

Regional Planning Commission of Greater Birmingham
Board Meeting Minutes
The Center for Regional Planning and Design
February 21, 2007

MEMBERS PRESENT

Honorable Delor Baumann, City of Hueytown
Honorable Ricky Buckner, City of Springville
Mr. Randall Gammon, City of Cordova
Mr. Ray Hamilton, Shelby County
Mr. Reginald Holloway, Shelby County
Mr. Chester Jolly, City of Warrior
Honorable Theoangelo Perkins, Town of Harpersville
Mr. Waymon Pitts, City of Cleveland
Honorable James Whitfield, City of Leeds

MEMBERS REPRESENTED BY ALTERNATE

Honorable Valerie Abbott, City of Birmingham
 Represented by Honorable James Whitfield
Honorable Jim Carns, Jefferson County
 Represented by Ms. Sharon Evans
Honorable Robbie Hayes, Shelby County
 Represented by Mr. Ray Hamilton
Honorable Bernard Kincaid
 Represented by Ms. Renee Kemp Rotan
Honorable Edwards May, City of Bessemer
 Represented by Mr. Camilo Fuller

MEMBERS ABSENT

Honorable Stan Batemon, St. Clair County
Honorable William Bell, City of Birmingham
Honorable Bettye Fine Collins, Jefferson County
Mr. Richard Dickerson, City of Birmingham
Honorable Billy Joe Driver, City of Clanton
Honorable Bruce Hamrick, Walker County Commission
Honorable Joe Headley, Chilton County Commission
Honorable Bobby Humphryes, Jefferson County
Honorable Charles McCallum, City of Vestavia Hills
Honorable Eddie Reed, City of Jemison
Honorable David Standridge, Blount County Commission
Mr. Tim Westhover, City of Hoover

OTHERS PRESENT

Mr. Forrest R. Davis, City of Bessemer
Mr. A.V. LaRocca, DLMC, Inc.
Mr. Bill Bach, DLMC, Inc.

Mr. Charles Ball, Regional Planning Commission
Mr. William R. Foisy, Regional Planning Commission
Mr. Ray Morris, Regional Planning Commission
Ms. Cynthia Barton, Regional Planning Commission
Ms. Cissy Edwards Crowe, Regional Planning Commission

CALL TO ORDER AND ROLL CALL

Honorable James Whitfield, Vice Chairman, called the meeting to order at 10:40 a.m. Roll call was taken as the members made their introductions. A quorum was declared by the Vice-Chairman and the following business was conducted.

MINUTES

Mr. Hamilton moved and Mr. Pitts seconded the recommendation that the minutes of the January 17, 2007 board meeting be approved as printed. Motion adopted on a voice vote.

FINANCE COMMITTEE

Mr. Holloway presented the Finance Committee minutes from February 7, 2007 for information purposes only. He stated that RPC has a very good cash flow at the current time and that collection of outstanding dues will be a focus of the Finance Committee. The Committee will stay engaged by meeting monthly to keep the Board apprised as to the financial status of the organization.

Mr. Morris reported the following:

Statement of Net Assets: As of December 31, 2006, The Balance Sheet shows that RPC is in a strong cash position. A stop payment was issued on all the stale checks which amounted to approximately \$200,000 being recognized in the cash account. The current assets vs. current liabilities ratio is 6:1 which is very good. Since September 30, 2006 the short and long term liabilities have been reduced due to payment of the short-term note and a monthly payment of \$15,000 toward the long term debt.

Budget Summary vs. Actual: All salaries are being managed to insure they do not exceed the amount budgeted for the year for each revenue/fund source. Direct costs are being minimized and reflect the positive impact of the purchase and requisition process that was put in place. Since year-to-date budgets are now spread evenly over 12 months, year-to-date expenditures are showing some variance. Over budget or under budget will begin to even out over the course of the fiscal year. Some project costs are front loaded during the fiscal year indicating an over budget while others are back loaded indicating an under budget. A change is being made to how the Senior Aides program is budgeted and reported. Another change in this program is to capture in-kind to leverage the federal funds.

Income Statement: Depreciation is being reported but has not been budgeted. A budget amendment will be presented to the Program / Budget Committee. The total salary, fringe and indirect amount of \$151,875 has been applied across the fund sources.

Mr. LaRocca with DLMC, Inc. presented the financial statements (audits) for the years ended September 30, 2006 and 2005. The Management Discussion and Analysis (MDA), written by RPC management, noted the deficit balance of \$1,589,619 for the year ended September 30, 2006. The reasons for this deficit are outlined in the MDA, including under budgeted administrative and overhead expenses, non-realized budgeted funding, and an inadequate budgeting and financial reporting process. A section on currently know facts and conditions outlines the modifications made to the budgeting and financial reporting process and two loans totaling \$1.5 million.

Mr. Larocca noted on page 43 that no material weaknesses exist in internal control over financial reporting or internal control over major programs. The requirements for A-133 reporting are now being met.

The audits have been forwarded by RPC staff to the appropriate federal and state agencies and provided to the bank as a condition for the long-term loan. An accounting manual with standardized procedures is undergoing a pilot testing for the next three months. The Finance Committee will review and comment on the final copy and bring it to the Board for approval.

Mr. Holloway moved and Mr. Hamilton seconded to recommend the Board accept the 2005/2006 audit. Motion adopted on a voice vote.

PROGRAM / BUDGET COMMITTEE

Mr. Ball presented the Program / Budget Committee minutes from February 14, 2007 for information purposes.

The following items were presented for budget amendments.

- FTA 5309. Salaries have been increased from \$130,507 to \$142,214 and contracts have been increased from \$350,000 to \$1,050,000 to reflect a continuing grant for the In-Town Transit Partnership Project (New Starts). No local dues are required for this project.
- Northern Beltline Intersecting Roadways Plan. The source of funding has been modified from SPR to PL to reflect funding approval from the ALDOT. Total expenditures, salaries and contracts have been modified to reflect a project total of \$110,000 federal. No local dues are required for this project.
- CMAQ Rideshare. A contract in the amount of \$15,143 is budgeted to reflect an expense charged to ALDOT before the program expenditures were coordinated

through Jefferson County. Corresponding revenue is reflected at 100% federal with no local dues required.

- CMAQ Commute Options (CO). The program title has been modified to STP Building Communities to reflect contract approval from the ALDOT. The budgeted dollars remain the same.

Mr. Morris then presented additional budget modifications:

- Local Assistance/Enterprise Funds. Total amount increases to \$117,160. Additional funds have been programmed under this fund source for Trussville community planning assistance (\$15,000), Calera redistricting (\$5,000), Irondale redistricting (\$7,850), and St. Clair County multi-use facility plan (\$20,000). Contract expenses have also been programmed for \$34,000 to reflect costs of the transit public opinion survey and Leeds strategic development plan; costs of which are 100% reimbursable.
- ArcServer Project (SPR). A project in the amount \$111,503 has been budgeted for a software development project under contract with the ALDOT. \$31,503 has been budgeted for salaries.
- Two less indirect funded positions are budgeted, reflecting retirements occurring December 31, 2006. Agency salaried and contract salary positions are reduced from \$951,000 to \$896,000.
- Indirect (administrative) expenses remain at \$478,700, though a non-cash depreciation amount of \$52,000 has been included in the indirect (administrative) expenses.
- Under the fringe cost calculation, workmen's compensation expenses have been increased from \$2,000 to \$5,603, and unemployment expenses have been added in the amount of \$5,000. The fringe cost rate remains at an almost identical .41 since indirect fringe costs attributable to the two unfunded indirect positions are reduced. The indirect rate decreases from .7400 to .7155, primarily due to the two unfunded indirect salaried positions.

Mr. Holloway moved and Mr. Pitts seconded to recommend the Board accept the budget amendments as presented. Motion adopted on a voice vote.

OTHER

Mr. Hamilton moved and Mr. Holloway seconded to recommend the Board appoint Honorable Charles McCallum to the Heart of Alabama Rural Planning Organization Executive Committee. Motion adopted on a voice vote.

There being no further business, the meeting adjourned at 11:25.a.m.

Bettye Fine Collins
Honorable Bettye Fine Collins, Secretary

3-22-07
Date