

**RICHLAND COUNTY REGIONAL PLANNING
COMMISSION**

**FISCAL YEAR 2008
ANNUAL PROGRESS COMPLETION REPORT
SUMMARY**

And

ANNUAL FINANCIAL REPORT

September, 2008

Richland County Regional Planning Commission
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RICHLAND COUNTY REGIONAL PLANNING COMMISSION

Richland County Regional Planning Commission
35 North Park Street
Mansfield, Ohio 44902

September, 2008

To the Members of the Richland County Regional Planning Commission and Others:

This report to the Richland County Regional Planning Commission, its funding agencies, and the community is intended to provide an overview of the work performed during Fiscal Year 2008 (July 1, 2007 - June 30, 2008) as well as providing a summary of the Regional Planning Commission's finances.

This document summarizes the *Final Progress Completion Report* that was submitted August 29, 2008 to the Planning Commission's cognizant funding agencies.

The Progress Completion Reports serve to inform these agencies of the Planning Commission's efforts towards fulfilling the annual planning program as outlined in the *Overall Work Program*, to highlight any delays or problems that are encountered throughout the year, and to explain any corrective actions that need to be taken.

We welcome comments or questions.

Sincerely,

A handwritten signature in black ink that reads "Richard D. Adair".

Richard D. Adair
Executive Director

Progress Report by Fiscal Year 2008 Work Element

Number	Program	Description	FY 2008 Progress Report Summary
204.15	Community Development Block Grant Administration For Richland County	The RCRPC provides planning, administration and implementation services to Richland County/Shelby for CDBG programs for various funding years, as well as administering the Richland County Revolving Loan Fund.	<i>During FY 2008, the RCRPC successfully completed the administration of the FY 2006 CDBG program, and began the process of implementing FY 2007. CDBG projects include sidewalk ramps in Shelby, electrical upgrades at Dayspring, the Richland County Home, an ADA elevator at the Richland County Juvenile Justice Center and an ongoing emergency home repair program. All projects are oriented towards benefiting low and moderate income persons. The Revolving Loan Fund made no new loans, but held discussions with several potential applicants.</i>
206.1	District 16, State Capital Improvements Program Administrative Services	The RCRPC provides administrative services to the eight-county District 16 Integrating Committee for the Round 20 funding cycle. These services include administration of the District's meetings, data, records, and coordination of the project selection process.	<i>During FY 2008, the RCRPC organized the November, 2007 meeting of the District 16 Integrating Committee, where Round 22 projects were selected, and then provided the applications to the Ohio Public Works Commission in February, 2008. The re-organizational meeting of the Integrating Committee was arranged in June 2008. Throughout the year staff provided support and information as needed to the 8-county district.</i>
301.1	Job Ready Site Program	At the beginning of FY 2007, the State of Ohio began implementing its "Job Ready Site Program" (JRS). This program is designed to provide grants for the development of large industrial sites and buildings is administered through the State's OPWC Districts.	<i>THE RCRPC participated is several stakeholders meetings dealing with restructuring the program and distributed materials to the contact list of local officials throughout the 8-county district. No applications were received in the second round of funding.</i>
601.1	Short Range Planning (Transportation)	In this work element, RCRPC efforts are to identify short range transportation needs and problems, and present alternative solutions to decision makers to help them make informed decisions that will optimize the efficiency of the existing transportation system.	<i>During FY 2008, the <u>2008 Transit Development Plan</u> was completed, new approaches to improve the <u>High Crash Intersection</u> report was evaluated and tested, staff worked with local agencies and organizations to coordinate transportation service, and also completed numerous special traffic and safety studies for local government agencies.</i>
601.2	Coordinated Plan	Develop and publish a Coordinated Public-Transit-Human Services Transportation Plan for Richland County.	<i>In response to SAFTEA-LU requirements, RCRPC prepared a <u>Locally Developed Coordinated Public Transit-Human Services Transportation Plan</u>, using additional special grant funds.</i>
602.1	Multi-Year Transportation Improvement Program (TIP)	This element maintains and monitors the four-year program of transportation projects and the financial plan that demonstrates that the program can be implemented. The Program must also address the concern for environmental justice, being an analysis of the impact of	<i>The FY 2008 – 2011 <u>Transportation Improvement Program</u> was monitored and minor amendments were made during the year.</i>

Number	Program	Description	FY 2008 Progress Report Summary
		transportation projects on the areas low income and minority populations.	
605.1	Surveillance	This work element maintains the RCRPC's basic data files that are essential for planning.	<i>The traffic counting program during FY 2008 resulted in 79 new counts, of which 48 were detailed intersection counts. Transit miles, ridership, building permits and economic and other community demographics were gathered as a part of the ongoing comprehensive planning process. Trip sampling for the fixed route and demand response transit system was a special requirement of the program this year.</i>
610.1	Long Range Planning (Transportation)	The purpose of this element is to develop and maintain a "Long Range Transportation Plan" and to sustain a process which monitors changes in the community and its demographics that may affect the Plan so that it can be revised and amended as needed.	<i>The <u>2030 Long Range Transportation Plan</u> was completed during FY 2005, with official approval in March, 2005. Work focused on enhancing mapping information and modeling methodology for the 2010 Plan Update.</i>
625.1	GIS Activities & Information Dissemination	Data collected is incorporated into our GIS to assist in transportation planning, community development, and the general public to be made available.	<i>The enhanced digital ortho aerial photo project that was completed during FY 2007, served to help refine community data and information. Information, data and mapping resources were shared with approximately 62 customers.</i>
625.2	Transportation Planning Assistance	MPO representation on local community committee's that address transportation improvements and transportation issues. I.e. Safe Communities/Fatality Review Committee, Rail Crossing Safety Committee.	<i>Involvement with United Way's NAPAC follow up, safe communities meetings, Safe Routes To School Task Force, Minority Health Fair & other sessions for specific projects.</i>
630.1	Statewide Participation in Transportation Planning	Staff assistance and participation in meetings, reviews of newly developed statewide transportation planning policies, and other statewide transportation planning issues.	<i>Ongoing participation in Ohio Association of Regional Councils (OARC) meetings, Statewide Task Force, & Ohio Public Transit meetings and conferences.</i>
674.2	Operational Planning For The Richland County Transit Board (RCTB)	The RCRPC provides ongoing administrative services to the Richland County Transit Board, which is the implementing agency for public transportation in Richland County. Services generally include the development of Federal & State grant applications, contract administration, monitoring ADA requirements, operation, insurance and miscellaneous other operational matters.	<i>During FY 2008, the services to the Transit Board included monthly review of fixed route ridership and on-time performance, the preparation of monthly financial reports, facilitation of Transit Board meetings, support for the independent audit of the Transit Board, development of budgets and grants, grants management, administration of the bus pass program and promotion of special events. Services also included support for Transit Board efforts to secure necessary local financial resources to match federal and state grants for public transportation. Work included significant preparation for the triennial review conducted June 30 and July 1, 2008</i>

Number	Program	Description	FY 2008 Progress Report Summary
674.4	Social Service Transportation	This work element is designed to facilitate the coordination of transportation provided by social service agencies. The program also oversees the RCT-XTRA service that assists disadvantaged persons with transportation to work, child care or training.	<i>During FY 2008, the staff maintained continuous contact with all known transportation providers in Richland County. Thousands of trips were scheduled through this service last year, however State funding cutbacks impacted services.</i>
695.1	Transportation Program Administration	Continuous administration and technical direction of the transportation planning program.	<i>Preparation associated with TAC and Coordinating Committee Meetings, Progress reports; Overall Work Program Development, Public Participation Plan update and various other program management efforts.</i>
697.1	Transportation Report	This work element covers the preparation and distribution of a biennial transportation report to the community.	<i>This report is prepared every-other Fiscal Year. The report was presented June 27, 2007, as a 2-page insert in the Mansfield News Journal, and the next report will be in June 2009.</i>
901.1	Local Service	Under this element the RCRPC provides professional and technical services to participating local government subdivisions.	<i>During FY 2008, local services have included support and assistance in the following:</i> <ul style="list-style-type: none"> • 67 House number advisory services • 528 General information requests • 82 demographic request • 100 GIS products developed for customers • 3 Cost-of-Living surveys for the American Chamber of Commerce Research Association • Demographics and specialized GIS mapping • Richland County OPWC program administration. • Assistance with the Clean Ohio Program • Enterprise Zone Administration and monitoring <i>The Commission has also devoted a significant effort to the process of reviewing and reevaluating the Richland County Comprehensive Plan</i>
910.1	Community Visioning	Funds are set aside under this element to support the community visioning project. The Vision Board is a special committee of the Regional Planning Commission	<i>During FY 2008 staff maintained records of Vision Board activities, tracked its finances, and compiled data for the ongoing Vision monitoring of community success factors. Other Vision events included distribution of a Disaster Preparedness booklet, backing for the Scholastic Challenge, supported the United Way NAPAC process</i>
915.1	Geographic Information System (GIS)	Coordination services for the Richland County-Wide GIS consortium is provided, with a GIS Manager working approximately 60% of the time for the Consortium and 40% of the time for the Richland County Engineer.	<i>In FY 2008, support was provided for regular meetings of the Consortium membership, which has now grown to include over twenty (20) local governments, departments, agencies and organizations. The GIS program has maintained and improved datasets, created maps and performed geographic analysis for constituent local governments. New software technology training has been ongoing and the Consortium has played a major role in the acquisition of new high quality color aerial photography, which now provides 2-foot contours for all of Richland County. Location Base Response System Grant support given to County Engineer for administration of this grant. Technical assistance provided to Richland County Emergency Management Agency for Cellular E-911 conversion.</i>

Number	Program	Description	FY 2008 Progress Report Summary
920.1	Zoning And Subdivision Regulations	Land use regulation assistance includes the administration of the Richland County Subdivision Regulations, as well as answering general inquiries, and providing technical assistance to municipalities and townships concerning land use matters. Staff support is provided to the Zoning, Subdivision and Land Use Committee.	<i>During FY 2008 the RCRPC facilitated the review of 4 individual rezone or subdivision proposal by the Committee. Responded to 388 requests for technical assistance and information on land use issues to local officials as well as the general public. Efforts included projects working with townships and municipalities to update zoning maps and documents. Potential large lot subdivision regulations were drafted and approved by the RCRPC.</i>
1000	Administration	This element covers the work activities associated with office management, bookkeeping, meeting preparation, work program development, budgeting and reporting. The time associated with administration, along with other indirect costs such as rent, utilities, insurance, employee benefits and supplies are applied evenly to all direct time.	<i>In FY 2008 all regular and routine management and administrative functions were accomplished as planned.</i>

Financial Report

The following provides information concerning the Richland County Regional Planning Commission's (RCRPC) financial performance for Fiscal Year 2008, which covers the period from July 1, 2007 to June 30, 2008. The RCRPC maintains its financial records on the accrual basis. This information has not yet been audited.

EXPENSE BY TYPE	Final FY 2008	Budget	Percent of Budget
Salaries	\$397,472.06	\$395,000	100.63%
Holiday & Sick	\$29,262.87	\$27,000	108.38%
Vacation Earned	\$31,898.38	\$31,000	102.90%
Employee Benefits	\$131,966.15	\$133,392	98.93%
<i>Sub-Total Salaries and Benefits</i>	\$590,599.46	\$586,392	100.72%
Expenses	\$11,408.40	\$10,000	114.08%
Equipment	\$13,726.07	\$12,000	114.38%
Supplies	\$12,320.93	\$16,000	77.01%
Contractual	\$10,140.19	\$12,000	84.50%
Occupancy & Other	\$26,698.27	\$30,000	88.99%
Special Projects	\$33,500.24	\$43,000	77.91%
(Reimbursed Indirect Expenses)	(\$626.89)		
TOTAL	\$697,766.67	\$709,392	98.36%
EXPENSES BY PROGRAM	Final FY 2008	Budget	Percent of Budget
Richland County CDBG Admin.	\$35,408.65	\$32,500	108.95%
District 16 Integrating Committee	\$8,645.17	\$8,000	108.06%
Transportation Planning	\$369,689.88	\$366,993	100.73%
Transit Board	\$66,079.07	\$65,000	101.66%
Transportation Coordination	\$33,881.67	\$40,000	84.70%
Special Transportation	\$10,924.29	\$10,000	109.24%
Local Service	\$69,926.41	\$64,899	107.75%
Visioning	\$16,046.27	\$30,000	53.49%
GIS/ Consortium & Co. Engineer	\$87,152.53	\$92,000	94.73%
TOTAL	\$697,753.94	\$709,392	98.36%

Expenses by Work Element Program

The RCRPC tracks its expenses by eight general program categories. For FY 2008, the total expenditures associated with work elements are presented in the following table.

Program /Work Elements	Direct Time Expense	Other Direct Expense	Fringe	Indirect	Total
Community Development Block Grant					
204.15 CDBG	14,956.57	2,242.46	6,995.19	11,214.44	35,408.65
Total Community Development Block Grant	14,956.57	2,242.46	6,995.19	11,214.44	35,408.65
Ohio Public Works					
206.1 District 16	3,228.26	70.22	1,509.86	2,420.55	7,228.89
301.1 JRS	567.84	157.10	265.58	425.77	1,416.29
Total Ohio Public Works	3,796.10	227.32	1,775.44	2,846.32	8,645.17
ODOT					
601.1 Short Range Transportation	74,473.59	-190.42	34,831.30	55,840.30	164,954.77
602.1 TIP	13,066.80	2.74	6,111.34	9,797.49	28,978.37
605.1 Surveillance	37,212.04	192.81	17,404.07	27,901.59	82,710.51
610.1 Long Range Transportation	16,271.85	91.48	7,610.34	12,200.63	36,174.31
625.1 Planning Assistance	20,948.12	0.00	9,797.44	15,706.90	46,452.46
630.1 Statewide Planning	1,736.23	146.85	812.03	1,301.83	3,996.94
695.1 Program Supervision	2,834.79	136.39	1,325.83	2,125.53	6,422.54
697.0 Transportation Report	0.00	0.00	0.00	0.00	0.00
Total ODOT	166,543.42	379.85	77,892.36	124,874.26	369,689.88
Public Transportation					
674.2 RCTB General	28,652.84	2,541.40	13,400.93	21,483.90	66,079.07
674.4 RCTB Agency Coordination	15,248.57	67.97	7,131.76	11,433.38	33,881.67
Total Public Transportation	43,901.41	2,609.37	20,532.69	32,917.28	99,960.75
Transportation Special					
601.2 Coordinated Plan	4,884.01	94.00	2,284.25	3,662.03	10,924.29
630.2 Safety Workshop	0.00	0.00	0.00	0.00	0.00
Total Transportation Special	4,884.01	94.00	2,284.25	3,662.03	10,924.29
Local Service					
901.1 Local Service	10,210.38	16,833.62	4,775.39	7,655.74	39,475.14
920.0 Development Regulations	13,489.22	538.93	6,308.91	10,114.22	30,451.28
Total Local Service	23,699.60	17,372.55	11,084.30	17,769.96	69,926.41
Visioning					
910.1 Vision Project	1,324.77	13,108.59	619.59	993.31	16,046.27
Total Visioning	1,324.77	13,108.59	619.59	993.31	16,046.27
Geographic Information System					
1002.1 GIS Engineer	0.00	21,100.24	0.00	0.00	21,100.24
915.1 GIS Project	28,612.45	2,604.18	13,382.04	21,453.62	66,052.29
Total Geographic Information Sys.	28,612.45	23,704.42	13,382.04	21,453.62	87,152.53
	287,718.33	59,738.56	134,565.86	215,731.20	697,753.96
CAP Rates			46.77%	74.98%	

Indirect Cost Allocation

Annually, the Richland County Regional Planning Commission develops a Cost Allocation Plan (CAP), which evaluates the budget for the coming fiscal year, determines which costs will be charged “directly” to individual work element, and which fringe benefit and indirect costs will be charged to all programs equally. A calculation of these indirect costs is made, and is expressed as a percentage of direct time costs.

For Fiscal Year 2008, the Cost Allocation Plan estimated that all indirect cost would be at a combined rate of 118.40%. The actual FY 2008 combine rate was 121.75%.

Summary	Estimated FY 2008	Actual
Fringe Benefit Rate	45.49%	46.77%
Indirect Cost Rate	72.91%	74.98%
Total Overhead Cost Rate	118.40%	121.75%

The actual experience for FY 2008 is summarized in the table that follows, and represents a conversion of the cost allocation process from the fixed rate method to the provisional method, whereby adjustments for over and under recovery will be made at the end of each fiscal year, rather than in a future CAP.

The conversion to the provisional method necessitated the adjustment of FY 2008 costs for each work element at the end of the fiscal year. Program management efforts prior to the end of the year had carefully tracked expenses to insure budget control. The year end adjustment to the Cost Allocation Plan added fringe benefit and indirect costs to each work element, so many appear to have exceeded their budget, but in many cases reimbursement if available beyond the limits of the approved budget guideline.

RCRPC Cost Allocation Plan Fiscal Year 2008	Estimated FY 2008	Actual FY 2008
Wages paid for time worked:		
Direct Labor	\$ 294,050	\$ 287,718
Indirect Labor	\$ 100,905	\$ 109,754
Total Labor - base for fringe allocation	\$ 394,955	\$ 397,472
Fringe Benefits		
211: Holidays	\$ 15,695	\$ 16,598
212: Vacation Accrue	\$ 21,623	\$ 24,672
213: Sick Leave Taken	\$ 9,070	\$ 12,665
<i>Subtotal Fringe Benefit Wages</i>	\$ 46,388	\$ 53,935
Other Fringe Benefits		
22: PERS (Employer Share)	\$ 61,462	\$ 64,670
23: Workers Compensation	\$ 2,750	\$ 270
24: Medicare	\$ 4,601	\$ 5,025
25.1: Health Insurance & Dental & Buyout	\$ 62,321	\$ 59,951
25.2: Life - County	\$ 240	\$ 250
25.3: Life - RCRPC	\$ 1,894	\$ 1,801
25.4: Flexible Administration	\$ 18	\$ -
<i>Prior Year Rate Adjustment (use only with fixed rate)</i>		
<i>Subtotal Other Fringe Benefits</i>	\$ 133,286	\$ 131,966
TOTAL FRINGE BENEFITS	\$ 179,674	\$ 185,901
Indirect Costs		
Salaries - Indirect Only	\$ 100,905	\$ 109,754
Fringe Benefits for Indirect Salaries	\$ 45,904	\$ 51,333
Staff Expenses	\$ 6,000	\$ 2,854
Equipment, Including Depreciation	\$ 10,200	\$ 13,106
Supplies	\$ 19,950	\$ 11,857
Contractual	\$ 6,000	\$ 767
Occupancy & Other	\$ 30,420	\$ 26,698
Reimbursed Costs	\$ (5,000)	\$ (627)
TOTAL INDIRECT COSTS	\$ 214,379	\$ 215,742
Fringe Benefit Cost Rate Computation		
TOTAL Fringe Benefit Costs /	\$ 179,674	\$ 185,901
TOTAL Labor Costs (Direct & Indirect)	\$ 394,955	\$ 397,472
= Fringe Benefit Cost Rate	45.49%	46.77%
Indirect Cost Rate Computation		
TOTAL Indirect Costs /	\$ 214,379	\$ 215,742
only DIRECT Labor Costs	\$ 294,050	\$ 287,718
= Indirect Cost Rate	72.91%	74.98%
Summary	Estimated FY 2008	Actual
Fringe Benefit Rate	45.49%	46.77%
Indirect Cost Rate	72.91%	74.98%
Total Overhead Cost Rate	118.40%	121.75%

Special Financial Management Notes for FY 2008

- 1) In the transition to a provisional methodology for the Cost Allocation Plan from the long used fixed rate methodology, it was necessary to make a one time catch up adjustment. In FY 2004 and FY 2006 the RCRPC over recovered fringe benefits and indirect costs based on the approved Cost Allocation Plans. In FY 2007 the Commission under recovered these costs. The table below summarizes the costs associated with these Fiscal Years to the various funding sources, with the net amount listed in the “Credit / Reimbursement column on the far right. A positive number in this column is an amount to be refunded to the funding agency either as a credit on a current invoice for services in FY 2008, or as in the case of the Transportation Planning over recovery, a check was issued to the Ohio Department of Transportation.

PROGRAM	FY 2004	FY 2006	FY 2007	Total (Over) Under Recovery	FHwA Share 80%	ODOT Share 10%	Credit / Reimbursement Due
Commission	-174.30	-3,049.98	392.67	-2,831.61			
Transportation Planning	-806.19	-20,589.06	3,510.95	-17,884.30	-14,307.44	-1,788.43	16,095.87
Transit Board	-180.77	-3,332.74	485.01	-3,028.50			3,028.50
Richland County CDBG Admin.	-108.32	-2,105.18	246.07	-1,967.43			1,967.43
District 16 Integrating Committee	-11.22	-256.89	55.86	-212.25			212.25
Transportation Coordination	-90.64	-1,877.70	250.07	-1,718.27			1,718.27
GIS/ Consortium & Co. Engineer	-122.95	-4,027.51	537.22	-3,613.24			3,613.24
Vision	-3.61	-199.66	32.90	-170.37			170.37
Safety Workshop	0.00	0.00	15.48	15.48			-15.48
Coordinated Plan	0.00	0.00	21.42	21.42			-21.42
Total	-1,498.00	-35,438.72	5,547.65	-31,389.07			26,769.03

- 2) In accordance with government accounting standards, the RCRPC adopted a policy to anticipate the financial impact of retiring employees who will be eligible for some financial compensation for unused sick leave. A new account was established during FY 2008 identified as “6300 · Sick Payable on Retirement” and monthly amounts were entered towards potential retirements between FY 2011 and FY 2017. A total of \$4,135.24 was booked in FY 2008. The sick payable on retirement cannot be a part of a cost allocation plan until the year that the retirement distribution actually takes place.
- 3) The RCRPC in its role as the Metropolitan Planning Organization (MPO) underwent an extensive audit of its financial management and compliance procedures with Federal and State regulations and guidelines. This audit was conducted by the Ohio Department of Transportation. Three (3) additional changes were implemented during FY 2008 as a result of this Audit.
- The RCRPC system has identified fixed assets purchased for general use and has depreciated these assets in the books. The financial reporting system has not included the purchase and depreciation of equipment purchased directly for a specific program. An example of equipment purchased specifically for a program

would be the traffic counting equipment necessary for the transportation planning program. The ODOT Audit indicated that these assets should be presented in the financial statements, and thus new accounts were added during FY 2008, as follows:

3500 · Program Assets	Amount
3600 · Direct Equipment Purchase	37,245.81
3700 · Program Depreciation (no CAP)	(32,521.87)
Total 3500 · Program Assets	4,723.94

- The Geographic Information System (GIS) Manager has worked at the RCRPC since 2001. The position is split between the GIS Consortium and the Richland County Engineer and others. Time for the GIS Consortium has been considered work for the RCRPC and the Fringe Benefit and Indirect Cost rates have been applied to the direct time involved. The time for the County Engineer and others has been charged on the basis of the cost of direct time plus the actual cost for the fringe benefits earned by the GIS Manager. The ODOT Audit advised that the time for the County Engineer and others should be charged using direct time plus the current fringe benefit rate. That change was implemented during FY 2008.
- The annual audit of the RCRPC has for years been considered an indirect cost, and has been a part of the Cost Allocation Plan. The ODOT Audit revealed that in order to be in the CAP, the agency must meet the Federal standards for a “single audit” which now carries a \$500,000 minimum for federal funds. The Commission does not meet this standard, and thus the audit must be charged to local funding sources.

Additional Annual Financial Report Material

The following pages present additional financial reports and information for the Richland County Regional Planning Commission associated with its Fiscal Year 2008. The reports are:

- Financial Balance Sheet
- Detailed Revenue and Expenses
- Statement of Cash Flow
- Regional Planning Commission Membership as of 6/30/2008 & Executive Committee Membership as of 6/30/2008
- Richland County Regional Planning Commission Staff

Balance Sheet FY 2008

	<u>Jun 30, 08</u>	<u>Jun 30, 07</u>	<u>% Change</u>
ASSETS			
Current Assets			
Checking/Savings			
0002 · Richland County Treasury	32,945.90	84,504.35	(61.01%)
Total Checking/Savings	<u>32,945.90</u>	<u>84,504.35</u>	<u>(61.01%)</u>
Accounts Receivable			
1000 · Accounts Receivable	145,663.06	89,922.52	61.99%
Total Accounts Receivable	<u>145,663.06</u>	<u>89,922.52</u>	<u>61.99%</u>
Other Current Assets			
2000 · Undeposited Funds	0.00	4,128.00	(100.0%)
Total Other Current Assets	<u>0.00</u>	<u>4,128.00</u>	<u>(100.0%)</u>
Total Current Assets	<u>178,608.96</u>	<u>178,554.87</u>	<u>0.03%</u>
Fixed Assets			
3000 · Depreciated Value			
3100 · Furniture & Equipment	153,493.66	158,077.45	(2.9%)
3200 · Accumulated Depreciation	<u>(120,556.17)</u>	<u>(117,940.97)</u>	<u>2.22%</u>
Total 3000 · Depreciated Value	<u>32,937.49</u>	<u>40,136.48</u>	<u>(17.94%)</u>
3500 · Program Assets			
3600 · Direct Equipment Purchase	37,245.81	0.00	100.0%
3700 · Program Depreciation (no CAP)	<u>(32,521.87)</u>	<u>0.00</u>	<u>(100.0%)</u>
Total 3500 · Program Assets	<u>4,723.94</u>	<u>0.00</u>	<u>100.0%</u>
Total Fixed Assets	<u>37,661.43</u>	<u>40,136.48</u>	<u>(6.17%)</u>
TOTAL ASSETS	<u>216,270.39</u>	<u>218,691.35</u>	<u>(1.11%)</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
5900 · Accounts Payable	35,059.11	31,016.56	13.03%
6000 · Accrued Wages & Benefits			
6100 · Wages	18,561.45	18,980.20	(2.21%)
6400 · Retirement (OPERS)	5,091.69	5,161.90	(1.36%)
6500 · Workers Comp.	2,398.94	5,263.85	(54.43%)
6600 · Medicare	<u>199.49</u>	<u>206.92</u>	<u>(3.59%)</u>
Total 6000 · Accrued Wages & Benefits	<u>26,251.57</u>	<u>29,612.87</u>	<u>(11.35%)</u>
6099 · Long Term Accrued Benefits			
6200 · Compensated Absences Payable	24,644.48	17,331.38	42.2%
6300 · Sick Payable on Retirement	<u>4,135.24</u>	<u>0.00</u>	<u>100.0%</u>
Total 6099 · Long Term Accrued Benefits	<u>28,779.72</u>	<u>17,331.38</u>	<u>66.06%</u>
Total Accounts Payable	<u>90,090.40</u>	<u>77,960.81</u>	<u>15.56%</u>
Total Current Liabilities	<u>90,090.40</u>	<u>77,960.81</u>	<u>15.56%</u>
Total Liabilities	<u>90,090.40</u>	<u>77,960.81</u>	<u>15.56%</u>
Equity			
9000 · Local Assets			
9100 · Opening Bal Equity	242,049.55	204,803.74	18.19%
9200 · Local Funds Unrestricted	40,284.08	26,426.14	52.44%
9300 · Invested In Fixed Assets	<u>(121,792.31)</u>	<u>(107,934.37)</u>	<u>12.84%</u>
Total 9000 · Local Assets	<u>160,541.32</u>	<u>123,295.51</u>	<u>30.21%</u>
9400 · Accumulated Carry-Over	17,435.03	33,217.06	(47.51%)
Net Income	<u>(51,796.36)</u>	<u>(15,782.03)</u>	<u>228.2%</u>
Total Equity	<u>126,179.99</u>	<u>140,730.54</u>	<u>(10.34%)</u>
TOTAL LIABILITIES & EQUITY	<u>216,270.39</u>	<u>218,691.35</u>	<u>(1.11%)</u>

Revenue and Expenses

	Jul '07 - Jun 08	Jul '06 - Jun 07	%
			Change
Ordinary Income/Expense			
Income			
4000 · Total Revenue	659,298.00	639,078.17	3.16%
Total Income	659,298.00	639,078.17	3.16%
Gross Profit	659,298.00	639,078.17	3.16%
Expense			
A-1 · Payroll Items	397,472.06	380,115.64	4.57%
A-2 · Payroll - Holiday & Sick	33,398.11	25,759.04	29.66%
A-3 · Vacation	31,898.38	29,843.25	6.89%
B · Benefits	131,966.15	129,769.33	1.69%
C · Expenses	11,408.40	12,038.70	-5.24%
D · Equipment	13,726.07	12,952.88	5.97%
E · Supplies	12,320.93	17,891.23	-31.13%
F · Contractual	10,140.19	19,321.80	-47.52%
G · Occupancy & Other	29,146.64	31,962.30	-8.81%
I · Fringe & Indirect	0.00	0.00	0.0%
Total Expense	671,476.93	659,654.17	1.79%
Net Ordinary Income	-12,178.93	-20,576.00	-40.81%
Other Income/Expense			
Other Income			
4500 · Other Revenue	42,500.55	43,319.36	-1.89%
Total Other Income	42,500.55	43,319.36	-1.89%
Other Expense			
H · Special Projects	33,500.24	38,525.39	-13.04%
Total Other Expense	33,500.24	38,525.39	-13.04%
Net Other Income	9,000.31	4,793.97	87.74%
Net Income	-3,178.62	-15,782.03	-79.86%

Revenue Detail	Jul '07 - Jun 08	Jul '06 - Jun 07	% Change
Ordinary Income/Expense			
Income			
4000 · Total Revenue			
4200 · Budgeted Revenue			
4201 · Federal	295,685.68	282,529.97	4.66%
4202 · State	47,721.20	39,177.17	21.81%
4203 · Local (Reimbursements)	262,369.98	314,698.66	-16.63%
4250 · Local Participation	52,915.50	0.00	100.0%
Total 4200 · Budgeted Revenue	658,692.36	636,405.80	3.5%
4300 · Non-Budgeted Revenue	605.64	2,672.37	-77.34%
Total 4000 · Total Revenue	659,298.00	639,078.17	3.16%
Total Income	659,298.00	639,078.17	3.16%
Other Income/Expense			
Other Income			
4500 · Other Revenue			
4800 · County Engineer - GIS	29,800.55	28,619.36	4.13%
4900 · Visioning Project	12,700.00	14,700.00	-13.61%
Total 4500 · Other Revenue	42,500.55	43,319.36	-1.89%
Net Other Income	42,500.55	43,319.36	-1.89%
Net Income	701,798.55	682,397.53	2.84%

Statement of Cash Flow

	<u>Jul '07 - Jun 08</u>
OPERATING ACTIVITIES	
Net Income	-19,274.49
Adjustments to reconcile Net Income to net cash provided by operations:	
1000 · Accounts Receivable	-55,740.54
5900 · Accounts Payable	4,042.55
6000 · Accrued Wages & Benefits:6100 · Wages	-418.75
6000 · Accrued Wages & Benefits:6400 · Retirement (OPERS)	-70.21
6000 · Accrued Wages & Benefits:6500 · Workers Comp.	-2,864.91
6000 · Accrued Wages & Benefits:6600 · Medicare	-7.43
6099 · Long Term Accrued Benefits:6200 · Compensated Absences Payable	7,313.10
6099 · Long Term Accrued Benefits:6300 · Sick Payable on Retirement	4,135.24
Net cash provided by Operating Activities	<u>-62,885.44</u>
INVESTING ACTIVITIES	
3000 · Depreciated Value:3100 · Furniture & Equipment	4,583.79
3000 · Depreciated Value:3200 · Accumulated Depreciation	2,615.20
Net cash provided by Investing Activities	<u>7,198.99</u>
FINANCING ACTIVITIES	
9000 · Local Assets:9200 · Local Funds Unrestricted	13,857.94
9000 · Local Assets:9300 · Invested In Fixed Assets	-13,857.94
Net cash provided by Financing Activities	<u>0.00</u>
Net cash increase for period	<u>-55,686.45</u>
Cash at beginning of period	<u>88,632.35</u>
Cash at end of period	<u><u>32,945.90</u></u>

Richland County Regional Planning Commission Membership
As of June 30, 2008

Johnny Givand, President /, Stan Saalman, Vice President

Membership	Representing	Membership	Representing
Richland County		Township	
Edward Olson*	County Commissioner	Wayne Weirick	Township Association
Timothy Wert*	County Commissioner	Mark McDaniel	Madison Township
Gary Utt	County Commissioner	Russell Reed*	Mifflin Township
Tom Beck*	County Engineer	Bob Entenmann	Washington Township
Stan Saalman*	Health Department	At Large	
Keith Markley	County Official	Brian Bacin	Industry
Sarah Davis	County Official	Brian McCartney*	Industry
John Hildreth	County Priority Interest	Chriss Harris	Business
Municipal		Marion Zaugg*	Civic
Donald Culliver*	Mansfield Mayor	Mark Kreinbihl	Industry
Ron Kreuter*	Mansfield S/S Director	Kevin Nestor	Business-Man/R Chamber
Linda Price	Mansfield Official	Carol Knapp	Business -Shelby Chamber
David Remy	Mansfield Official	Cindy Jakubick	Civic
James DeSanto*	City Engineer	Mike Ziegelhofer	Education
Pat Hightower*	Chair, Zoning Committee	Inez Shepard	Civic
Phillip Scott*	President City Council	Mike Greene*	Civic-REDeC
Tim Bowersock*	City Priority Interest	Don Mitchell*	Minority Interests
James Henkel*	Shelby Mayor	Johnny Givand*	Minority Interests
Andy Neer	Shelby Planning Comm.	Ray Askins	Transit Board
Adam Hill / Cohen Lewis	Shelby Council Member	Steve Nemeth	Elderly/Senior Citizens
Darrell Banks	Bellville Mayor	James Schaum	Persons With Disabilities
Gene Parkison*	Lexington Mayor	Judy Villard / Duane Rader	Agriculture
Randy Pore	By Lexington Council	Skip Allman	Civic
Kenneth Bender*	Ontario Mayor	Permanent Guests	
Charles Au	By Ontario Council	Larry Weirich	Mansfield Board of Realtors
Keith Hebble	Plymouth Mayor	George Schafer	Mansfield Board of Realtors
Christine Donnersbach	Shiloh Mayor	* Denotes a Member of the Executive Committee	
Jeffrey Sellers / Sue Wolff	Butler Mayor		
Todd Hall / Tim Stallard	Lucas Mayor		
Coordinating Committee		Past Presidents	
Membership	Representing	Membership	Representing
Steve Shepherd	ODOT	David Daugherty	Past President (A)**
John Kindt	ODOT County Manager	David Williamson	Past President (A)
Homer Hutcheson	Madison Twp Trustee	Richard McFarland	Past President (A)
Jack Butler	Trustee Association	Robert Houk	Past President (A)
Kay Leitenberger	Washington Twp Trustee	William Olinger	Past President (A)
Vacant	Springfield Twp Trustee	Richard Stander	Past President (A)
Ellen Haring	Mansfield Council	Robert Cunning	Past President (A)
Doug Versaw	Mansfield Council	Grant Milliron	Past President (A)
Scott Hazen	Mansfield Council	Charles Pscholka	Past President (A)
Sandra Carmichael	Mansfield Council	James DeSanto	(A- City Engineer)
Mike Hill	Mansfield Council	Robert Soulen	Past President (M)
Noel Mehlo	FHwA- Non Voting	Cliff Schutjer	Past President (M)
Libby Rushley	ODOT- Non-Voting	Rich McCleery	Past President (M)
		Bob Linstrom	Past President (I)
** Denotes past president's participation status		Aaron Davis	Past President (I)
A=Active, M=Mailing, I=Inactive		Lewis Remy	Past President (I)

Staff

Richard Adair	Executive Director	(419) 774-6205
John Adams	Transportation Technical Director	(419) 774-5968
Kathy Adams	Public Transportation Planner	(419) 774-6396
Ron Hout	Chief Land Use Planner	(419) 774-6202
Ted Stiffler	Planner	(419) 774-6200
Mary Pat Kline	Administrative Assistant	(419) 774-6204
Gene DelGreco	GIS Manager	(419) 774-6203
Paul Bender	Transportation Planner	(419) 774-6201
Ron Laughery	Traffic Engineer	(419) 774-7873

Questions or comments concerning this report may be directed to:

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