School District of the City of Muskegon Heights Receivership Transition Advisory Board Agenda Wednesday, May 20, 2020, 4:00 PM Virtual Meeting via Microsoft Teams

### I. <u>CALL TO ORDER</u>

- A. <u>Roll Call</u>
- B. Approval of RTAB Minutes
  - 1. Regular Meeting of April 15, 2020 (attachment #1)

### II. OLD BUSINESS

None.

### III. <u>NEW BUSINESS</u>

- A. District Updates
- B. Monthly Reports
  - 1. May 20, 2020 (attachment #2)
    - a. Liabilities Report (attachment #2a)
    - b. Cash Flow Projections (attachment #2b)
    - c. Comparison of Budgeted Revenue and Expenditure to Actual

(attachment #2c)

- IV. PUBLIC COMMENT
- V. BOARD COMMENT
- VI. ADJOURNMENT

# School District of the City of Muskegon Heights

# **Receivership Transition Advisory Board Meeting**

Wednesday, April 15, 2020 Virtual Meeting via Microsoft Teams

### **MINUTES**

### I. Call to Order

Chair Jessica Thomas called the meeting to order at 4:00 p.m.

A. Roll Call

<u>Members Present – 4</u> Jessica Thomas Clinton Todd John Schrier Patrice Johnson (via phone)

<u>Members Absent – 1</u> Dale Nesbary

Governor Whitmer's Executive Order 2020-48 provides authorization of remote participation in public meetings and hearings in accordance with the Opening Meetings Act (OMA). A quorum was present.

## **B.** Approval of RTAB Minutes

Motion by Mr. Todd to approve the draft minutes as presented. Motion moved and seconded by Mr. Schrier. The RTAB approved the February 19, 2020 meeting minutes.

### II. Old Business

None.

### III. New Business

A. District Updates

Chair Thomas asked Mr. Lewis to speak about the impact of COVID-19 on district operations. Mr. Lewis stated that he anticipates tax revenues to come in slower than usual. The district has a 50/50 levy and has received most of the second levy to date.

### B. March 18, 2020 Monthly Reports

i. Liabilities Report

Mr. Lewis reported no changes to liabilities from the previous month.

ii. Cash Flow Projections

Mr. Lewis reported cash is stable for the district. The district is on track with meeting all the obligations.

iii. Comparison of Budgeted Revenue and Expenditure to Actual

Mr. Lewis reported that he is available to speak about the financial report. Mr. Lewis provided the RTAB Board with a brief overview, stating that things are going in a positive direction.

### C. April 15, 2020 Monthly Reports

i. Liabilities Report

Mr. Lewis reported no changes to liabilities from the previous month. Mr. Lewis stated that the district will make an emergency loan payment of \$410,502 in June 2020.

ii. Cash Flow Projections

Mr. Lewis reported cash is stable for the district. The district is on track with meeting all the obligations. Chair Thomas asked about making a QZAB payment. Mr. Lewis stated that the QZAB payment is scheduled for December 2020. Mr. Lewis also stated that utilities and building costs will be low due to COVID-19.

iii. Comparison of Budgeted Revenue and Expenditure to Actual

Mr. Lewis reported that revenues are higher than originally projected due to the payout received from Muskegon Area Intermediate School District (MAISD). Expenditures for MAISD technology fees is also higher for the year. Chair Thomas asked for more details why the fees increased. Mr. Lewis provided an overview of the services provided by Muskegon Area ISD. Ms. Johnson stated that Mr. Lewis should have conversations with the ISD regarding the increased fees.

### IV. Public Comment

None.

### V. Board Comment

Chair Thomas asked Mr. Lewis regarding the status of appointing a new board member for Muskegon Heights Public School Academy System. Mr. Lewis reported that the district board will have a special meeting in the near future to approve the appointment of the new member.

### VI. Adjournment

Motion made to adjourn by Mr. Schrier. Motion moved and seconded by Mr. Todd. The Board approved the motion to adjourn.

There being no further business, the meeting adjourned at 4:16 p.m.



# Muskegon Heights Public Schools

2603 Leahy Street•Muskegon Heights, MI 49444•Phone 231-830-3221 Fax 231-830-3560

Date: May 13, 2020

- To: Receivership Transition Advisory Board (RTAB) Muskegon Heights Public Schools Board of Education
- From: John Lewis, Assistant Superintendent
- Re: Board Meeting Packet for May 20, 2020

Attached, please find the Muskegon Heights Public Schools 2019/20 Budget to Actual Revenue and Expenditure Report, Cash Flow Statement, and Liabilities Report for your review.

### **Budget to Actual Revenue and Expenditure Report**

Included you will find the budget to actual report for 2019/20 as of May 13, 2020.

There are no material changes to note currently. Next month, we will be amending the budget as we will be in the last month of the fiscal year.

### Cash Flow Statement

Cash flow continues to remain stable for the coming year. We will have enough cash on hand to meet our June 2020 emergency loan payment obligation even if we do not receive taxes from the city or county (due to the stay at home order) before the payment date. We assume we will be made whole after the stay at home order is lifted.

### Liabilities Report

In April the district made payments on our 2016 Series A and B bonds. We also borrowed from the School Bond Loan Fund in the amount of \$1, 390,800 to meet these obligations. This borrowing was higher than usual due to Muskegon Heights city hall being closed by COVID-19.

Fund	Rate	Description	Issuance Date	Original Amount	Term Length	Principal	Interest	To	tal Amount	Projected Maturity Date	As of Date
GF		Payable to MDE - At-Risk Payback			Short			\$	371,436	N/A	5/1/2020
GF	2.45%	Restructured Emergency Loan #1 - 2018	5/23/2018	\$ 6,990,000	Long	\$ 6,852,000	\$ 2,170,088	\$	9,022,088	6/15/2042	5/1/2020
GF	2.35%	Restructured Emergency Loan #2 - 2018	5/23/2018	\$ 3,165,000	Long	\$ 3,160,000	\$ 1,047,836	\$	4,207,836	6/15/2042	5/1/2020
GF	3.45%	Restructured Emergency Loan #3 - 2018	5/23/2018	\$ 1,400,000	Long	\$ 1,355,000	\$ 561,043	\$	1,916,043	6/15/2043	5/1/2020
GF	2.70%	2017/18 Emergency Loan #4 - 2018	5/23/2018	\$ 2,449,000	Long	\$ 2,449,000	\$ 1,682,176	\$	4,131,176	6/15/2047	5/1/2020
GF	NA	2007 Energy Conservation Improvement Bonds	12/19/2007		Long	\$ 3,149,000	\$-	\$	3,149,000	12/19/2022	5/1/2020
DF	5.00%	2016 Refunding Bonds, Series A	3/29/2016		Long	\$ 10,990,000	\$ 2,931,000	\$	13,921,000	5/1/2029	5/1/2020
DF	1.74%-2.61%	2016 Refunding Bonds, Series B	3/26/2016		Long	\$ 2,160,000	\$ 82,792	\$	2,242,792	5/1/2021	5/1/2020
DF	3.41%	School Bond Loan Fund	Annual		Long	\$ 2,212	\$ 241	\$	2,453	5/1/2035*	5/1/2020
DF	3.41%	School Loan Revolving Fund	Annual		Long	\$ 4,918,431	\$ 121,792	\$	5,040,223	5/1/2035*	5/1/2020
				\$ 14,004,000		\$ 35,035,643	\$ 8,596,968	\$	44,004,047		

Note: GF - General Fund (18 mill levy); DF - Debt Service Fund (13 mill levy)

\*Indicates Mandatory Repayment Date

Liability	Usage Explanation:
EL #1	Majority of proceeds used to retire SAN received

L #1 Majority of proceeds used to retire SAN received in August 2011. Remainder used for final payrolls and other prior year expenses

EL #2 Legacy costs

EL #3 Legacy costs

El #4 Proceeds used to retire ORS and UIA debt

Total Emergency Loans issued: \$14,004,000



S	chool District	
Μ	uskegon Heights Public Schools	

	May 20	lune 20	July 20	August 20	September 20	October 20	November 20	December 20	January 21	February 21	March 21	April 21	
Beginning Balance	\$ 1,116,328	\$ 1,106,498	\$ 864,647	\$ 822,105	\$ 936,564	\$ 1,161,914	\$ 1,167,844	\$ 1,166,533	\$ 869,365	\$ 945,269	\$ 1,165,999	\$	1,165,758
Estimated Receipts													
Taxes		\$ 173,892	\$-	\$ 119,000	\$ 250,000	\$ 17,281	\$ 5,565	\$ 72,322	\$ 81,333	\$ 227,481	\$ 5,000		
Taxes - Tech Millage		\$ 21,187			\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,507		\$ 27,000	\$-	\$	-
Authorizer Fees	\$ 12,809	\$ 12,809	\$ 12,809	\$ 12,809		\$ 12,809	\$ 12,809	\$ 12,809	\$ 12,809	\$ 12,809	\$ 12,809	\$	12,809
ELN Proceeds													
Other Revenue	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$	1,000
Total Available Funds	\$ 1,130,137	\$ 1,315,386	\$ 878,455	\$ 954,914	\$ 1,202,564	\$ 1,208,003	\$ 1,202,218	\$ 1,268,171	\$ 964,507	\$ 1,213,558	\$ 1,184,808	\$	1,179,566
Less Estimated Expenditures:													
Payrolls	\$ 18,658	\$ 14,070	\$ 14,070	\$ 14,070	\$ 14,070	\$ 15,579	\$ 17,149	\$ 14,070	\$ 14,070	\$ 15,579	\$ 14,070	\$	14,070
Other Expenditures	\$ 4,980	\$ 4,980	\$ 42,280	\$ 4,280	\$ 11,580	\$ 9,580	\$ 3,535	\$ 12,761	\$ 5,167	\$ 4,980	\$ 4,980	\$	5,660
Emergency Loan Payment	\$ -	\$ 410,502	\$-	\$-	\$-	\$-	\$-	\$ 174,376	\$-	\$-	\$-	\$	-
Tech Millage to PSA	\$ -	\$ 21,187	\$-	\$-	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,507	\$-	\$ 27,000	\$-	\$	-
Other Liens/Loans (Totals)	\$ -	\$ -	\$-	\$-	\$-	\$-	\$-	\$ 182,092	\$-	\$-	\$-	\$	-
Estimated Ending Balance	\$ 1,106,498	\$ 864,647	\$ 822,105	\$ 936,564	\$ 1,161,914	\$ 1,167,844	\$ 1,166,533	\$ 869,365	\$ 945,269	\$ 1,165,999	\$ 1,165,758	\$	1,159,836

Expenses by Month

	May 20	Jun 20	Jul 20	A	Aug 20	:	Sep 20	Oct 20	Nov 20	0	Dec 20	J	lan 21	I	Feb 21	N	lar 21	Apr 21		Totals
Payrolls (including contracted staff)	\$ 18,658	\$ 14,070	\$ 14,070	\$	14,070	\$	14,070	\$ 15,579	\$ 17,149	\$	14,070	\$	14,070	\$	15,579	\$	14,070	\$ 14,070	\$	179,527
Consumers - electric	\$ 800	\$ 800	\$ 800	\$	800	\$	800	\$ 800	\$ 372	\$	356	\$	233	\$	500	\$	500	\$ 500	\$	7,261
DTE - natural gas	\$ 1,200	\$ 1,200	\$ 500	\$	500	\$	800	\$ 800	\$ 264	\$	1,478	\$	1,997	\$	1,500	\$	1,500	\$ 2,000	\$	13,739
Waste & Water utility	\$ 220	\$ 220	\$ 220	\$	220	\$	220	\$ 220	\$ 139	\$	168	\$	177	\$	220	\$	220	\$ 400	\$	2,644
Audit Fees						\$	7,000	\$ 5,000											\$	12,000
Legal Fees	\$ 1,160	\$ 1,160	\$ 1,160	\$	1,160	\$	1,160	\$ 1,160	\$ 1,160	\$	1,160	\$	1,160	\$	1,160	\$	1,160	\$ 1,160	\$	13,920
Property Insurance			\$ 38,000																\$	38,000
MAISD Tech Fee										\$	8,000								\$	8,000
Epicenter																			\$	-
Bank Fees	\$ 600	\$ 600	\$ 600	\$	600	\$	600	\$ 600	\$ 600	\$	600	\$	600	\$	600	\$	600	\$ 600	\$	7,200
Misc.	\$ 1,000	\$ 1,000	\$ 1,000	\$	1,000	\$	1,000	\$ 1,000	\$ 1,000	\$	1,000	\$	1,000	\$	1,000	\$	1,000	\$ 1,000	\$	12,000
EL Loan Payments		\$ 410,502								\$1	174,376								\$	584,878
Tech Millage Flowthrough	\$ -	\$ 21,187	\$ -	\$	-	\$	15,000	\$ 15,000	\$ 15,000	\$	15,507	\$	-	\$	27,000	\$	-	\$ -	\$	108,694
QZAB Energy Bonds										\$1	182,092								\$	182,092
Totals	\$ 23,638	\$ 450,739	\$ 56,350	\$	18,350	\$	40,650	\$ 40,159	\$ 35,684	\$3	398,806	\$	19,238	\$	47,559	\$	19,050	\$ 19,730	\$ ´	1,169,955

### Muskegon Heights Public Schools

### Revenues, Expenditures, and Fund Balance GENERAL FUND 2019-20 5/13/2020

		Budget <b>2019-20</b>	Act	uals to Date	Und	der/(Over) to Date	% of Budget Used
Estimated Beginning Fund Balance	\$	280,114	\$	280,114			
Revenue							
Property taxes	\$	1,190,320	\$	879,342	\$	310,978	73.9%
State Sources	\$	6,920	\$	6,748	\$	172	97.5%
Oversight fees	\$	158,490	\$	93,352	\$	65,138	58.9%
Transfers and Other	\$ <b>\$</b>	10,410	\$	57,584	\$	(47,174)	553.2%
Total Revenue	\$	1,366,140	\$	1,037,026			
Expenditures							
Data Technology	\$	5,070	\$	8,434	\$	(3,364)	166.4%
Board of Education	\$	26,750	\$	13,546	\$	13,204	50.6%
Executive Administration	\$	68,410	\$	46,390	\$	22,020	67.8%
Business Services	\$	102,120	\$	87 <i>,</i> 833	\$	14,287	86.0%
Interest and Fees Expense	\$	5,910	\$	5,655	\$	255	95.7%
Unpaid Auction and Delinquent Tax Fees	\$	50,000	\$	-	\$	50,000	0.0%
Building Services	\$	103,190	\$	66,717	\$	36,473	64.7%
District Technology	\$	920	\$	714	\$	206	77.6%
Emergency Loan Payments	\$	588,500	\$	177,989	\$	410,511	30.2%
Transfers and Other	\$	302,420	\$	280,087	\$	22,333	92.6%
Total Expenditures	\$	1,253,290	\$	687,364			
Revenues Less Expenditures	\$	112,850	\$	349,662			
Projected Ending Fund Balance	\$	392,964	\$	629,776			

REVENUES	DESCRIPTION	TOTAL
11-0111-0000-000-0000-00000-000000-	PROPERTY TAXES CURRENT	-772,982.93
11-0111-0000-100-0000-00000-000000-	OTHER TAXES	0.00
11-0121-0000-000-0000-00000-000000-	TECH MILLAGE FLOWTHROUGH	-106,359.45
11-0124-0000-000-0000-00000-000000-	PENALTY & INT ON DEL TAXES	0.00
11-0151-0000-000-0000-00000-000000-	EARNINGS ON INVEST & DEPOSITS	0.00
11-0191-0000-000-0000-00000-000000-	RENTALS	0.00
11-0199-0000-000-0000-00000-000000-	MISCELLANEOUS	-57,583.93
11-0321-0000-000-0000-00000-000000-	PPT REIMBURSEMENT	-6,747.60
11-0519-0000-001-0000-00000-000000-	3% AUTHORIZER FEE - MHPSA	-93,351.94
11-0519-0000-100-0000-00000-000000-	SHARED BUSINESS SVCS	0.00
11-0591-0000-000-0000-00000-000000-	PROCEEDS FROM ISSUANCE OF BOND	0.00

-1,037,025.85

# Attachment #2c

\$ 687,364.19 \$ 687,364.19

EXPENDITURES	DESCRIPTION	TOTAL	
11-1-225-7410-840-0000-00000-000000-	LICENSING FEES & RENEWALS	8,146.00	
11-1-226-4220-899-0000-00000-000000-	COPY MACHINE	288.40 \$	8,434.40
11-1-231-3170-000-0000-00000-000000-	LEGAL SERVICES	1,996.00	
11-1-231-3180-000-0000-00000-000000-	AUDIT SERVICES	11,550.00	
11-1-231-3220-007-0000-00000-000000-	TRAVEL - TRINELL SCOTT	0.00	
11-1-231-7410-000-0000-00000-000000-	DUES & FEES	0.00 \$	13,546.00
11-1-232-3150-000-0000-00000-000000-	CONTRACTED SERVICES	46,389.60	
11-1-232-3210-000-0000-00000-000000-	COST OF TRAVEL (MILEAGE)	0.00	
11-1-232-3430-000-0000-00000-000000-	MAILING	0.00	
11-1-232-7910-000-0000-00000-000000-	MISCELLANEOUS	0.00 \$	46,389.60
11-1-252-1620-033-0000-00000-000000-	ACCOUNTING SPECIALIST	50,769.18	
11-1-252-2130-000-0000-00000-000000-	HOSPITALIZATION	17,566.50	
11-1-252-2820-033-0000-00000-000000-	CONTRIB TO ST&LOC RETIRE FUNDS	13,778.66	
11-1-252-2830-033-0000-00000-000000-	EMPLOYER SOCIAL SECURITY	3,883.88	
11-1-252-2840-033-0000-00000-000000-	WORKMAN'S COMPENSATION	1.54	
11-1-252-3150-030-0000-00000-000000-	CONTRACTED SERVICES	0.00	
11-1-252-3220-030-0000-00000-000000-	TRAVEL & CONFERENCE	0.00	
11-1-252-5910-030-0000-00000-000000-	OFFICE SUPPLIES	1,833.70 \$	87,833.46
11-1-252-7410-000-0000-00000-000000-	INTEREST & FEES EXPENSE	5,654.73 \$	5,654.73
11-1-259-7610-000-0000-00000-000000-	TAXES ABATED & WRITTEN OFF	0.00 \$	-
11-1-261-3190-100-0000-00000-000000-	CONTRACTED SERVICES	14,371.41	
11-1-261-3410-000-0000-00000-000000-	TELEPHONE CHARGES	173.65	
11-1-261-3830-000-0000-00000-000000-	WATER & SEWAGE	1,431.14	
11-1-261-3840-000-0000-00000-000000-	WASTE & TRASH DISPOSAL	416.00	
11-1-261-3910-000-0000-00000-000000-	INSURANCE	36,885.00	
11-1-261-4110-000-0000-00000-000000-	LAND AND BLDGS-REPAIRS & MAINT	0.00	
11-1-261-5510-000-0000-00000-000000-	HEATING FUEL	9,628.05	
11-1-261-5520-000-0000-00000-000000-	ELECTRICITY	3,811.62 \$	66,716.87
11-1-284-3410-000-0000-00000-000000-	CELL PHONE CHARGES	713.85 \$	713.85
11-1-411-8910-000-0000-00000-000000-	TRANSFERS TO MHPSA	97,994.30	
11-1-511-7110-994-0000-00000-000000-	PRINCIPAL PMT - EMERGENCY LOAN	0.00	
11-1-511-7230-994-0000-00000-000000-	INTEREST PMT - EMERGENCY LOANS	177,988.56 \$	177,988.56
11-1-634-8110-000-0000-00000-000000-	QZAB TRANSFER - DEBT RETIREMEN	182,092.42 \$	280,086.72

### Muskegon Heights Public Schools

Revenues, Expenditures, and Fund Balance DEBT SERVICE - 2016 REFUNDING BONDS 2019-20 5/13/2020

	Act	uals to Date
Estimated Beginning Fund Balance	\$	225,460
Revenue		
Tax Revenues	\$	943,357
SBLF/SLRF (State Bond Loan Programs)	\$	1,390,800
Total Revenue	\$	2,334,157
Expenditures		
Tax Chargebacks & Auction Property	\$	-
Principal Payments	\$	1,995,000
Interest Payments	\$	674,542
Total Expenditures	\$	2,669,542
Revenues Less Expenditures	\$	(335,385)
Projected Ending Fund Balance	\$	(109,925)

# Attachment #2c

Account	Description	Total
32-0111-0000-000-0000-00000-000000-	PROPERTY TAX LEVY	-819,038.92
32-0111-0000-100-0000-00000-000000-	OTHER TAXES-HSBF	0.00
32-0124-0000-000-0000-00000-000000-	PENALTY & INT ON DEL TAXES	0.00
32-0151-0000-000-0000-00000-000000-	EARNINGS ON INVESTMENTS-HSBF	-247.67
32-0321-0000-000-0000-00000-000000-	PPT REIMBURSEMENT	-124,070.05
32-0591-0000-000-0000-00000-000000-	BOND PROCEEDS	0.00
32-0595-0000-000-0000-00000-000000-	STATE LOAN PROGRAM-HSBF	-1,390,800.00
32-0596-0000-000-0000-00000-000000-	PROCEEDS FROM REFINANCING DEBT	0.00
32-0596-0000-001-0000-00000-000000-	PREMIUM ON REFUNDING BONDS	0.00
32-0599-9000-000-0000-00000-000000-	DUE TO/FROM	0.00
32-0631-0000-000-0000-00000-000000-	TRANSFER IN	0.00

-2,334,156.64

Account	Description	Total
32-1-252-3180-000-0000-00000-000000-	AUDIT SERVICES	0.00
32-1-252-7410-000-0000-00000-000000-	PAYING AGENT FEES	0.00
32-1-259-3610-000-0000-00000-000000-	PRINTING	0.00
32-1-259-7610-000-0000-00000-000000-	TAXES ABATED & WRITTEN OFF	0.00
32-1-511-7110-000-0000-00000-000000-	PRINCIPAL - 2006 REF BDS	1,995,000.00
32-1-511-7230-000-0000-00000-000000-	INTEREST-HSBF	674,542.00
32-1-511-7310-000-0000-00000-000000-	OTHER BOND ISSUANCE COSTS	0.00
32-1-511-7330-000-0000-00000-000000-	BOND DISCOUNT	0.00
32-1-511-7410-000-0000-00000-000000-	PAYING AGENT FEES-HSBF	0.00
32-1-512-7320-000-0000-00000-000000-	PAYMENTS TO BOND ESCROW AGENT	0.00

### **Muskegon Heights Public Schools**

### Revenues, Expenditures, and Fund Balance QZAB Fund 2019-20 5/13/2020

Actuals to Date **Estimated Beginning Fund Balance** \$ 2,240,644 Revenue \$ 15,821 Earnings on Investment \$ Transfers In 182,092 \$ 197,913 **Total Revenue** Expenditures \$ -\$ **Total Expenditures** -**Revenues Less Expenditures** \$ 197,913 **Projected Ending Fund Balance** \$ 2,438,558

#### Account

34-0151-0000-000-0000-00000-34-0611-0000-000-0000-00000-

### Description

EARNINGS ON INVESTMENTS QZAB TRANSFER

# Amount

-15,821.05 -182,092.42