

Regional Planning Commission of Greater Birmingham
Board Meeting Minutes
May 16, 2012

MEMBERS PRESENT

Honorable Valerie Abbott, City of Birmingham
Mr. Tom Barnett, City of Birmingham
Honorable Delor Baumann, City of Hueytown
Mr. Ray Hamilton, Town of Vincent
Honorable Robbie Hayes, Shelby County
Honorable Tom Henderson, City of Center Point
Mr. Reginald Holloway, Shelby County
Honorable Waymon Pitts, Blount County
Ms. Eunice Rogers, City of Birmingham
Honorable Loxcil Tuck, City of Tarrant
Mr. Tim Westhoven, City of Hoover

MEMBERS REPRESENTED BY ALTERNATES

Honorable Doug Brewer, City of Graysville
 Represented by Honorable Tom Henderson
Honorable Ken Gulley, City of Bessemer
 Represented by Mr. Forrest Davis
Mr. Chester Jolly, City of Warrior
 Represented by Honorable Valerie Abbott
Mr. Devon Laney, City of Birmingham
 Represented by Mr. Tom Barnett
Honorable David Standridge, Blount County Commission
 Represented by Honorable Waymon Pitts

MEMBERS ABSENT

Honorable William Bell, City of Birmingham
Honorable Sandra Little Brown, Jefferson County
Honorable Stan Batemon, St. Clair County
Honorable David Carrington, Jefferson County
Honorable Bruce Hamrick, Walker County Commission
Ms. Vanessa Hendricks, Chilton County
Honorable William Hereford, City of Pell City
Honorable Joe Knight, Jefferson County
Honorable Tim Mims, Chilton County Commission
Honorable Theoangelo Perkins, Town of Harpersville

OTHERS PRESENT

Ms. Joselyn Harper, City of Birmingham
Mr. Charles Ball, RPCGB
Mr. Brian O'Dell, RPCGB

Ms. Yvonne Murray, RPCGB
Mr. Darrell Howard, RPCGB
Ms. Lindsay Gray, RPCGB
Ms. Cynthia Barton, RPCGB
Ms. Cissy Edwards Crowe, RPCGB

CALL TO ORDER AND ROLL CALL

Honorable Valerie Abbott called the meeting to order at 10:37 a.m. A quorum was declared by the Chairman. The following business was conducted.

MINUTES

The minutes were accepted as presented.

FINANCE COMMITTEE

Mr. O'Dell presented the financial information for the period ending March 31, 2012 with the following highlights.

The current (2.74) and quick (1.93) ratios reflect adequate resources and the numbers are consistent. Cash and Cash Equivalents are \$694,820. Total Current Assets are \$1,963,588 (C), Unbilled Receivables are \$579,185 (D), Total Current Liabilities are \$716,700 (E), Accounts Receivable are \$689,583, Accounts Payable are \$563,518 (G). Deferred Revenues are \$71,022 (H); Total Long Term Liabilities are \$443,701 (I).

Statement of Net Assets

In comparison to 2007 the Long Term Debt was \$1,187,154 and as of this statement it is \$443,701; the Unreserved Fund Balance was (559,638) and is now \$868,155. This reflects a cumulative performance of the agency. Accounts Receivables are running about 30-45 days for all programs. There are adequate resources to support new Medicaid Waiver program and if any problems arise there is an out clause in the contract.

Budget Summary

Total Expenditures are under budget by \$1,090,173 (J), Salaries, Fringe and Indirect are over budget \$7,460 (K), Direct Costs are over budget \$678 (L), Contracts are under budget \$1,098,310 (M). The over budget items in Total Expenditures are affected by several issues that will be resolved in the last half of the year.

Dues

The Committee reviewed the Dues Status report for FY2012. A comparison chart was distributed indicating dues collected as of April 30, 2012. 64 member governments have

paid \$512,210 during FY 2012 compared to 50 member governments paying \$471,780 for the same period last year (FY2011).

Revolving Loan Fund (RLF)

Ms. Murray reported that the RLF is in good shape. Total loans made are 141; total dollars loaned is \$5,756,626; dollars leveraged \$74,542,154. There is only one delinquent loan and it has been restructured.

BUILDING SEARCH COMMITTEE

Mr. Barnett asked Mr. Ball to provide an overview of the proposed relocation. The search is narrowed to two sites. At this time, the Two North Twentieth Street site is the best possibility. The total square footage proposed is 14,038 and allows space to grow. It would be a full service lease with the first through third years increasing the basis for rentable square feet with the third through ten years based on the 14,038 square feet. There is a 2% base rental rate increase each year (current lease is 3%). At this time, the anticipated rental rate would be \$17.50/square foot, monthly rent \$20,472. This would represent a 12% increase in rent and a 27.2% increase in square footage.

Mr. Barnett moved and Ms. Rogers seconded to allow the Executive Director to negotiate and execute a new lease agreement. Motion passed on a voice vote.

PROGRAM BUDGET COMMITTEE

Commissioner Pitts presented the following agreement.

This is an Agreement with the State of Alabama, Alabama Department of Transportation for the Birmingham Area Commute Smart/Rideshare Programs; Project STPBHL – Project No. 100056481 in the amount of \$1,200,000. There is not a match required. The committee was given an annual report for the CommuteSmart Program.

Commission Pitts moved and Mayor Henderson seconded to approve the agreement as presented. Motion passed on a voice vote.

PERSONNEL COMMITTEE

Councilor Abbott presented the information from the Committee:

Pay Structure

The current structure is set at 13 steps with 5% between each step. This does not offer any flexibility to scale pay increases if someone is not performing excellent. It is either all 5% or nothing. The proposed pay structure offers 30 steps with 2.5% between each

step. The Executive Director has the discretion of approving an additional increase above the 2.5%. up to 5%.

Personnel Policy Amendments

1. Addition to Policy 4.6 Drug-Free Workplace, after paragraph 2:

For the safety and protection of its employees, the Commission will implement drug and/or alcohol testing under the following circumstances:

Random Testing: Employees may be selected at random for drug and/or alcohol testing at intervals to be determined by the Commission.

For-Cause Testing: The Commission may ask an employee to submit to a drug and/or alcohol test at any time it feels that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following

circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.

Post-Accident Testing: Any employee involved in on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. This is not limited to the subject of injury, but also any employee who potentially contributed to the accident or injury in any way.

If an employee refuses a request to submit to testing under this policy, the employee may be subject to appropriate disciplinary action, up to and possibly including termination of employment.

2. Modification to Policy 5.10 Funeral Leave, paragraph 1:

In the event of death of a member of a regular or part-time employee's immediate family, the Executive Director shall grant an employee a leave of absence with pay up to a maximum of three (3) consecutive working days. This leave shall be taken within 14 days of time of the event and shall not be chargeable to other types of leave but shall be in addition to those.

Mr. Hamilton moved and Mayor Baumann seconded to adopt the new pay structure and Personnel Policy amendments. Motion passed on a voice vote

OTHER

Meetings for June were announced.

- Finance Committee meeting, June 6, 2012, 9:00 a.m.

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Board Meeting Minutes

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- Program/Budget Committee meeting, June 13, 2012, 9:00 a.m.
- RPCGB Board of Directors' meeting June 20, 2012, 10:30 a.m.

Mayor Tuck invited everyone to the Tarrant Five Mile Creek Festival, May 19, 10 a.m.-6 p.m. This year's event features an all new kidzone stage with carnival rides and inflatable games, live music on the main stage, food, arts and crafts and a hamburger-eating contest. Downtown Tarrant

There being no further business, the meeting adjourned at 10:27 a.m.



Honorable Theoangelo Perkins, Secretary

6/20/2012

Date