

Regional Planning Commission of Greater Birmingham
Board Meeting Minutes
The Center for Regional Planning and Design
August 20, 2008

MEMBERS PRESENT

Honorable Valerie Abbott, City of Birmingham
Honorable Delor Baumann, City of Hueytown
Mr. Devon Laney, City of Birmingham
Ms. Eunice Rogers, City of Birmingham
Mr. Randall Gammon, City of Cordova
Honorable Robbie Hayes, Shelby County
Mr. Reginald Holloway, Shelby County
Mr. Chester Jolly, City of Warrior
Mr. Tim Westhoven, City of Hoover
Honorable David Standridge, Blount County Commission
Honorable James Whitfield, City of Leeds

MEMBERS REPRESENTED BY ALTERNATE

Honorable Bettye Fine Collins, Jefferson County
 Represented by Ms. Donna Deloach
Mr. Ray Hamilton, Shelby County
 Represented by Mr. Reginald Holloway
Honorable Bruce Hamrick, Walker County Commission
 Represented by Mr. Randall Gammon
Honorable Larry Langford, City of Birmingham
 Represented by Mr. Kevin Owens
Mr. Waymon Pitts, Town of Cleveland
 Represented by Honorable David Standridge
Honorable Michael Johnson, City of Fairfield
 Represented by Mr. Nigel Roberts

MEMBERS ABSENT

Honorable Stan Batemon, St. Clair County
Honorable Ricky Buckner, City of Springville
Honorable Billy Joe Driver, City of Clanton
Honorable Joe Headley, Chilton County Commission
Honorable Bobby Humphryes, Jefferson County
Honorable Charles McCallum, City of Vestavia Hills
Honorable Jim Carns, Jefferson County
Honorable Eddie Reed, City of Jemison
Honorable Theoangelo Perkins, Town of Harpersville

OTHERS PRESENT

Ms. Joselyn Harper, City of Birmingham
Mr. Chris Barrineau, Jefferson County

Mr. Charles Ball, Regional Planning Commission
Mr. Ray Morris, Regional Planning Commission
Ms. Mary Grace Lewandowski, Regional Planning Commission
Mr. Brian O'Dell, Regional Planning Commission
Ms. Yvonne Murray, Regional Planning Commission
Ms. Cissy Edwards Crowe, Regional Planning Commission

CALL TO ORDER AND ROLL CALL

Honorable Valerie Abbott called the meeting to order at 10:31 a.m. Roll call was taken and a quorum was declared by the Chairman. The following business was conducted.

MINUTES

The minutes of the June 18, 2008 Board meeting stood as presented.

FINANCE COMMITTEE

Mr. O'Dell presented the financial information for the period ending June 30, 2008.

Statement of Net Assets

1. The current ratio (current assets/current liabilities) for the period is 3.45 compared to May 2007 which was 2.45.
2. The quick ratio (current assets-unbilled receivables/current liabilities) is 2.97 compared to May 2007 which was 2.13.

Report indicates that more cash is available June 2008 (\$715,448) compared to June 2007 (\$286,130) Total Current Assets are \$963,217 (C), Unbilled receivables are \$133,917 (D), Total Current Liabilities are \$279,588 (E). Long term liabilities due July 2016 are being reduced \$9,000-\$10,000 each month.

Progress continues to be made in lowering the Deferred Revenue due to the Local Assistance and Building Communities projects moving forward. Overall the report shows good liquidity.

Budget Summary

1. Actual Year-To-Date total expenditures are under budget by \$3,361,786 (J).
2. Salary, fringe and indirect is under budget in total by \$784,631 (K).
3. Direct costs are under budget by \$254,330 (L).
4. The contracts are under budget \$2,322,825 (M).

These under budget items represent no major problems at this time.

Dues

Dues collected to date are \$583,118. Very little change since the last report.

Revolving Loan Fund (RLF)

The Cash Available is \$307,784 and Receivables from Loans is \$925,275. Very little change since the last report. All loans continued to be served except Krupp Oil which is in collection.

Councilor Abbott commented that this financial report looks particularly good. Mr. Holloway reminded everyone that this is the second year to work with a budget with financial reporting and it is on the right track.

PROGRAM / BUDGET COMMITTEE

Mr. Holloway informed the Board that the FY 2009 Budget maximizes the use of staff for project completion. The budget has been reviewed for two months by the Finance Committee and Program / Budget Committee. He presented the following information:

FY 2009 Budget

Section 1 – Executive Summary

Table 1, Revenues and Expenses by Fund Source, identifies 15 revenue/fund sources with the match requirements, including RPC dues and other sources of match.

1. The first column is a summation of all funding sources available to the RPC for FY 2009. These total \$7.4 million. This is consistent with the \$7.9 million included in the final FY 2008 budget, revised April 2008. The funding sources are predominantly the same in FY 2009 as in FY 2008, with the difference being in the actual amounts available.
2. Subsequent columns detail total expenses for salaries, fringe and indirect; direct costs and contracts. Total FY 2009 budgeted expenses are \$6.0 million, less than the \$7.0 million budgeted in FY 2008. Contract expenses will be less in FY 2009 with salaries, fringe and indirect slightly higher, by \$50,000, reflecting a goal of completing more projects using RPC staff.
3. The remaining columns represent the total amount of match used to leverage the revenue sources. Types of match include RPC dues, donated/in-kind match, and cash match provided by RPC partners and the State of Alabama.

RPC Dues

In summary, the 2009 budget programs RPC member government dues as follows:

Dues Available:	\$619,375
Dues Programmed for Match:	\$250,000
Dues Programmed for Debt Service:	<u>\$180,000</u>
Net Unreserved Fund Balance	\$189,371

The dues available for FY 2009 reflect the \$.02 per capita rate increase mandated by RPC bylaws. This increase brings the rate to \$.585 per capita.

A net unreserved fund balance will help soften the impact of potential funding challenges such as federal rescissions, particularly in regard to the multi-year federal transportation funding bill, SAFETEA-LU. In addition, dues will be needed when 100 percent federal funding for programs such as air quality planning is no longer available.

Indirect (Administrative) Expenses

Table 2, Indirect (Administrative) Expenses, documents the administrative expenses used to calculate the indirect rate. The FY 2009 budget has been prepared in accordance with actual expenses through June 30, 2008 projected for the remainder of FY 2008.

The FY 2009 net administrative expenses of \$458,500 are \$12,709 higher than the FY 2008 projected. Adjustments have been made in the FY 2009 budget for organizational dues, conferences, building maintenance, technology services, office supplies, and postage and shipping.

Indirect (Administrative) and Fringe Cost Calculation

The indirect (administrative) and fringe cost rates are calculated in Table 3. This rate is important in that it is used on invoicing for reimbursement of administrative expenses.

Both the indirect and fringe rates are percentages charged against staff salaries that are attributable directly to programs/funding sources (typically referred to as direct salaries). This percentage is charged against each program to generate two pools of funds. The first pool is used to cover fringe costs such as leave, health insurance, and retirement benefits. The second pool is used to cover indirect/administrative costs, which includes some staff salaries and overhead expenses.

The FY 2009 budgeted fringe rate of 41.33% is consistent with the budgeted rate of 44.68% for FY 2008. The audited fringe rate for FY 2007 was 49.48%.

The FY 2009 budgeted indirect rate of 71.99% is consistent with the budgeted rate of 71.56% for FY 2008. The audited indirect rate for FY 2007 was 77.02%.

Financial Reporting and Cash Flow

Financial reporting has been consistent with the fund source-based budget and is being provided monthly to the Finance Committee and the RPC Board. The monthly Statement of Net Assets tracks the ability of total current assets (cash and receivables) to meet total current liabilities.

Personnel

Two new positions have been budgeted for FY 2009; an IT Specialist and a Marketing Specialist. The IT position is needed, in part, to implement the Federal Highway Administration's required Continuity of Operations Plan, and to minimize third-party technology services expenses. The Marketing Specialist will be responsible for coordinating marketing activities for the RPC's rideshare and air quality programs. These activities are currently coordinated by a third-party contractor.

The number of budgeted staff positions for FY 2009 is 23 compared to 21 for FY 2008. Staff members are eligible for a five percent step/merit adjustment corresponding to their anniversary date and performance evaluation. Total budgeted salaries for FY 2009 are only \$50,000 higher than those budgeted for FY 2008 since salaries for the persons that filled vacant positions in FY 2008 were lower.

Supporting Information

Supporting tables and documentation are included in **Table 4** (U.S. Department of Transportation Funded Programs), **Table 5** (Community Planning Programs) and **Table 6** (Senior Service Programs).

The following supporting information is included for each funding source:

- Assigned staff member.
- Number of months programmed for each assigned staff member.
- Project manager.
- Total salaries, fringe and indirect expenses.
- Direct and contract expenses.
- Federal and local share available and programmed.
- Notes with budget assumptions.

Section 2 – Work Program

Mr. Ball presented the new and expanded version of the Work Program which offers details such as: Project Manager, Project Manager's Goals, Program Description, Major Objectives and 2008 Fiscal Year Accomplishments. A chart and graph is also included to depict the comparison of the FY2008 Budget vs. the FY2009.

Mr. Holloway moved and Commissioner Hayes seconded the recommendation to accept the FY2009 Budget as presented. Motion passed on a voice vote.

NON-BUDGET ITEMS

Transportation Systems Monitoring for Congestion Management Systems (CMS)

Agreement / Resolution

Ms. Lewandowski presented a request for approval of a contract between the RPC and the ALDOT for a Congestion Management System process. This contract will provide for continuing traffic count and travel time information.

The Performance Monitoring Plan is designed to collect data that is needed to provide decision makers and the public information about the performance of the transportation system. The Monitoring Program, as it relates to congestion, has a threefold purpose:

1. To find congestion and mobility/accessibility-deficient locations, and then to determine the magnitude and nature of the deficiency.
2. To collect data in order to screen alternative improvement options for deficient situations.
3. To assess the effectiveness of implemented mitigation actions in addressing deficiencies

Alabama Department of Transportation Financial Assistance for Transportation Planning Agreement / Resolution

Ms. Lewandowski presented a request for approval of a contract between the RPC and the ALDOT for financial assistance. A resolution was distributed as follows:

WHEREAS, 23, U.S.C. 134 and 49 U.S.C. 5303 require that each urbanized area have a comprehensive, cooperative, continuing transportation planning process (commonly referred to as the "3-C" Process); and

WHEREAS, 23, U.S.C. 105 (f) and 49 U.S.C. 5303 authorize certain funds (commonly referred to as FHWA Planning funds and FTA 5303 Planning funds respectively) to be made available to designated transportation planning agencies for supporting the "3-C" Process; and

WHEREAS, Birmingham Regional Planning Commission has been selected as the designated transportation planning agency for the Birmingham urbanized area; and

WHEREAS, the State of Alabama receives funds from the Federal Highway Administration and the Federal Transit Administration which includes FHWA Planning funds and FTA 5303 Planning funds to be made available to the designated agency for transportation planning for the Birmingham urbanized area.

Mr. Jolly moved and Ms. Rogers seconded to approve both Agreements and authorize the Executive Director to enter into these agreements. Motion passed on a voice vote.

OTHER

Mr. Ball was pleased to announce the recent induction of Senior Transportation Planner Mary Grace Lewandowski into the American Institute of Certified Planners (AICP).


To attain the AICP designation, planners must pass a rigorous three-hour examination that measures knowledge in major subject areas such as land use law, transportation planning, and ethics in planning. The exam is offered twice a year. Just over 10,000 planners have the AICP designation worldwide. Everyone congratulated Ms. Lewandowski.

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There being no further business, the meeting adjourned at 11:10 a.m.



Honorable Bettye Fine Collins, Secretary



Date