

Region 2 Planning Commission



MEMORANDUM

TO: Region 2 Planning Commission

FROM: Steven Duke, Executive Director

DATE: August 4, 2016

SUBJECT: Cancellation of Executive Committee Meeting of August 11, 2016

The Region 2 Planning Commission Executive Committee meeting scheduled for August 11, 2016, at the Hillsdale City Hall, **has been canceled** due to a light agenda and staff vacations.

The next meeting of the Region 2 Planning Commission Full Commission will be held at the **Jackson County Tower Building on Thursday, September 8, 2016**. Formal approval of the August submitted bills will be requested at this meeting. To maintain solid business dealings with our creditors, I would like to pay the submitted bills as enclosed with this mailing. Please review the bills, and if you believe any may require Commission consideration prior to payment, let me know and we will withhold those bills for action at the September meeting.

Thanks and enjoy the summer.

REGION 2 PLANNING COMMISSION
Treasurer's Report - Monthly Summary
as of July 31, 2016

Bank Balance ending June 30, 2016	\$	697,922.89
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Deposit Summary:

<i>July 2016 EFT Deposits</i>	\$	6,976.75
<i>July Bank Deposits</i>		12,428.35
<i>July Adjustments</i>		(676.62)
Total Deposits plus Bank Balance		\$ 716,651.37

Expenses:

<i>Submitted Expenses - July 2016**</i>	\$	(21,421.57)	
<i>Interim Expenses</i>		(12,450.89)	
<i>Payroll/Related Expenses</i>		(20,567.62)	
Subtotal of Expenses	\$	(54,440.08)	\$ (54,440.08)
<i>Balance Checking Account ending July 31, 2016</i>			\$ 662,211.29
 <i>Balance CD Investments ending July 31, 2016</i>			 \$ 101,211.41
 Total Cash on Hand			 \$ 763,422.70

**Note that this amount can include cleared checks from prior months' submitted bills.

REGION 2 PLANNING COMMISSION
Deposits and Adjustments to Cash
as of July 31, 2016

EFT Deposits:

7/31/2016	Lenawee County 2016 Quarterly Membership Dues Revenue	\$ 6,976.75
	Subtotal - EFT Deposits	\$ 6,976.75

7/31/2016	City of Litchfield Planning Revenue - Invoice 3419	\$ 1,990.47
	Grass Lake Charter Township Planning Revenue - Invoice 3421	3,869.43
	Palmyra Township Planning Revenue - Invoice 3423	1,951.88
	Parma Township Planning Revenue - Invoice 3422	1,963.85
	Village of Britton Planning Revenue - Invoice 3424	2,131.09
	Wheatland Township Planning Revenue - Invoice 3420	431.63
	Lenawee Dinner Ticket Revenue - Madison Charter Township	90.00
	Subtotal - Check Deposits	\$ 12,428.35

7/31/2016	Adjustments to cash:	
	<i>Bank fees - July</i>	\$ (64.24)
	<i>Paycor Fees - July</i>	\$ (214.32)
	<i>Credit Card Charges - Supplies</i>	\$ (81.12)
	<i>Credit Card Charges - Software</i>	\$ (316.94)
	Subtotal - Adjustments to Cash	\$ (676.62)

Total Net Deposits for July 2016	\$ 18,728.48
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REGION 2 PLANNING COMMISSION
INTERIM BILLING and PAYROLL EXPENSES
as of July 31, 2016

Interim Billing for July, 2016

<u>Vendor</u>	<u>Description</u>		<u>Amount</u>	<u>Check #</u>
Anderson Printing	R2PC July Packet	\$	379.46	13925
Springport Police Dept.	FY 2016 JTSP Grant May-June 2016	\$	931.95	13936
MLive	JACTS Advertising	\$	253.47	13932
The Water Store	Supplies for July 2016	\$	12.25	13937
Blue Cross/Blue Shield	Health Insurance for August 2016	\$	(593.19)	13926
Hillsdale EDP	Wage & Benefit Survey	\$	1,000.00	13929
Jackson County	Phone for June 2016	\$	216.95	13927
Jackson County Health Dept.	FY 2016 JTSP Grant	\$	10,000.00	13933
ICMA	Quarterly Fee	\$	250.00	13930
Total Interim Billing for July, 2016			<u><u>\$ 12,450.89</u></u>	

Payroll & Travel Related Expenses:

<i>Paid July 15, 2016</i>	<i>by Direct Deposit/EFT</i>		
Paycor	Payroll Disbursement	\$	10,041.45
		\$	10,041.45
<i>Paid July 29, 2016</i>			
Paycor	Payroll Disbursement	\$	10,146.90
G. Bauman	Travel Reimbursement	\$	65.29
A. Dawson	Travel Reimbursement	\$	277.91
S. Duke	Travel Reimbursement	\$	36.07
		\$	<u>10,526.17</u>
Total Payroll Expenses for July 2016		\$	<u><u>20,567.62</u></u>

Region 2 Planning Commission
Outstanding Accounts Receivable
FY 2016

Municipality/Source	Date	Inv. No.	Amount
Lenawee County	6/27/2016	3425	2,039.96
OHSP Third Quarter 2016 Expenses	7/30/2016	n/a	3,680.14
<i>FY 2016 Balance as of July 31, 2016</i>			<i>\$ 5,720.10</i>

REGION 2 PLANNING COMMISSION

Submitted Bills

August 11, 2016

Vendor	Description	Amount Due
BS&A Software	Annual Service Fee	\$ 519.00
Blackman Twp. Public Safety	FY 2016 JTSP Grant	\$ 1,023.60
County of Jackson	Rent for August 2016	\$ 2,787.18
Direct Office Buys	Supplies for July 2016	\$ 183.79
ICMA Retirement Trust	ICMA 401 Contribution - June 2016	\$ 1,737.29
Jackson Area Transp. Authority	JACTS Unified Work Program	\$ 11,607.30
JTV	Website Hosting (Aug.)	\$ 75.00
Kuntzsch Solutions	RPI Services	\$ 14,000.00
Livingston Educ. Serv. Agency	RPI Services	\$ 8,933.40
Michigan Municipal League	Workers' Compensation Fund Renewal	\$ 645.00
Public Sector Consultants	Consulting Services for June 2016 RPI	\$ 3,323.75
Springport Twp. Police Dept.	FY 2016 JTSP Grant	\$ 567.27
The Tecumseh Herald	Audit Advertising	\$ 44.60
The Water Store	Supplies July 2016	\$ 12.25
VantagePoint Transfer Agents	ICMA RHS Contribution - June 2016	\$ 177.48
Total Submitted Billing - August, 2016		<u>\$ 45,636.91</u>

011-2016

JACKSON TRAFFIC SAFETY PROGRAM

Financial Reimbursement Form

January 1, 2016 – December 31, 2016

☐ OHSP

PROJECT: JTSP - 2016

GRANT #: 2016

AGENCY: Blackman Township Public Safety

RECEIVED

AUG 04 2016

MAILING ADDRESS: 1996 W. Parnall Rd. Jackson, MI 49201

FUNDS APPROVED: \$10,000.00

Activity/Reimbursement Dates: April 01, 2016 to June 30, 2016

Per _____

EXPENDITURES		REIMBURSEMENT REQUESTED
Personnel	\$1,023.60	\$1,023.60
Contractual	N/A	
Operating Costs	N/A	
Indirect Costs	N/A	
TOTAL REQUESTED		\$1,023.60

- ☒ I have attached supportive expenditure records.
☒ I have filed activity reports with the JTSP Director

Sgt. Ralph VanHeyningen

Signature
Report Completed By

July 31, 2016

Date

RETURN TO:

JACKSON TRAFFIC SAFETY PROGRAM
120 W. Michigan Ave.
Jackson, MI 49201

Do not write below this line

Date Submitted: _____

Date Approved: _____

Balance Remaining: _____

AGENCY NAME:		Blackman Township Department of Public Safety			GRANT NUMBER:		JTSP
Officer Name	Date Worked	Type of Enforcement	Overtime Rate	Fringe Rate	Hours Worked	Total By Officer	
J. Ganzel	5/28/2016	JTSP	\$45.86	24.000%	6.00	\$341.20	
P. Long	5/28/2016	JTSP	\$45.86	24.000%	8.00	\$454.93	
S. Philipp	5/29/2016	JTSP	\$45.86	24.000%	13.00	\$739.26	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
TOTAL QUARTER EXPENDITURES							\$0.00
MINUS 25% MATCHING FUNDS							\$1,535.39
QUARTER TOTAL AFTER MATCHING FUNDS							\$511.80
CUMULATIVE TOTAL REQUESTED							\$1,023.60
REMAINING FUNDS							\$1,023.60
							\$8,976.40

Date of Enforcement	May 28, 2029		
Type of Enforcement			
	X JTSP		
Lead Agency Name		Grant #	JTSP 2016
Department Name	Blackman Township DPS	County Name	Jackson
Officer Name	Agency Name	Officer Name	Agency Name
	Blackman Township		
J. Ganzel	Blackman Township		
P. Long	Blackman Township		
S. Philipp	Blackman Township		
What are the total project hours billed to the grant? For example, 4 officers worked a 4-hour shift. The project hours would be 16 hours (4 x 4).		27	
What are the non-patrol hours for this detail? Include the hours for arrests, briefings, report writing, and travel. For example, 2 officers spent 2 hours processing a drunk driver. The non-patrol hours would be 4 hours (2 x 2).			
What are the patrol hours for this detail (time spent on patrol activities)? Subtract the non-patrol hours from the project hours. The actual hours on patrol in the example above would be 12 hours (16 - 4).		27	
PATROL ACTIVITY		NUMBER	
Vehicles Stopped		55	
Verbal Warnings		27	
Safety Belt Citations (Age 8+)		5	
Child Restraint Citations (Age 0-3)			
Child Restraint Citations (Age 4-7)			
Speeding		14	
Red-light Running			
Texting			
Suspended License - DWLS		3	
Careless Driving			
Reckless Driving			
Uninsured Motorist		1	
OWI		1	
High BAC (.17 or higher)			
Drug		1	
Other Alcohol (MIP, Open Intox, Adults Furnishing Alcohol)			
Fugitives (Warrant)			
Weapons			
OTHER			
Recovered Stolen Vehicles			
Felony arrests not included above			
Misdemeanor arrests not included above			
Traffic violations not included above		4	

Cite notable arrests or newsworthy stops and reasons why no activity, if applicable.

29 Tickets Written for the 28 hour period

010-2014

JACKSON TRAFFIC SAFETY PROGRAM

Financial Reimbursement Form

October 1, 2015 – December 31, 2016

RECEIVED

AUG 04 2016

Per _____

Project Name: Springport Township Traffic Safety Program
Agency: Springport Township Police Department
Mailing Address: 137 E. Main St P.O. Box 186 Springport, MI 49284
Activity Reimbursement Date: July 2016

Expenditures:


Personnel	<u>\$535.08</u>
Contractual	<u>\$0</u>
Operating Costs	<u>\$84.00</u>
Indirect Costs	<u>\$48.30</u>
Total Expenditures	<u>\$667.38</u>

Total Cost to Agency (15% Match): \$100.11

Total Amount of Request: \$567.27

I have attached the following supporting documentation:

Required Progress Report:	Yes	or	No
Required Financial Records:	Yes	or	No

 Chief of Police Date: 8/2/2016
Signature of Agency/Title

Please submit Financial Reimbursement Request and all supporting documentation to:

Susan Richardson, Director
Jackson Traffic Safety Program
Region 2 Planning Commission
120 W. Michigan Avenue
Jackson, MI 49201

JTSP PROGRESS REPORT

It is important that monthly/quarterly progress reports accompany every billing that you submit for JTSP funds. Please include any press releases or copies of other articles involving your project.

We would like to have these reports available for the committee members at each meeting.

1. Please list briefly project activities during the month of July 2016.

During the month of July, Springport Township Police Department worked 14 hours of traffic enforcement. We made 24 traffic stops, issued 13 speeding citations, 1 other citation, and 17 verbal warnings.

2. Please list any donations to your program this month.
3. Any additional relevant information:

Date: 8/2/2016

Project Director/Coordinator:

