

Metro Authority Data Base Instructions for Municipalities

Background

The Metro Authority Data Base allows registered municipalities to view current and historical information relative to their payments, reported footages and contact information. Registered municipalities may also edit their contact information, file their annual report, and export data to Microsoft Excel spreadsheets.

Logging in

- Enter user name and password at sign in screen



The screenshot shows a web-based sign-in interface. At the top, there are two buttons: 'Sign In' (highlighted in orange) and 'Sign Out'. Below these is a blue header bar with a document icon and the text 'METRO AUTHORITY USER SIGN IN SCREEN'. The main content area is white and contains the instruction 'Enter your user name and password to sign in.' followed by two input fields: 'User Name:' and 'Password:'. At the bottom of the form are 'OK' and 'Cancel' buttons.

- o If you do not have a user name and password, please contact the Metro Authority at 517/241-3064, or e-mail at metroinfo@michigan.gov
 - o In order to be a valid user, your name must appear as a contact for correspondence, annual report, and/or payments.
- The main screen will appear with the current and historical information on your municipality, and will appear similar to the example below:

(Example)

Sign In Sign Out

MUNICIPALITY

Name Mayberry
Full Name City of Mayberry
Federal ID 386000001
Mail Code 1
Population 10,764
Municipality Type City
County Kent

MUNICIPALITY CONTACTS

Edit **Export** << < Page 1 of 1 > >> Page Size 10 Go Total Items: 3

	Contact Type	First Name	Last Name
<input type="checkbox"/>	Correspondence	Andrew	Taylor
<input type="checkbox"/>	Annual Reportee	Barney	Fife
<input type="checkbox"/>	Payment	Beatrice	Taylor

MUNICIPALITY HISTORY

Annual Report **Export** << < Page 1 of 1 > >> Page Size 10 Go Total Items: 6

	Year	Payment	Document #	Footages
<input type="checkbox"/>	2003	\$6,926.31	W3025410	13,500
<input type="checkbox"/>	2004	\$29,932.40	W4026908	672,826
<input type="checkbox"/>	2005	\$33,006.75	W5352822	631,290
<input type="checkbox"/>	2006	\$30,417.73	W6238930	328,608
<input type="checkbox"/>	2007	\$30,289.05	W7238193	330,753
<input type="checkbox"/>	2008	\$30,670.53	W8233383	334,811

MUNICIPALITY FOOTAGES

Export << < Page 1 of 1 > >> Page Size 10 Go Total Items: 4

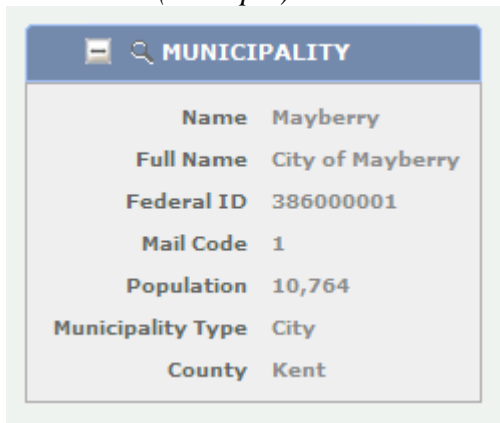
Provider	Footages
AT&T Michigan	221,640
WilTel Communications, LLC	13,500
McLeodUSA Telecommunications Services, Inc	3,364
Comcast Cable Communications	96,307
Page Total:	334,811
Municipality Total:	334,811

As a registered user you have the capability of editing your contact information (name, address, title, address, e-mail, phone and fax numbers) and to file your annual report, due by April 30 of each year (annual reports are required for all municipalities with populations over 10,000). You also have the capability of exporting information from the contact table, the history table and the footages table to Microsoft Excel spreadsheets.

Municipality Table

This is a “read only” table, which consists of your municipality’s name, Federal ID, mail code, population as of the last census, municipality type (city, village or township) and county.

(Example)



The screenshot shows a web interface for a 'MUNICIPALITY' table. It features a search icon and a list of fields with their corresponding values for the municipality of Mayberry.

MUNICIPALITY	
Name	Mayberry
Full Name	City of Mayberry
Federal ID	386000001
Mail Code	1
Population	10,764
Municipality Type	City
County	Kent

The Federal ID and mail code are required by the State of Michigan accounting system in order to process annual maintenance fee payments. The Federal ID is required to ensure that payment is made out to the proper entity. The mail code corresponds with your remittance address. If you are not receiving payments at the proper address, you can change your payment contact address (see Municipality Contacts Table below).

The municipalities’ populations are reported as of the last US Census figure. All municipalities with populations over 10,000 are required to file an annual report on the disposition of the funds they received from the Metro Authority in the preceding year. Please contact the Metro Authority at 517/335-3327 if your census figure is incorrect.

Municipality Contacts Table

The Municipality Contact table contains the current information the METRO Authority has on file to contact 1) the individual at your municipality to send general correspondence concerning Metro issues (usually the municipality’s clerk, supervisor, president, or mayor); 2) the individual at your municipality who is responsible for filing your annual report (municipalities with populations over 10,000 only); and 3) the individual and/or address to remit annual maintenance fee payments. Contact information includes fields for name, title, address, phone number, fax number, and e-mail.

This table gives the user the capability of editing or exporting the information contact information on file with the Metro Authority.

To Edit Municipality Contacts

- From the main screen, under “Municipality Contacts” section, select contact type to view and/or edit (click on box to left of desired row).
- Click on edit button.



(Example)

The screenshot shows a web interface titled "MUNICIPALITY CONTACTS". It features a table with three columns: "Contact Type", "First Name", and "Last Name". The table contains three rows of data. The first row, "Correspondence", is selected, indicated by a checked checkbox in the first column. The second row is "Annual Reportee" and the third is "Payment". Above the table, there are navigation controls including "Edit" and "Export" buttons, a pagination bar showing "Page 1 of 1", a "Page Size" dropdown set to "10", and a "Go" button. The text "Total Items: 3" is also visible.

	Contact Type	First Name	Last Name
<input checked="" type="checkbox"/>	Correspondence	Andrew	Taylor
<input type="checkbox"/>	Annual Reportee	Barney	Fife
<input type="checkbox"/>	Payment	Beatrice	Taylor

- The “Edit Municipality Contact” screen will appear --

(Example)

  EDIT MUNICIPALITY CONTACT

Contact Type

Prefix

First Name

Last Name

Title

Street Address

PO Box

City

Zip Code

Email

Phone

Fax

- Make necessary changes and save.

NOTE: If you make changes to your payment contact information, you may be contacted by the Metro Authority for further instructions in updating this information with the Michigan Department of Management & Budget, Office of Financial Information.

To Export Municipality Contacts

- From the main screen, under “Municipality Contacts” section, click on export button.
- When the “File Download” pop up screen appears, select “open” or “save”.
- An Excel spreadsheet will open with current contact information.

Municipality History Table

The Municipality History table contains the annual maintenance fee payments the Metro Authority has issued to your municipality, along with a document reference number. It also includes an annual summary of the linear footages reported in your municipality’s right-of-way.

This table allows the user to e-file their annual report (required by all municipalities with populations over 10,000), and to export data from the table into an Excel spreadsheet.

To E-File Your Annual Report

Municipalities with populations over 10,000 are required to submit an annual report on the use and disposition of funds received under PA 48 of 2002 by April 30 of each year.

- From the main screen, under “Municipality History” section, select the desired year listed by clicking on the box to left of the desired row.

(Example)

MUNICIPALITY HISTORY				
Year	Payment	Document #	Footages	
<input type="checkbox"/>	2003	\$6,926.31	W3025410	13,500
<input type="checkbox"/>	2004	\$29,932.40	W4026908	672,826
<input type="checkbox"/>	2005	\$33,006.75	W5352822	631,290
<input type="checkbox"/>	2006	\$30,417.73	W6238930	328,608
<input type="checkbox"/>	2007	\$30,289.05	W7238193	330,753
<input checked="" type="checkbox"/>	2008	\$30,670.53	W8233383	334,811

- A screen will appear (“Enter Annual Report Information”) --

(Example)

Sign In Sign Out

ENTER 2010 ANNUAL REPORT INFORMATION FOR THE CHARACTER TOWNSHIP OF ANTOURAGE

Metro Act Funds Carried Forward From 2009.... \$0.00
Metro Act Funds Received in 2010..... \$9,680.20
Metro Act Funds Available..... \$9,680.20

New Construction

Maintenance & Repair

Improvements

Engineering Costs

Management Costs

Consulting Costs

Miscellaneous Costs

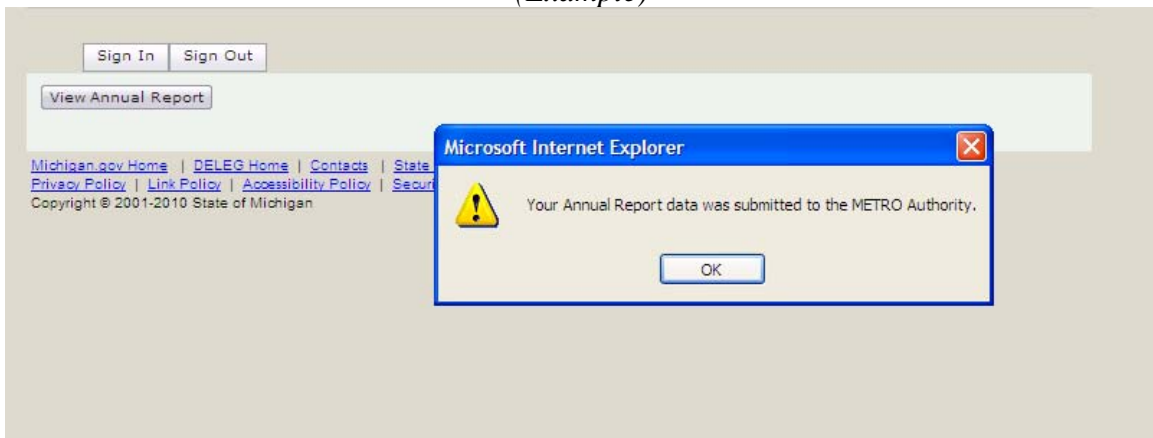
Miscellaneous Costs Explanation

The Metro Authority annual report on the use and disposition of funds received under PA 48 of 2002 is mandatory for all municipalities with populations over 10,000 (optional for all others) and must be submitted no later than April 30. Please note that PA 48 funds are to be accounted for separately from Act 51 funds.
Click on the SAVE button below to submit your Annual report to the METRO Authority. By doing so you as the municipality Treasurer, Finance Director or Street Administrator certify the information is true, accurate and complete to the best of your knowledge and belief.

Save Cancel

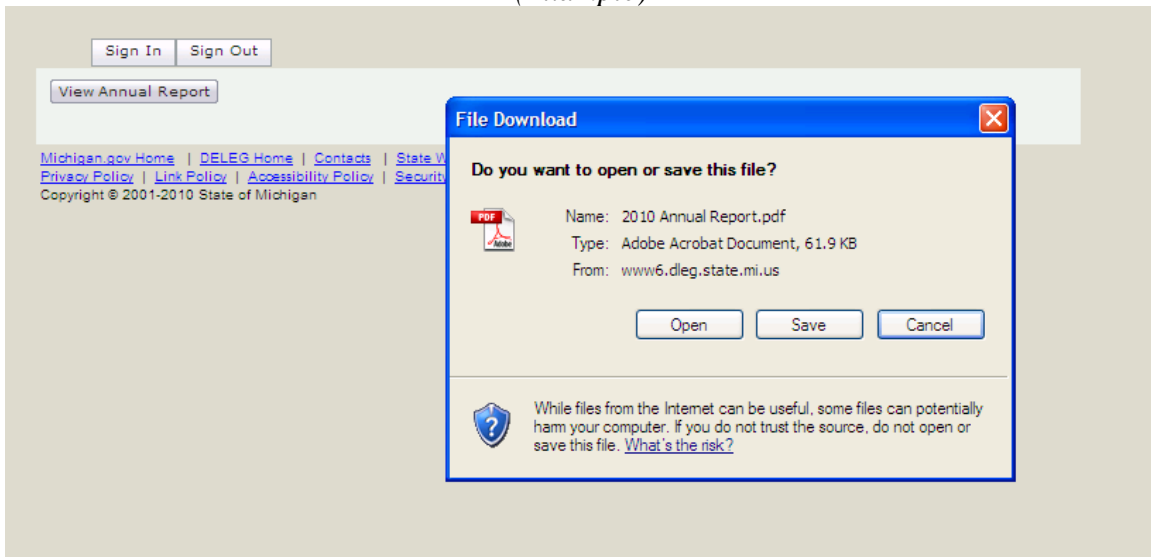
- Enter required information and save.
- The Metro Authority will receive an automatic e-mail notification when your annual report is filed.
- A screen will appear --

(Example)



- Click on OK
- To print a copy of the Annual Report, click on View Annual Report

(Example)



- Select “open”
- The Annual Report form will appear, which then can be printed for your records

To Export Municipality History

- From the main screen, under “Municipality History” section, click on export button.
- When the “File Download” pop up screen appears, select “open” or “save”.
- An Excel spreadsheet will open with current and historic payment and linear footage information.

Municipality Footages Table

The Municipality Footages table lists the linear footages reported in your municipality’s right-of-way by telecom provider for the current year. Telecom providers are required to “true up” their linear footages with the Metro Authority in February/March each year.

To Export Municipality Footages

- From the main screen, under “Municipality Footages” section, click on export button.
- When the “File Download” pop up screen appears, select “open” or “save”.
- An Excel spreadsheet will open with current linear footage information.