



FINANCE & PROGRAM REVIEW COMMITTEE

August 8, 2018

4:00 p.m.

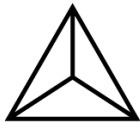
TCRPC Small Conference Room

AGENDA

- I. **CALL TO ORDER/INTRODUCTIONS**
- II. **APPROVAL OF AGENDA** – *(action)*
- III. **APPROVAL OF MINUTES** of the July 11, 2018 meeting – *(action)*
- IV. **PUBLIC COMMENT** *(opportunity to address the committee on topics on the agenda)*
- V. **BUSINESS ITEMS**
 - A. Finance Report for July 2018 – *(action)*
The Finance Report for July 2018 is enclosed. We request the Committee recommend the report be received and placed on file.
 - B. Expenditures Report for July 2018 – *(information)*
The July expenditures report is enclosed for your review.
 - C. Commission Quarterly Report – *(information)*
The Quarterly Commission Report is enclosed for your review.
 - D. Discretionary Funds – *(action)*
The Executive Director Search Committee may request an increase in the Commission's Discretionary Funds.
- VI. **OTHER BUSINESS**
- VII. **ADJOURN**

NEXT FPC MEETING

September 12, 2018 – 4 p.m.



FINANCE AND PROGRAM REVIEW COMMITTEE PROPOSED MEETING MINUTES

July 11, 2018 (Wednesday) at 4:00 p.m.
Tri-County Regional Planning Commission

I. Approval of Agenda

Interim Director Snell explained the need to add the FY 2019 Regional Transportation Work Plan for action under Item VII. Other Business.

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

II. Approval of June 13, 2018 Minutes

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

III. Finance Report for July 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 June 2018

The expenditure report was reviewed by Finance Coordinator Hoffman.

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

V. Budget Revision FY 2018

Finance Coordinator Hoffman explained the budget revision is new funding from the State of Michigan Asset Management pilot project for Culvert Mapping that Clinton County is participating in. The grant is \$47,587 with TCRPC receiving \$2,266 in administrative costs.

It was MOVED by C/Austin SUPPORTED by C/Watkins to recommend the Budget Revision to the Commission for adoption. MOTION CARRIED UNANIMOUSLY.

VI. FY 2019 Budget

Interim Director Snell explained that the FY 2019 Budget information will start being presented to this committee next month with more detail than had been received in the past.

VII. FY 2019 Regional Transportation Planning Work Program

Interim Director Snell explained that the FY 2019 Regional Transportation Planning Work Program is the transportation planning budget specifically for the rural areas in the region. The work tasks include traffic counts, pavement condition surveying, managing

the Rural Task Force and other planning activities. The RWP is developed annually in cooperation with the Michigan Department of Transportation (MDOT). The total budget for the RWP is \$100,285, which represents a small increase over last year due to an increase in the MDOT contribution. Interim Director Snell noted that the increase was requested to bring MDOT in line with other dues-paying members of the Commission.

It was MOVED by C/Austin SUPPORTED by C/Watkins to recommend the FY 2019 Regional Transportation Planning Work Program to the Commission for adoption. MOTION CARRIED UNANIMOUSLY.

VIII. Adjourn

It was MOVED by C/Swope SUPPORTED by C/Austin to adjourn the meeting at 4:25 p.m. MOTION CARRIED UNANIMOUSLY.

The next meeting of the Finance Committee will be Wednesday, August 8, 2018 at 4:00 p.m. at the TCRPC Office.

Please note 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	X					
Adam Stacey	Clinton County Board of Commissioners	N/A						X					
Gail Watkins	Clinton County Road Commission	N/A	X	X	X	X		X					
Kent Austin	Eaton County Board of Commissioners	N/A	X	X	X		X	X					
Roger A. Eakin (Chair)	Eaton County Board of Commissioners	N/A	X	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	X					
TOTAL (9)		/	5	7	7	4	4	6					

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
- 7/11/2018: TCRPC Staff: James Snell and Greg Hoffman

TRI-COUNTY REGIONAL PLANNING COMMISSION
 EXPENDITURE REPORT
 JULY 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	49,981	5,104	607,725	152,775	79.91%
Fringe Benefits	380,500	20,327	2,042	250,641	129,859	65.87%
Advertising	4,100			1,969	2,131	48.02%
Audit	9,800			8,800	1,000	89.80%
Bank Service Charges	1,000	0	67	662	338	66.16%
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	2,545	458	23,480	17,520	57.27%
Computer Software	32,000	335		27,570	4,430	86.16%
Consultant	150,000			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	598	66	6,635	2,365	73.72%
Furniture/Equipment Purch.	15,000	0	3,973	7,576	7,424	50.51%
Insurance	6,400			6,198	202	96.84%
Membership Dues	11,000			5,227	5,773	47.51%
Office Supplies	10,000	271	5	6,050	3,950	60.50%
Pass Through	263,760	25,000		101,817	161,943	38.60%
Postage	2,300	42	6	576	1,724	25.05%
Printing & Copying	11,650		94	4,221	7,429	36.23%
Publications/Subscriptions	1,050	20		542	509	51.57%
Rent - Meeting Facility	2,050			150	1,900	7.32%
Rent - Office	70,100	4,800	483	56,353	13,747	80.39%
Special Projects	51,472	280		51,089	383	99.26%
Telephone	3,500	135	15	1,922	1,578	54.92%
Training	8,000			835	7,165	10.44%
Transfer for Match	219,352		20,001	129,014	90,338	58.82%
Travel - In	17,000	1,794	107	12,205	4,795	71.80%
Travel - Out	22,500	4,069		19,080	3,420	84.80%
Totals	2,158,734	110,196	32,419	1,419,071	739,663	65.74%

July 2018 Expenditures

Tri-County Regional Planning Commission

Period From 7/1/2018 to 7/31/2018

Date	Description	Amount
Trans#:		
07/11/2018	ACCIDENT FUND OF MICHIGAN	2,670.00
07/11/2018	Aspen Tech Consulting, INC.	90.00
07/11/2018	CAPITOL COMMUNICATIONS SYSTEMS	1,008.58
07/11/2018	Connex International	19.38
07/11/2018	DBI BUSINESS INTERIORS	174.33
07/11/2018	ETC INSTITUTE	3,596.17
07/11/2018	GRANGER RECYCLING CENTER	29.00
07/11/2018	MICHIGAN GROUP BENEFITS	30.00
07/11/2018	NATIONWIDE RETIREMENT/SOLUTION	475.00
07/11/2018	North Arrow Technologies, INC	6,240.00
07/11/2018	Professional Maintenance Cleaning Co.	429.85
07/20/2018	PR# 15 7/15/2018	20,741.19
07/25/2018	BLUE CARE NETWORK	12,897.09
07/25/2018	Capital Area Housing Partnership	5,000.00
07/25/2018	Charlotte Rising	10,000.00
07/25/2018	Clinton County Arts Council	2,500.00
07/25/2018	DART CONTAINER OF MICHIGAN LLC	4,574.00
07/25/2018	DBI BUSINESS INTERIORS	74.53
07/25/2018	IEDC	1,039.00
07/25/2018	Kenneth Hall	950.85
07/25/2018	Lansing Art Gallery	7,500.00
07/25/2018	MEDA	300.00
07/25/2018	MICHIGAN TRANSPORTATION PLANNERS ASSOC	375.00
07/25/2018	NATIONWIDE RETIREMENT/SOLUTION	631.19
07/25/2018	Shumaker Technology Group	500.50
07/31/2018	Stamps.Com	24.99
07/31/2018	Adobe Creative Cloud	319.96
07/31/2018	Facebook	29.96
07/31/2018	Meijer	114.90
07/31/2018	Constant Contact	90.25
07/31/2018	Adobe	14.99
07/31/2018	Microsoft	12.00
07/31/2018	Facebook	33.61
07/31/2018	Panera Bread	118.69
07/31/2018	Panera Bread	93.78
07/31/2018	Withholding State of MI - July	1,831.08
07/31/2018	Withholding payment City of Lansing - July	58.98
07/31/2018	VSP - July	269.67
07/31/2018	TDS MetroCom - July	276.04
07/31/2018	Board of Water and Light - July	267.45
07/31/2018	Comcast - July	149.85
07/31/2018	Delhi Twp - July	53.08
07/31/2018	Consumer Energy - July	15.01
07/31/2018	Delta Dental - July	1,164.40
07/31/2018	LSJ - July	19.50
07/31/2018	Verizon - July	120.28
07/31/2018	Principal - July	549.26
07/31/2018	Accrued payroll - July	21,275.15
07/31/2018	Payroll ACH Pay Period 6/30/18	6,739.74
07/31/2018	Payroll ACH P/P/E 7/15/18	6,730.66
07/31/2018	Bank Service charge - July	66.50

122,285.44

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

REVENUES	BUDGET	3RD QUARTER FY 2018	FISCAL YEAR TO DATE	BALANCE	PERCENT EXPENDED
Member Allocation	383,517	95,879	287,638	95,879	75.00%
Fixed Asset Reimbursement	9,000	1,991	5,972	3,028	66.35%
Interest Income	0	333	758	(758)	0.00%
	<u>392,517</u>	<u>98,203</u>	<u>294,367</u>	<u>98,150</u>	<u>74.99%</u>
EXPENSES					
Salaries	102,188	15,855	97,745	4,443	95.65%
Fringe Benefits	43,232	6,472	40,218	3,014	93.03%
Bank Service Charges	800	198	594	206	74.19%
Contractual Services	20,000	4,975	4,975	15,025	24.88%
Commission Discretionary Funds	5,000	0	2,329	2,671	46.58%
Commission Mtg Expense	2,200	273	2,164	36	98.37%
Commission Travel	1,000	385	385	615	38.50%
Furniture/Equipment Purch.	10,000	0	3,602	6,398	36.02%
Office Supplies	200	31	525	(325)	262.61%
Postage	1,000	21	178	822	17.83%
Printing & Copying	2,000	301	982	1,018	49.09%
Telephone	100	10	63	37	63.00%
Transfer for Match	225,525	54,328	125,404	100,121	55.61%
Indirect	<u>38,800</u>	<u>9,114</u>	<u>48,062</u>	<u>(9,262)</u>	<u>123.87%</u>
Totals	452,045	91,963	327,226	124,819	72.39%
Current Increase/(Decrease) to Fund Balance	(59,528)		(32,859)		