



**TRI-COUNTY REGIONAL
PLANNING COMMISSION**

Planning Mid-Michigan's Future Together Since 1956

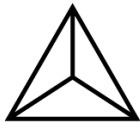
3135 Pine Tree Road, Suite 2C, Lansing, Michigan 48911
Phone: 517.393.0342 Fax: 517.393.4424
Web: www.mitcrpc.org Email: reception@mitcrpc.org
[Facebook.com/TriCountyPlanning](https://www.facebook.com/TriCountyPlanning)

FINANCE COMMITTEE
April 11, 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 March 14, 2018 meeting – *(action)*
- IV. PUBLIC COMMENT** *(opportunity to address the committee on topics on the agenda)*
- V. BUSINESS ITEMS**
 - A. Finance Report for March 2018 – *(action)*

The Finance Report for February 2018 is enclosed. We request the Committee recommend the report be received and placed on file.
- VI. OTHER BUSINESS** *(opportunity to address the committee on topics not on the agenda)*
- VII. ADJOURN**



FINANCE COMMITTEE MEETING PROPOSED MINUTES

March 14, 2018 (Wednesday) at 5:00 p.m.
Tri-County Regional Planning Commission

I. Approval of Agenda

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

II. Approval of February 14, 2018 Minutes

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

III. Finance Report for February 2018

The finance report was reviewed by Greg Hoffman.

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

IV. Budget Revision for FY 2018

Greg Hoffman explained the budget revision is to adjust multi-years of Michigan
Regional Prosperity Initiative Grant funding.

There was the discussion of possible line items to fund the Executive Director
Consultant Search expense. Hoffman explained that line items may have funds
available, but they may not be in the Commission budget or the Indirect Budget, a
possible source to pay for the consultant.

The amount of available fund balance was discussed. Hoffman said that fund balance
could be decreased and still maintain the 15% of the budget that is the minimum
requirement per our policies. (See Fund Balance and Cash Flow Reserves Analysis)

**It was MOVED by C/Brixie SUPPORTED by C/Swope to make an amendment to the
budget revision to add \$30,000 to Contractual Services line item for Executive
Director Consultant search. MOTION CARRIED UNANIMOUSLY.**

**It was MOVED by C/Swope SUPPORTED by C/Austin to recommend the Amended
Budget Revision for FY 2018. MOTION CARRIED UNANIMOUSLY.**

V. Preliminary Budget FY 2019

Hoffman reviewed the Preliminary Budget and answered questions. The Membership
Dues are the same as this year. They were last increased in FY '16.

**It was MOVED by C/Swope SUPPORTED by C/Austin to recommend the
Preliminary Budget for FY 2019. MOTION CARRIED UNANIMOUSLY.**

- VI. 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, April 11, 2018 at 5:00 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
Christine Barnes	Eaton County	N/A	N/A	X									
Peter Spadafore	City of Lansing, Council	N/A		X									
Chris Swope	City of Lansing	N/A	X	X									
Adam Stacey	Clinton County Board of Commissioners	N/A											
Gail Watkins	Clinton County Road Commission	N/A	X	X									
Kent Austin	Eaton County Board of Commissioners	N/A	X	X									
Roger A. Eakin (Chair)	Eaton County Board of Commissioners	N/A	X	X									
Julie Brixie	Ingham County, Meridian Charter Twp.	N/A		X									
Randy Schafer	Ingham County Board of Commissioners	N/A	X										

Others in attendance

1/10/2018: Meeting was attended by members appointed in 2017; TCRPC Staff: James Snell and Greg Hoffman

2/14/2018: TCRPC Staff: James Snell and Greg Hoffman

3/14/2018: TCRPC Staff: James Snell and Greg Hoffman

TRI-COUNTY REGIONAL PLANNING COMMISSION
EXPENDITURE REPORT
MARCH 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	62,875	382,674	377,826	50.32%
Fringe Benefits	380,500	29,046	159,304	221,196	41.87%
Advertising	4,100		1,969	2,131	48.02%
Audit	9,800		8,800	1,000	89.80%
Bank Service Charges	1,000	68	394	606	39.36%
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	1,998	12,863	28,137	31.37%
Computer Software	32,000	598	19,863	12,137	62.07%
Consultant	150,000	28,643	71,877	78,123	47.92%
Contractual Services	45,000		748	44,252	1.66%
Equipment Maintenance	2,500		0	2,500	0.00%
Fixed Asset Depreciation	9,000	664	3,981	5,019	44.23%
Furniture/Equipment Purch.	15,000		3,602	11,398	24.02%
Insurance	6,400		6,198	202	96.84%
Membership Dues	11,000		4,508	6,492	40.98%
Office Supplies	10,000	565	5,349	4,651	53.49%
Pass Through	263,760	15,000	21,817	241,943	8.27%
Postage	2,300	21	390	1,910	16.97%
Printing & Copying	11,650		2,839	8,811	24.37%
Publications/Subscriptions	1,050	20	431	620	41.00%
Rent - Meeting Facility	2,050		0	2,050	0.00%
Rent - Office	70,100	5,729	35,053	35,047	50.00%
Special Projects	51,472	150	5,830	45,642	11.33%
Telephone	3,500	180	1,114	2,386	31.84%
Training	8,000		831	7,169	10.38%
Transfer for Match	219,352	10,535	77,407	141,945	35.29%
Travel - In	17,000	1,481	6,930	10,070	40.76%
Travel - Out	22,500	2,477	5,250	17,250	23.33%
Totals	2,158,734	160,049	844,243	1,314,491	39.11%

TCRPC
 04/04/18