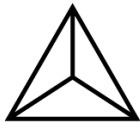




**FINANCE COMMITTEE**  
March 14, 2018  
5:00 p.m.  
TCRPC Small Conference Room

**AGENDA**

- I. CALL TO ORDER/INTRODUCTIONS**
- II. APPROVAL OF AGENDA – (action)**
- III. APPROVAL OF MINUTES** of the February 14, 2018 meeting – (action)
- IV. PUBLIC COMMENT** (opportunity to address the committee on topics on the agenda)
- V. BUSINESS ITEMS**
  - A. Finance Report for February 2018 – (action)  
The Finance Report for February 2018 is enclosed. We request the Committee recommend the report be received and placed on file.
  - B. Budget Revision for FY 2018 – (action)  
A Budget Revision for the FY 2018 is enclosed. We request the Committee recommend the Budget Revision for FY 2018 to the Commission for adoption.
  - C. Preliminary Budget for FY 2019 – (action)  
The Preliminary Budget for FY 2019 is enclosed. We request the Committee recommend the Preliminary Budget for FY 2019 to the Commission for adoption.
- VI. OTHER BUSINESS**
- VII. ADJOURN**



**FINANCE COMMITTEE MEETING  
PROPOSED MINUTES**

February 14, 2018 (Wednesday) at 3:30 p.m.  
Tri-County Regional Planning Commission

**I. Approval of Agenda**

**It was MOVED by C/Watkins, SUPPORTED by C/Swope to approve the agenda.  
MOTION CARRIED UNANIMOUSLY.**

**II. Approval of January 10, 2018 Minutes**

**It was MOVED by C/ Swope, SUPPORTED by C/Watkins to approve the minutes.  
MOTION CARRIED UNANIMOUSLY.**

**III. Finance Report for January 2018**

The finance report was reviewed by Greg Hoffman.

**It was MOVED by C/Swope SUPPORTED by C/Austin to recommend the report be  
received and placed on file. MOTION CARRIED UNANIMOUSLY.**

A discussion about the need for the Finance Committee and/or the Commission to  
approve the monthly expenditures was held. It was decided that it would be addressed  
by the working groups review of the policies.

**IV. Adjourn**

**It was MOVED by C/Swope SUPPORTED by C/Austin to Adjourn. MOTION  
CARRIED UNANIMOUSLY.**

***The next meeting of the Finance Committee will be  
Wednesday, March 14, 2018 at 3:30 p.m. at the TCRPC Office.***

## 2018 Finance Committee Attendance

Commissioner	Representing	MEETING DATE											
		1/10	2/14	3/14	4/11	5/9	6/13	7/11	8/8	9/12	10/10	11/7	12/5
Robin Lewis	City of Lansing, Capital Area Transportation Authority (CATA)	N/A											
Peter Spadafore	City of Lansing, Council	N/A											
Chris Swope	City of Lansing	N/A	X										
Adam Stacey	Clinton County Board of Commissioners	N/A											
Gail Watkins	Clinton County Road Commission	N/A	X										
Kent Austin	Eaton County Board of Commissioners	N/A	X										
Roger A. Eakin (Chair)	Eaton County Board of Commissioners	N/A	X										
Julie Brixie	Ingham County, Meridian Charter Twp.	N/A											
Randy Schafer	Ingham County Board of Commissioners	N/A	X										
	TOTAL (9)		5										

Others in attendance

1/10/2018: Meeting was attended by members appointed in 2017

TRI-COUNTY REGIONAL PLANNING COMMISSION  
 EXPENDITURE REPORT  
 FEBRUARY 2018  
 FISCAL YEAR 10/1/2017 TO 9/30/2018

LINE ITEM CATEGORY	BUDGET	CURRENT MONTH	FISCAL YEAR TO DATE	BALANCE	PERCENT EXPENDED
Salaries	760,500	62,219	319,799	440,701	42.05%
Fringe Benefits	380,500	26,114	130,626	249,874	34.33%
Advertising	4,100		1,969	2,131	48.02%
Audit	9,800		8,800	1,000	89.80%
Bank Service Charges	1,000	68	319	682	31.85%
Commission Discretionary Funds	5,000		2,329	2,671	46.58%
Commission Mtg Expense	2,200		1,892	308	85.99%
Commission Travel	1,000		0	1,000	0.00%
Computer Services	41,000	1,978	10,684	30,316	26.06%
Computer Software	32,000	733	18,676	13,324	58.36%
Consultant	150,000	14,091	43,234	106,766	28.82%
Contractual Services	15,000		748	14,252	4.98%
Equipment Maintenance	2,500		0	2,500	0.00%
Fixed Asset Depreciation	9,000	664	3,318	5,682	36.86%
Furniture/Equipment Purch.	15,000		2,190	12,810	14.60%
Insurance	6,400	6,198	6,198	202	96.84%
Membership Dues	11,000	2,356	4,508	6,492	40.98%
Office Supplies	10,000	975	4,171	5,829	41.71%
Pass Through	298,069		6,817	291,252	2.29%
Postage	2,300	62	422	1,878	18.33%
Printing & Copying	11,650		2,655	8,995	22.79%
Publications/Subscriptions	1,050	20	411	639	39.14%
Rent - Meeting Facility	2,050		0	2,050	0.00%
Rent - Office	70,100	5,268	28,533	41,567	40.70%
Special Projects	51,472		5,252	46,220	10.20%
Telephone	3,500	121	848	2,652	24.24%
Training	8,000		35	7,965	0.44%
Transfer for Match	225,525	10,535	66,872	158,653	29.65%
Travel - In	17,000	986	4,982	12,018	29.31%
Travel - Out	22,500	575	2,773	19,727	12.33%
<b>Totals</b>	<b>2,169,216</b>	<b>132,961</b>	<b>679,057</b>	<b>1,490,159</b>	<b>31.30%</b>

TCRPC  
 03/06/18

**Tri-County Regional Planning Commission**  
**2018 Budget Revision - March 2018**  
**October 1, 2017 to September 30, 2018**  
**Revenues by Funding Source**

	2018 Adopted Budget	+/-	2018 Proposed Revision
Groundwater Management Board	82,176		82,176
Stormwater Phase II	111,088		111,088
Wellhead Protection	46,008		46,008
DeWitt Watershed Permit Assistance	3,000		3,000
Mid-Michigan Water Authority	4,250		4,250
Greater Lansing Area Clean Cities	91,750		91,750
Federal Highway Administration/Federal Transit Administration (Full Allocation Budgeted FY '18)	786,506		786,506
Michigan Department of Transportation - Regional Grant	40,100		40,100
Asset Management	40,000		40,000
Surface Transportation Planning (Available \$125,000)	61,816		61,816
State Planning & Research	16,000		16,000
Transit Demand and Economic Prosperity Study	77,049		77,049
Office of Passenger Transit	2,000		2,000
U.S Department of Commerce - Economic Development Administration	99,942		99,942
Michigan Prosperity Grant 2015 (March 2015 - Dec 2017) Total Grant \$228,750 FY '15 Expenditures \$41,422 FY'16 Expenditures \$98,338	52,500	12,864	65,364
Michigan Prosperity Grant 2016 (March 2016 - Feb 2017) Total Grant \$185,000. FY '16 Expenditures \$27,622	35,000	584	35,584
Michigan Prosperity Grant 2017 (March 2017 - Feb 2018) Total Grant \$180,897	39,997	(35,944)	4,053
Michigan Prosperity Grant 2018(March 2018 - Feb 2019) Total Grant \$180,897	141,813	(11,813)	130,000
Member Allocation *	383,520		383,520
Equipment and Furniture Reimbursement	9,000		9,000
	2,123,515	(34,309)	2,089,206

\* MDOT's Membership Dues are included in Regional Grant

**TRANSFER FOR MATCH**

	TOTAL	Federal	Local
Federal Highway Administration/ Federal Transit Administration	786,506	643,755	142,751
Surface Transportation Planning	61,816	50,596	11,220
Transit Demand and Economic Prosperity Study	77,049	61,639	15,410
Economic Development Administration	99,942	49,971	49,971
		<b>TOTAL MATCH</b>	219,352

**Tri-County Regional Planning Commission  
2018 Budget  
October 1, 2017 to Sept. 30, 2018**

**Proposed Budget Revision -  
March 2018**

	Adopted January 10, 2018		Proposed Amendment
	2018	+/-	+/-
<b>REVENUES</b>			
Federal	757,418		757,418
State	415,953	(34,309)	381,644
Local	338,272		338,272
Member Allocation	383,520		383,520
Other Sources			
Fixed Assets Reimbursement	9,000		9,000
<hr/>			
Subtotal	1,904,163	(34,309)	1,869,854
Other Financing Sources			
Local Match	219,352		219,352
<b>TOTAL</b>	<b>2,123,515</b>	<b>(34,309)</b>	<b>2,089,206</b>
<hr/>			
<b>EXPENSES</b>			
Salaries	760,500		760,500
Fringe Benefits	380,500		380,500
Advertising	4,100		4,100
Audit	9,800		9,800
Bank Service Charges	1,000		1,000
Commission Discretionary Expenses	5,000		5,000
Commission Meeting Expenses	2,200		2,200
Commission Travel	1,000		1,000
Computer Services	41,000		41,000
Computer Software	32,000		32,000
Consultant Fee	150,000		150,000
Contractual Services	15,000		15,000
Equipment Maintenance	2,500		2,500
Fixed Assets Depreciation	9,000		9,000
Furniture/Equipment Purchases	15,000		15,000
Insurance	6,400		6,400
Membership Dues	11,000		11,000
Office Supplies	10,000		10,000
Pass Thru	298,069	(34,309)	263,760
Postage	2,300		2,300
Printing and Copying	11,650		11,650
Publications/Subscription	1,050		1,050
Rent-Meeting Facility	2,050		2,050
Rent-Office	70,100		70,100
Special Projects	51,472		51,472
Telephone	3,500		3,500
Training	8,000		8,000
Travel - In	17,000		17,000
Travel - Out	22,500		22,500
Subtotal	1,943,691	(34,309)	1,909,382
<hr/>			
Transfer for Match	219,352		219,352
<b>TOTAL</b>	<b>2,163,043</b>	<b>(34,309)</b>	<b>2,128,734</b>
<hr/>			
Increase (Decrease) to Fund Balance	(39,528)	0	(39,528)

**Tri-County Regional Planning Commission  
2019 Preliminary Budget  
October 1, 2018 to Sept. 30, 2019**

	Preliminary Budget FY 2019	2018 Budget	+/-
<b>REVENUES</b>			
Federal	771,108	757,418	13,690
State	170,389	381,644	(211,255)
Local	324,430	338,272	(13,842)
Member Allocation	383,520	383,520	0
Other Sources			
Fixed Assets Reimbursement	9,000	9,000	0
Subtotal	<u>1,658,447</u>	<u>1,869,854</u>	<u>(211,407)</u>
Other Financing Sources			
Local Match	220,174	219,352	822
<b>TOTAL</b>	<u>1,878,621</u>	<u>2,089,206</u>	<u>(210,585)</u>
<b>EXPENSES</b>			
Salaries	782,669	760,500	22,169
Fringe Benefits	391,585	380,500	11,085
Advertising	4,100	4,100	0
Audit	10,000	9,800	200
Bank Service Charges	1,000	1,000	0
Commission Discretionary Expenses	5,000	5,000	0
Commission Meeting Expenses	4,000	2,200	1,800
Commission Travel	1,000	1,000	0
Computer Services	41,000	41,000	0
Computer Software	32,000	32,000	0
Consultant Fee	25,000	150,000	(125,000)
Contractual Services	15,000	15,000	0
Equipment Maintenance	2,500	2,500	0
Fixed Assets Depreciation	9,000	9,000	0
Furniture/Equipment Purchases	15,000	15,000	0
Insurance	6,600	6,400	200
Membership Dues	11,000	11,000	0
Office Supplies	10,000	10,000	0
Pass Thru	96,872	263,760	(166,888)
Postage	2,300	2,300	0
Printing and Copying	11,650	11,650	0
Publications/Subscription	1,050	1,050	0
Rent-Meeting Facility	2,050	2,050	0
Rent-Office	72,100	70,100	2,000
Special Projects	51,472	51,472	0
Telephone	3,500	3,500	0
Training	8,000	8,000	0
Travel - In	18,000	17,000	1,000
Travel - Out	25,000	22,500	2,500
Subtotal	<u>1,658,448</u>	<u>1,909,382</u>	<u>(250,934)</u>
Transfer for Match	<u>220,174</u>	<u>219,353</u>	<u>821</u>
<b>TOTAL</b>	<u>1,878,621</u>	<u>2,128,735</u>	<u>(250,113)</u>
Increase (Decrease) to Fund Balance	<u>0</u>	<u>(39,528)</u>	<u>39,528</u>

**Tri-County Regional Planning Commission  
2019 Preliminary Budget  
October 1, 2018 to September 30, 2019  
Revenues by Funding Source**

	2019	2018	+/-
Groundwater Management Board	92,500	82,176	10,324
Stormwater Phase II	111,088	111,088	0
Wellhead Protection	21,842	46,008	(24,166)
DeWitt Watershed Permit Assistance	3,000	3,000	0
Mid-Michigan Water Authority	4,250	4,250	0
Greater Lansing Area Clean Cities	91,750	91,750	0
Federal Highway Administration/Federal Transit Administration (Full Allocation Budgeted FY '19)	805,883	786,506	19,377
Michigan Department of Transportation - Regional Grant	40,100	40,100	0
Asset Management	40,000	40,000	0
Surface Transportation Planning (Available \$125,000)	34,591	61,816	(27,225)
State Planning & Research	19,000	16,000	3,000
Transit Demand and Economic Prosperity Study	0	77,049	(77,049)
Office of Passenger Transit	0	2,000	(2,000)
U.S Department of Commerce - Economic Development Administration	135,256	99,942	35,314
Michigan Prosperity Grant 2015 (March 2015 - Dec 2017) Total Grant \$228,750 FY '15 Expenditures \$41,422 FY'16 Expenditures \$98,338		65,364	(65,364)
Michigan Prosperity Grant 2016 (March 2016 - Feb 2018) Total Grant \$185,000. FY '16 Expenditures \$27,622		35,584	(35,584)
Michigan Prosperity Grant 2017 (March 2017 - Feb 2018) Total Grant \$180,897	35,944	4,053	31,891
Michigan Prosperity Grant 2018(March 2018 - Feb 2019) Total Grant \$180,897	50,897	130,000	(79,103)
Member Allocation *	383,520	383,520	0
Equipment and Furniture Reimbursement	9,000	9,000	0
	1,878,621	2,089,206	(210,585)

\* MDOT's Membership Dues are included in Regional Grant

**TRANSFER FOR MATCH**

	TOTAL	Federal	Local
Federal Highway Administration/ Federal Transit Administration	805,883	659,615	146,268
Surface Transportation Planning	34,591	28,313	6,278
Economic Development Administration	135,256	67,628	67,628
		<b>TOTAL MATCH</b>	220,174