financial Management and Human Resources Software System (FMS)*** have been denied. The grant will continue to be administered using the originally approved grant budget items totaling **\$5,000,000.00** as detailed in the Final Award letter dated April 27, 2015.

As the primary contact for this grant, we ask that you inform all participating local units of this grant amendment denial. If you have any questions, please let us know. We can be reached at (517) 373-2697.

Sincerely,

A handwritten signature in cursive script that reads "Evah Cole".

Evah Cole, Division Administrator
Revenue Sharing and Grants Division

FMS Program Report

Looking Back

- Distributed \$1.5 million to Group A participants
- Attempted to recruit Lansing, Oakland County, Sterling Heights, Wayne County, and the Wayne County Airport Authority
- Submitted Amendment Request to Treasury

Looking Ahead

- Finalize amendments to agreements
- Submit final grant reports
- Launch Authority's post-implementation services

VHWM Program Report

MMSA Administrative Report

VHWM Program Report

Looking Back

- 2013: Letter of Intent
- 2014: Contract
- 2016: Amendment
- 2017: Termination

Looking Ahead

- Ending the VHWM Program to pursue new opportunities

MMSA
Virtual Health and Wellness Marketplace
2018 Potential Initiatives

Name	Revenue	Market Size	Complexity	Interest	Friction	Overall Ranking
Stop Loss (Collaborative/Captive)	5.0	5.0	2.5	2.5	5.0	20.0
Compensation Consulting	2.5	5.0	2.5	5.0	2.5	17.5
Life and Disability Pool	5.0	5.0	2.5	2.5	2.5	17.5
Free Benefit Consulting	0.0	5.0	5.0	2.5	2.5	15.0
Health Care Risk Pool	5.0	5.0	0.0	5.0	0.0	15.0
Medicare Retiree Carve-Out Pool	5.0	2.5	2.5	2.5	2.5	15.0
Small Group Eligibility System	2.5	5.0	5.0	0.0	2.5	15.0
Health Care Benchmarking	0.0	5.0	2.5	2.5	2.5	12.5
Direct Provider Contracting	2.5	0.0	0.0	2.5	0.0	5.0

MI Self-Funded Healthcare Program (MI SHIP) Report

MMSA Administrative Report

MI SHIP Report

Looking Back

- Michigan Municipal Risk Management (MMRMA)
- Western Michigan Health Insurance Pool (WMHIP)
- Grand Rapids

Looking Ahead

- Met with Grand Rapids in October to discuss stop-loss insurance cooperative
- Shared data request with 18 potential participants

Municipal Talent Pipeline (MTP) Report

MMSA Administrative Report

MTP Program Report

Looking Back

- More than 150 employer contacts since January 2016
- Successful Assessing & Equalization Survey

Looking Ahead

- Continue to identify and pursue opportunities to provide shared services related to talent as time allows

Program Development Report

MMSA Administrative Report

Program Development Report

21st Century Infrastructure

- Real-Time intelligence for water and waste water operators
- Met with Grand Rapids in September

Friend of the Court (FOC) Independent Security Audits

- Each FOC must obtain an independent IT security audit at least once every three years
- The Authority may be able to facilitate a shared services agreement for these services

Program Development Report

Medicare Coordination Program

- Agreement is being negotiated

Treasury Asset Management Collaboration (TAMC)

- Seeking pilot organization(s)

Local Community Stabilization Authority (LCSA) Report

MMSA Administrative Report

LCSA Administrative Functions and Responsibilities

Reports

- METRO Act Sec. 3. (2) The authority shall file an annual report of its activities for the preceding year with the governor and the members of the legislative committees dealing with energy, technology, and telecommunications issues on or before March 1 of each year.

FOIA Coordination

- No requests pending

LCSA Administrative Functions and Responsibilities

Record Management

- LARA is purging paper records consistent with the LCSA's record management policy
- Those will be scanned and retained electronically
- No paper record retention is anticipated other than that provided by Dykema in the course of its work

LCSA Council Support

- Preparing and posting meeting notices
- Meetings will be held at Dykema
- Agenda preparation
- Meeting minute preparation and maintenance
- Attend LCSA Council meetings
- Vendor management

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LCSA Administrative Functions and Responsibilities

Audit

- Began on November 15

Budget

- Fiscal Year 2017 – 2018 budget was adopted on September 15, 2017
- MMSA and LCSA accountant will prepare budget amendments and the Fiscal Year 2018 – 2019 budget
- The Fiscal Year 2018 – 2019 budget recommendation will be presented in May 2018 and the public hearing held in September 2018

LCSA Administrative Functions and Responsibilities

Communications

- LCSA email and telephone communications are being forwarded from LARA to MMSA

Website

- LARA posted updated information about the LCSA Council, the LCSA Act, and the METRO Act
- MMSA will update the website as necessary

Local Community Stabilization Share (LCSS) Distributions

November 2017

- 1,195 checks totaling \$323.9 M
 - \$242.4 M to municipalities
 - \$53.6 M to schools
 - \$27.9 M to TIFs

February 2018

- Treasury will provide the data by February 7 and the distribution will be made on February 20

Metropolitan Extension Telecommunication Rights-of-Way Oversight (METRO) Act

Database

- MMSA is working with Advocate Solutions to assess the legacy database to help the Council decide whether to repair or replace it

Notify Telecom Providers

- MMSA will work with LARA and MPSC to notify telecom providers of changes in the forms and procedures in January 2018



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

DATE: December 8, 2017

TO: Executive Committee

FROM: Robert Bruner, CEO

SUBJECT: Schedule of Regular Meetings for Calendar Year 2018

According to the Interlocal Agreement, the Authority Board need only meet annually (Section 4.03) and the Executive Committee must meet not less than quarterly (Section 4.08). However, the Authority Board has been in practice of scheduling quarterly meetings and the Executive Committee has been in practice of scheduling monthly meetings. This year the Executive Committee scheduled eleven regular meetings, cancelled three of those for lack of new business, and scheduled another. The Authority is now also responsible for staffing Local Community Stabilization Authority (LCSA) Council meetings. The LCSA Council meets four times annually (February, May, September, and October). Given the lack of new business and the new responsibilities, a new meeting schedule is proposed for Calendar Year 2018:

Date	Meeting
January 11, 2018	MMSA Executive Committee
February 16, 2018	LCSA Council
March 8, 2018	MMSA Authority Board MMSA Executive Committee
May 10, 2018	MMSA Executive Committee
May 25, 2018	LCSA Council
July 12, 2018	MMSA Authority Board MMSA Executive Committee
September 14, 2018	LCSA Council
October 11, 2018	MMSA Executive Committee
October 12, 2018	LCSA Council
November 8, 2018	MMSA Authority Board MMSA Executive Committee

MMSA Authority Board

Date	New Business
Thursday, March 8, 2018	<ul style="list-style-type: none"> • Receive audit
Thursday, July 12, 2018	<ul style="list-style-type: none"> • As needed
Thursday, November 8, 2018	<ul style="list-style-type: none"> • Adopt schedule of regular meetings

MMSA Executive Committee

Date	New Business
Thursday, January 11, 2018	<ul style="list-style-type: none">• As needed
Thursday, March 8, 2018	<ul style="list-style-type: none">• As needed
Thursday, May 10, 2018	<ul style="list-style-type: none">• Receive budget recommendation• Schedule budget hearing
Thursday, July 12, 2018	<ul style="list-style-type: none">• Hold budget hearing• Adopt budget
Thursday, October 11, 2018	<ul style="list-style-type: none">• As needed
Thursday, November 8, 2018	<ul style="list-style-type: none">• Adopt schedule of regular meetings

If adopted, the attached resolution will approve this schedule.



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

**AUTHORITY BOARD
RESOLUTION 2017-B**

Schedule of Regular Meetings for Calendar Year 2018

The authority board of the Michigan Municipal Services Authority (the “**Authority**”) resolves that the following schedule of regular meetings is adopted and approved as the schedule of regular meetings for the authority board of the Authority for the calendar year ending December 31, 2018:

Date	Time	Location
Thursday, March 8, 2018	1:30 p.m.	Capital View Building 201 Townsend St Suite 900 Lansing, MI 48933
Thursday, July 12, 2018	1:30 p.m.	Livonia City Hall 33000 Civic Center Drive, 4 th Floor Livonia, MI 48154
Thursday, November 8, 2018	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 authority board of the Michigan Municipal Services Authority at a properly-noticed open meeting held with a quorum present on December 14, 2017.

By:

James Cambridge
Authority Secretary