

## FINANCE & PROGRAM REVIEW COMMITTEE

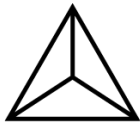
July 11, 2018

4:00 p.m. (**NEW TIME**)

TCRPC Small Conference Room

### AGENDA

- I. **CALL TO ORDER/INTRODUCTIONS**
- II. **APPROVAL OF AGENDA** – (*action*)
- III. **APPROVAL OF MINUTES** of the June 13, 2018 meeting – (*action*)
- IV. **PUBLIC COMMENT** (*opportunity to address the committee on topics on the agenda*)
- V. **BUSINESS ITEMS**
  - A. Finance Report for June 2018 – (*action*)  
The Finance Report for June 2018 is enclosed. We request the Committee recommend the report be received and placed on file.
  - B. Expenditures Report for June 2018 – (*information*)  
The June expenditures report is enclosed for your review.
  - C. Budget Revision for FY 2018 – (*action*)  
A budget revision for FY 2018 is enclosed. We request the Committee recommend the budget revision for FY 2018 to the Commission for adoption.
- VI. **FY 2019 BUDGET DISCUSSION**
- VII. **OTHER BUSINESS**
- VIII. **ADJOURN**



**FINANCE COMMITTEE  
PROPOSED MEETING MINUTES**  
June 13, 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/Swope to approve the agenda. **MOTION CARRIED UNANIMOUSLY.**

**II. Approval of May 9, 2018 Minutes**

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

**III. Finance Report for May 2018**

The finance report was reviewed by Finance Coordinator 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. Expenditures Report for May 2018**

C/Schafer said he was going to attend the GLRC training tomorrow at Hannah Center and asked if we pay a fee for the room. Interim Director Snell said that we do and it is paid by the funding source. Hoffman said the fee is about \$325.

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

**V. Finance Committee Changes**

Interim Director Snell explained the new committee structure with Program and Grant Committee responsibilities being incorporated in the Finance Committee.

**VI. September Speaker Series Event**

Interim Director Snell explained the memo related to the September Speaker Series Event. The funding is from the Economic Development Administration grant. The requested expenditure of \$6,000 is for an estimated attendance of 100 to 125. A registration fee of \$25 will offset some of that cost.

It was **MOVED** by C/Swope **SUPPORTED** by C/Austin to approve the expenditure of \$6,000 for the September Speaker Series Event. **MOTION CARRIED UNANIMOUSLY.**

**VII. Adjourn**

**It was MOVED by C/Swope SUPPORTED by C/Austin to adjourn the meeting at 5:25 p.m. MOTION CARRIED UNANIMOUSLY.**

***The next meeting of the Finance Committee will be Wednesday, July 11, 2018 at 4:00 p.m. at the TCRPC Office.***

**Please note new time!**

**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	X	X						
Adam Stacey	Clinton County Board of Commissioners	N/A											
Gail Watkins	Clinton County Road Commission	N/A	X	X	X	X							
Kent Austin	Eaton County Board of Commissioners	N/A	X	X	X		X						
Roger A. Eakin (Chair)	Eaton County Board of Commissioners	N/A	X	X	X	X	X						
Julie Brixie	Ingham County, Meridian Charter Twp.	N/A		X									
Randy Schafer	Ingham County Board of Commissioners	N/A	X		X	X	X						
TOTAL (9)		/	5	7	7	4	4						

**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

5/09/2018: TCRPC Staff: James Snell and Greg Hoffman

6/13/2018: TCRPC Staff: James Snell and Greg Hoffman

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

LINE ITEM CATEGORY	BUDGET	CURRENT MONTH		FISCAL YEAR TO DATE	BALANCE	PERCENT EXPENDED
		PROGRAMS	COMMISSION GENERAL FUND			
Salaries	760,500	55,460	701	552,640	207,860	72.67%
Fringe Benefits	380,500	19,134	162	228,273	152,227	59.99%
Advertising	4,100			1,969	2,131	48.02%
Audit	9,800			8,800	1,000	89.80%
Bank Service Charges	1,000		67	595	405	59.51%
Commission Discretionary Funds	5,000			2,329	2,671	46.58%
Commission Mtg Expense	2,200			2,164	36	98.37%
Commission Travel	1,000			0	1,000	0.00%
Computer Services	41,000	2,276	152	20,477	20,523	49.94%
Computer Software	32,000	1,392		27,235	4,765	85.11%
Consultant	150,000	6,000		77,877	72,123	51.92%
Contractual Services	45,000			6,364	38,636	14.14%
Equipment Maintenance	2,500			0	2,500	0.00%
Fixed Asset Depreciation	9,000	627	37	5,971	3,029	66.35%
Furniture/Equipment Purch.	15,000			3,602	11,398	24.02%
Insurance	6,400			6,198	202	96.84%
Membership Dues	11,000			5,227	5,773	47.51%
Office Supplies	10,000	121		5,774	4,226	57.74%
Pass Through	263,760	55,000		76,817	186,943	29.12%
Postage	2,300	25	21	528	1,772	22.96%
Printing & Copying	11,650	49	17	4,127	7,523	35.42%
Publications/Subscriptions	1,050	20		522	528	49.71%
Rent - Meeting Facility	2,050			150	1,900	7.32%
Rent - Office	70,100	4,795	158	51,070	19,030	72.85%
Special Projects	51,472	33,547		50,810	662	98.71%
Telephone	3,500	165	15	1,772	1,728	50.63%
Training	8,000		4	835	7,165	10.44%
Transfer for Match	219,352		10,535	109,013	110,339	49.70%
Travel - In	17,000	853	30	10,304	6,696	60.61%
Travel - Out	22,500	3,978		15,011	7,489	66.72%
<b>Totals</b>	<b>2,158,734</b>	<b>183,441</b>	<b>11,899</b>	<b>1,276,455</b>	<b>882,279</b>	<b>59.13%</b>

## June 2018 Expenditures

Tri-County Regional Planning Commission

Date: 6/30/2018  
 Print Date: 7/9/2018  
 Print Time: 11:32:52 AM

Period From 06/01/18 to 06/30/18

GL#	Type	Description	Amount
<b>10101</b>			
06/13/2018	CD	Connex International	Telephone 51.18
06/13/2018	CD	GREGORY P HOFFMAN - PETTY CASH	Office Supplies 73.20
06/13/2018	CD	DBI BUSINESS INTERIORS	Office Supplies 132.66
06/13/2018	CD	IMAGIN	Travel - Out Region 285.00
06/13/2018	CD	Aspen Tech Consulting, INC.	Computer Consultant 300.00
06/13/2018	CD	Professional Maintenance Cleaning Co.	Office Rent 357.85
06/13/2018	CD	LANSING REGIONAL CHAMBER OF COMMERCE	Membership 450.00
06/13/2018	CD	Laura Tschirhart	Travel - Out Region 463.77
06/13/2018	CD	NATIONWIDE RETIREMENT/SOLUTION	Payroll withholding 475.00
06/13/2018	CD	ESRI, INC	Wellhead - Computer Services 500.00
06/13/2018	CD	Lansing Development Corp	Regional Prosperity Initiative 1,500.00
06/13/2018	CD	MICHIGAN TRANSPORTATION PLANNERS ASSOC	Travel - Out Region 1,640.00
06/13/2018	CD	ETC INSTITUTE	GLRC - Pass Thru 6,138.00
06/13/2018	CD	Capital Area Michigan Works	Regional Prosperity Initiative 12,823.18
06/13/2018	CD	The Capitol Collective	Regional Prosperity Initiative 18,500.00
06/13/2018	CD	LANSING REGIONAL CHAMBER OF COMMERCE	Regional Prosperity Initiative 25,000.00
06/13/2018	CD	Arts Council of Greater Lansing	Regional Prosperity Initiative 30,000.00
06/22/2018	GJ	PR# 13 6/15/2018	Payroll ACH 20,854.06
06/27/2018	CD	GREGORY P HOFFMAN - PETTY CASH	Office Supplies 56.32
06/27/2018	CD	ASAP Printing	Printing 65.62
06/27/2018	CD	Rachel Elsinga	Travel - Out Region 130.89
06/27/2018	CD	AFLAC	Payroll withholding 251.73
06/27/2018	CD	Cliff Walls	GLRC - Special Projects 452.37
06/27/2018	CD	James Snell	Travel - Out Region 614.92
06/27/2018	CD	Jeremy Orr	Travel - Out Region 650.75
06/27/2018	CD	Providence Consulting	Computer Services 2,177.50
06/27/2018	CD	DART CONTAINER OF MICHIGAN LLC	Office Rent 4,574.00
06/27/2018	CD	Alerus Financial	Fringe Benefits 5,862.34
06/27/2018	CD	ETC INSTITUTE	GLRC - Pass Thru 6,000.00
06/27/2018	CD	BLUE CARE NETWORK	Fringe Benefits 8,477.17
06/30/2018	GJ	LSJ - June	Publication 19.50
06/30/2018	GJ	Stamps.Com	Postage 24.99
06/30/2018	GJ	Consumer Energy - June	Office Rent 27.59
06/30/2018	GJ	Web Networks	Computer Services 37.99
06/30/2018	GJ	Withholding payment City of Lansing - June	Payroll withholding 38.24
06/30/2018	GJ	Delhi Twp - June	Office Rent 58.78
06/30/2018	GJ	Bank Service charge - May	Bank Serve charges 66.75
06/30/2018	GJ	Panera Bread	Travel - In Region 81.15
06/30/2018	GJ	Constant Contact	Computer Services 90.25
06/30/2018	GJ	Verizon - June	Telephone 120.42
06/30/2018	GJ	Comcast - June	Computer Services 149.85
06/30/2018	GJ	VSP - June	Fringe Benefits 269.67
06/30/2018	GJ	Facebook	GLRC - Special Projects 271.47
06/30/2018	GJ	TDS MetroCom - June	Telephone 275.98
06/30/2018	GJ	Board of Water and Light - June	Office Rent 292.28
06/30/2018	GJ	Adobe Creative Cloud	Computer Software 294.95
06/30/2018	GJ	Principal - June	Fringe Benefits 480.01
06/30/2018	GJ	Delta Airlines	Travel - Out Region 526.60
06/30/2018	GJ	Delta Dental - June	Fringe Benefits 995.15
06/30/2018	GJ	Withholding State of MI - June	Payroll withholding 1,919.06
06/30/2018	GJ	Payroll ACH Pay Period 4/30/18	Payroll withholding 6,307.13
06/30/2018	GJ	Payroll ACH P/P/E 5/15/18	Payroll withholding 7,455.05
06/30/2018	GJ	Accrued payroll - May	Payroll - ACH 21,471.13

**Tri-County Regional Planning Commission**  
**2018 Budget Revision - July 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
Greater Lansing Regional Committee	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	(2,266)	784,240
Michigan Department of Transportation - Regional Grant	40,100		40,100
Asset Management	40,000	47,587	87,587
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	65,364		65,364
Michigan Prosperity Grant 2016 (March 2016 - Feb 2017) 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	4,053		4,053
Michigan Prosperity Grant 2018(March 2018 - Feb 2019) Total Grant \$180,897	130,000		130,000
Member Allocation	383,520		383,520
Equipment and Furniture Reimbursement	9,000		9,000
	2,089,206	45,321	2,134,527

Dues organization of 11 governmental units. Started in 1983.

Dues organization of 13 governmental units and 3 schools. Started in 1999.

Annual grants passed on by GMB members.

Annual contract to provide additional support for GLRC activities.

Contract to provide administrative services to separate governmental unit that was formed in 1996 under PA 292 of 1989.

Administrator for separate non-profit. Funding is three contracts. TCRPC started providing services in April 2017.

Annual grant that is matched with 18.15% of local dues.

Annual grant

Annual grant

Annual grant that is matched with 18.15% of local dues.

Annual grant

Muti-year grant that ended FY 2018

One-time grant that ended FY 2018

Three-year grant (7/1/16 to 6/30/19). Match is 50%.

Michigan Prosperity Grants received from Department of Technology, Management and Budget

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

**Proposed Budget Revision - July  
2018**

	<b>Adopted March 28, 2018</b>	<b>+/-</b>	<b>Proposed Amendment</b>
<b>REVENUES</b>			
Federal	757,418	(1,855)	755,563
State	381,644	47,587	429,231
Local	338,272		338,272
Member Allocation	383,520		383,520
Other Sources			
Fixed Assets Reimbursement	9,000		9,000
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Subtotal	1,869,854	45,732	1,915,586
Other Financing Sources			
Local Match	219,352	(411)	218,941
<b>TOTAL</b>	<b>2,089,206</b>	<b>45,321</b>	<b>2,134,527</b>

<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	45,000		45,000
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	263,760	45,321	309,081
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	1,939,382	45,321	1,984,703
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Transfer for Match	219,352	(441)	218,911
<b>TOTAL</b>	<b>2,158,734</b>	<b>44,880</b>	<b>2,203,614</b>
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Increase (Decrease) to Fund Balance	(69,528)	441	(69,087)