

FINANCE COMMITTEE
May 9, 2018
5:00 p.m.
TCRPC Small Conference Room

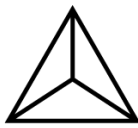
AGENDA

- I. CALL TO ORDER/INTRODUCTIONS**
- II. APPROVAL OF AGENDA** – *(action)*
- III. APPROVAL OF MINUTES** of the April 11, 2018 meeting – *(action)*
- IV. PUBLIC COMMENT** *(opportunity to address the committee on topics on the agenda)*
- V. BUSINESS ITEMS**
 - A. Finance Report for April 2018 – *(action)*

The Finance Report for February 2018 (will be sent later). We request the Committee recommend the report be received and placed on file.
 - B. Commission Finance Report for Jan. to March 2018

The Commission Report for Jan to March 2018 is enclosed for the committee's review.
 - C. Expenditures report for April 2018

The April expenditures report is enclosed for the committee's review.
- VI. OTHER BUSINESS** *(opportunity to address the committee on topics not on the agenda)*
- VII. ADJOURN**



FINANCE COMMITTEE MEETING PROPOSED MINUTES

April 11, 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/Barnes to approve the agenda. MOTION CARRIED UNANIMOUSLY.

II. Approval of March 14, 2018 Minutes

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

III. Finance Report for March 2018

The finance report was reviewed by Finance Coordinator Hoffman. C/Eakin asked if future reports could have a breakdown of General Fund (Commission project) expenditures and Program expenditures. Coordinator Hoffman explained that he was planning to provide the Commission report quarterly that he provided in January, but couldn't get it ready for the quarter ending March 31 to mail for today's meeting. He will have it for the May meeting.

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

IV. Other

Coordinator Hoffman explained that the dues letters were sent last week to County Chairpersons, the City of Lansing Mayor and the administrative departments. Commissioners should have received a copy by email. When the membership dues have been broken down in the past, the amount set by the Commission (currently \$383,520) has been divided by 18 to get the per seat cost. MDOT contributes their share as part of the Regional Grant that is used as match.

Interim Director Snell noticed this method does not follow the bylaws; Article VIII Section 2 states the dues are divided by 19. With the dues divided by 19, the dues decrease is \$1,121 per seat. The decrease in revenue will be offset by using more of MDOT's grant as match. There was a discussion about the dues being raised on a set schedule. There was mention of that at the Commission meeting in March 2017, but no policy was set. The need to increase the dues for FY 2019 to the same per seat level was also mentioned. Staff determined that the would not be required.

V. Adjourn

It was MOVED by C/Swope SUPPORTED by C/Watkins to adjourn the meeting at 5:20 p.m. MOTION CARRIED UNANIMOUSLY.

***The next meeting of the Finance Committee will be
Wednesday, May 9, 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	X								
Peter Spadafore	City of Lansing, Council	N/A		X	X								
Chris Swope	City of Lansing	N/A	X	X	X								
Adam Stacey	Clinton County Board of Commissioners	N/A											
Gail Watkins	Clinton County Road Commission	N/A	X	X	X								
Kent Austin	Eaton County Board of Commissioners	N/A	X	X	X								
Roger A. Eakin (Chair)	Eaton County Board of Commissioners	N/A	X	X	X								
Julie Brixie	Ingham County, Meridian Charter Twp.	N/A		X									
Randy Schafer	Ingham County Board of Commissioners	N/A	X		X								
	TOTAL (9)	/	5	7	7								

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

4/11/2018: TCRPC Staff: James Snell and Greg Hoffman

TRI-COUNTY REGIONAL PLANNING COMMISSION
 EXPENDITURE REPORT
 APRIL 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	58,130	440,804	319,696	57.96%
Fringe Benefits	380,500	24,988	182,681	197,819	48.01%
Advertising	4,100		1,969	2,131	48.02%
Audit	9,800		8,800	1,000	89.80%
Bank Service Charges	1,000	67	461	539	46.06%
Commission Discretionary Funds	5,000	0	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	2,068	15,910	25,090	38.80%
Computer Software	32,000	5,192	25,056	6,944	78.30%
Consultant	150,000		71,877	78,123	47.92%
Contractual Services	45,000	1,116	1,864	43,136	4.14%
Equipment Maintenance	2,500		0	2,500	0.00%
Fixed Asset Depreciation	9,000	664	4,645	4,355	51.61%
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	197	5,546	4,454	55.46%
Pass Through	263,760		21,817	241,943	8.27%
Postage	2,300	46	436	1,864	18.96%
Printing & Copying	11,650		3,929	7,721	33.73%
Publications/Subscriptions	1,050	53	483	567	46.00%
Rent - Meeting Facility	2,050	150	150	1,900	7.32%
Rent - Office	70,100	5,165	40,218	29,882	57.37%
Special Projects	51,472	4,220	10,050	41,422	19.52%
Telephone	3,500	180	1,318	2,182	37.67%
Training	8,000		831	7,169	10.38%
Transfer for Match	219,352	10,535	87,943	131,409	40.09%
Travel - In	17,000	1,066	7,996	9,004	47.04%
Travel - Out	22,500	3,765	8,495	14,005	37.75%
Totals	2,158,734	117,602	961,807	1,196,927	44.55%

TCRPC
 05/03/18

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

REVENUES	BUDGET	2nd Quarter FY 2018	FISCAL YEAR TO DATE	BALANCE	PERCENT EXPENDED
Member Allocation	383,517	95,879	191,759	191,759	50.00%
Fixed Asset Reimbursement	9,000	1,991	3,981	5,019	44.23%
Interest Income	0	330	425	(425)	0.00%
	<u>392,517</u>	<u>98,199</u>	<u>196,164</u>	<u>196,353</u>	<u>49.98%</u>
EXPENSES					
Salaries	102,188	45,572	81,890	20,298	80.14%
Fringe Benefits	43,232	18,549	33,746	9,486	78.06%
Bank Service Charges	800	209	396	404	49.44%
Contractual Services	20,000	0	0	20,000	0.00%
Commission Discretionary Funds	5,000	342	2,329	2,671	46.58%
Commission Mtg Expense	2,200	1,617	1,892	308	85.99%
Commission Travel	1,000	0	0	1,000	0.00%
Furniture/Equipment Purch.	10,000	1,413	3,602	6,398	36.02%
Office Supplies	200	494	494	(294)	247.13%
Postage	1,000	42	157	843	15.74%
Printing & Copying	2,000	449	681	1,319	34.03%
Telephone	100	31	53	47	53.34%
Transfer for Match	225,525	31,606	71,076	154,449	31.52%
Indirect	38,800	21,615	38,948	(148)	100.38%
Totals	<u>452,045</u>	<u>121,938</u>	<u>235,264</u>	<u>216,781</u>	<u>52.04%</u>
Current Increase/(Decrease) to Fund Balance	(59,528)		(39,099)		

April 2018 Expenditures

Tri-County Regional Planning Commission

Date: 4/30/2018
Print Date: 5/3/2018
Print Time: 2:16:30 PM

Period From 04/01/18 to 04/30/18

GL#	Date	Type	Description	Amount
10101		Huntington Bank Checking		
04/11/2018	CD	AFLAC		251.73
04/11/2018	CD	Allen Neighborhood Center	Payroll Deduction	150.00
04/11/2018	CD	BLUE CARE NETWORK	Health Insurance - Fringe Pool	12,897.09
04/11/2018	CD	CAPITOL COMMUNICATIONS SYSTEMS	Printing - Quarterly Fee	1,089.82
04/11/2018	CD	Connex International	Conference Call Phone Service	23.64
04/11/2018	CD	CORRADINO GROUP	Consultant Transit Study	28,643.00
04/11/2018	CD	CTT-MTU	Registration Fee for training	75.00
04/11/2018	CD	ESRI, INC	GIS Mapping Software	4,300.00
04/11/2018	CD	ETC INSTITUTE	GLRC Consultant for Survey	3,846.00
04/11/2018	CD	Gladstein, Neadross & Assoc	Conference Registration Clean Cities	325.00
04/11/2018	CD	Jeremy Orr	Travel Advance	869.00
04/11/2018	CD	MICHIGAN TOWNSHIPS ASSOCIATION	Publication	33.00
04/11/2018	CD	MICHIGAN GROUP BENEFITS	Flex Spending Program	80.00
04/11/2018	CD	Alerus Financial	Pension Contributions	6,539.35
04/11/2018	CD	NATIONWIDE RETIREMENT/SOLUTION	Payroll Deduction	950.00
04/11/2018	CD	PAPER IMAGE	Printing	204.42
04/11/2018	CD	Professional Maintenance Cleaning Co.	Rent	480.18
04/11/2018	CD	Providence Consulting	Computer Service/Computer Software	2,151.50
04/11/2018	CD	River Network	Conference Registration GLCR	597.00
04/11/2018	CD	Shumaker Technology Group	Computer Service	979.00
04/20/2018	GJ	PR# 9 4/15/2018	Payroll ACH	21,782.54
04/25/2018	CD	AFLAC	Payroll Deduction	221.44
04/25/2018	CD	BLUE CARE NETWORK	Health Insurance - Fringe Pool	12,897.09
04/25/2018	CD	DART CONTAINER OF MICHIGAN LLC	Rent	4,574.00
04/25/2018	CD	GREGORY P HOFFMAN - PETTY CASH	Misc.	33.84
04/25/2018	CD	Alerus Financial	Pension Contributions	6,313.76
04/25/2018	CD	NATIONWIDE RETIREMENT/SOLUTION	Payroll Deduction	475.00
04/25/2018	CD	OFFICE TEAM	Temporary Assistance	1,116.25
04/25/2018	CD	Providence Consulting	Computer Service/Computer Software	2,133.50
04/30/2018	GJ	Accrued payroll - April	Payroll ACH	22,643.34
04/30/2018	GJ	Payroll ACH Pay Period 3/30/18	Federal payroll taxes	7,439.57
04/30/2018	GJ	Payroll ACH P/P/E 4/15/18	Federal payroll taxes	7,478.12
04/30/2018	GJ	Bank Service charge - April	Bank Service Charges	67.00
04/30/2018	GJ	Withholding State of MI - April	Payroll Withholding	2,127.60
04/30/2018	GJ	Withholding payment City of Lansing - April	Payroll Withholding	71.80
04/30/2018	GJ	VSP - April	Vision Insurance - Fringe Pool	306.19
04/30/2018	GJ	TDS MetroCom - April	Telephone	274.18
04/30/2018	GJ	Board of Water and Light - April	Rent	335.98
04/30/2018	GJ	Comcast - April	Computer Service	149.85
04/30/2018	GJ	Delhi Twp - April	Rent	53.08
04/30/2018	GJ	Consumer Energy - April	Rent	201.69
04/30/2018	GJ	Delta Dental - April	Rent	1,333.65
04/30/2018	GJ	LSJ - April	Paper	19.50
04/30/2018	GJ	Verizon - April	Cell Phone	120.30

04/30/2018	GJ	Principal - April	STD, LTD and Life Insurance	618.51
04/30/2018	GJ	MESC	Quarterly Payment	2,030.40
04/30/2018	GJ	American Airlines	Out-Region Travel	553.01
04/30/2018	GJ	Stamps.Com	Stamps	24.99
04/30/2018	GJ	Adobe Creative Cloud	Software	294.95
04/30/2018	GJ	Facebook	Special Projects - GLRC	271.47
04/30/2018	GJ	Bridgestreet Corp.	Out-Region Travel - EDA	758.25
04/30/2018	GJ	Home Depot	Rent - Filters for Refrigerator	105.98
04/30/2018	GJ	Constant Contact	Computer Service	90.25
04/30/2018	GJ	DeLucas	Office Supplies - Staff Training	63.23
04/30/2018	GJ	United Airlines	Out-Region Travel	527.40
04/30/2018	GJ	Panera Bread	Travel	417.23
04/30/2018	GJ	City of EL	Travel Parking	4.50
04/30/2018	GJ	Beggars Banquet	Pass Thru - RPI	228.61
04/30/2018	GJ	Washtenaw Community	Conf. Registration - GLRC	60.00
04/30/2018	GJ	Meijer and Kroger	Office Supplies - Coffee	100.83
			Total	162,803.61