



East Central Florida Regional Planning Council

Agenda

Wednesday, March 21, 2012 • 10:00 a.m.

309 Cranes Roost Blvd., Suite 2000, Altamonte Springs, Florida 32701

I. Call to Order and General Business

- Call to Order – Chair Cheryl Grieb
- Pledge of Allegiance – Mayor John Land
- Roll Call – Ms. Tuesdai Brunsonbyrd-Bowden

II. Consent Agenda

- January 2012 Council Minutes (Attachment 1)
- January 2012 and February 2012 Financials (Attachment 2)
- Tampa Bay Resolution (Attachment 3)

III. Chair's Report

- DEO Strategic Regional Planning Forum Update (Attachment 4)
- Rulemaking Authority Update (Jerry)
- Council Membership Update (Pat Northey) (Attachment 5)

IV. Legal Counsel Funding

- Restoration of FY11 Appropriation (Motion)

V. HUD Grant Update

- Orientation, Consultants, Council Participation (Attachment 6)

VI. Safe Routes to Schools Video Presentation

VII. Planning Manager's Report

- Legislation and State Funding Update
- Evacuation Study Update
- Seminole Trails Study Update
- UASI All-Star Exercise Update
- Food Assessment Study Kickoff Meeting Date

VIII. Announcements/Comments

IX. Adjournment

ATTACHMENT 1

January 2012 Council Meeting Minutes

EAST CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

COUNCIL MEETING MINUTES

JANUARY 18, 2012

CHAIR COMMISSIONER CHERYL L. GRIEB PRESIDING

In Attendance:

County Representatives:

Commissioner Chuck Nelson, Brevard County
Commissioner Welton Cadwell, Lake County
Commissioner Sean Parks, Lake County
Commissioner Scott Boyd, Orange County
Commissioner Fred Brummer, Orange County
Commissioner John Horan, Seminole County
Commissioner Brenda Carey, Seminole County
Councilman Andy Kelly, Volusia County
Councilwoman Patricia Northey, Volusia County

Municipal Representatives:

Commissioner Patty Sheehan, City of Orlando
Mayor Rocky Randels, Space Coast League of Cities
Commissioner Michael Holland, Lake County League of Cities
Mayor John Land, Apopka, Tri-County Leagues of Cities
Commissioner Cheryl Grieb, Kissimmee, Tri-County League of Cities
Mayor David Mealor, Lake Mary, Tri-County League of Cities

Gubernatorial Appointees:

Mr. Al Glover, Brevard County
Ms. Christina Dixon, Orange County
Ms. Melanie Chase, Seminole County
Mr. Atlee Mercer, Osceola County
Mr. John Lesman, Seminole County

Ex-Officio Members:

Ms. Nancy Christman, St. Johns River Water Management District
Ms. Vivian Garfein, Florida Department of Environmental Protection
Ms. Cecelia Weaver, South Florida Water Management District

Other Attendees:

Mr. Dick Boyer, Seminole County
Mr. David Bottomley, MetroPlan BPAC Chair
Ms. Andrea Ostrodka, LYNX
Mr. Dean Grandin, City of Orlando

Ms. Mary-Stewart Droege, City of Orlando
Ms. Leah Nash, Get Active Orlando
Mr. Kevin Fritz, Get Active Orlando
Ms. Shawna Skelsdr, ROCK

Members not in Attendance:

Commissioner Andy Anderson, Brevard County
Commissioner Brandon Arrington, Osceola County
Commissioner Frank Attkisson, Osceola County
Commissioner Leigh Matusick, Volusia County League of Cities
Mr. Lonnie Groot, Volusia County
Mr. William McDermott, Seminole County Economic Development
Ms. Susan Sadighi, Florida Department of Transportation
Mr. Russell Gibson, City of Sanford

ECFRPC Staff in Attendance:

Attorney Jerry Livingston
Mr. George Kinney
Ms. Lelia Hars
Mr. Keith Smith
Mr. Fred Milch
Mr. Chris Chagdes
Ms. Gina Marchica
Ms. Carole Clark
Ms. Tara McCue
Mr. Matt Boerger
Mr. Andrew Landis
Ms. April Raulerson
Mr. Tim Kitchen
Ms. Elizabeth Rothbeind

I. Call to Order and General Business

Chairperson Grieb called the meeting to order at 10:00 a.m. Ms. Tuesdai Brunsonbyrd called the roll and announced a quorum was present.

II. Consent Agenda

Chairperson Grieb requested a correction of the November 2011 Council Meeting Minutes. She requested page 3 to read "Mr. Kinney stated that Chairperson Grieb was willing to step down. "Mr. Mercer requested page 3 to read "to step down to facilitate the reorganization of the board." Also, Mr. Mercer asked for the statement on page 4, first paragraph, second to the last line to be clarified. A Motion was made to incorporate the

new language and seconded by Mayor Land. Being there were no other comments, a Motion was made for approval of the November 2011 Council Meeting Minutes with corrections and the November/December 2011 Financial Reports. All were in favor and the Motion passed.

III. Chair's Report

Mayor Randels and Mr. Kinney attended the Florida Regional Council Association (FRCA) Policy Board Meeting and gave a report. Mayor Randels noted the meetings were brief and provided insight concerning the legislators and the economy, and Mr. Kinney stated that our lobbyist Ron Book indicated that he firmly believes both the House and Senate budgets will reflect the 2.5 million dollar funding the Planning Councils lost last year. Mr. Book has the understanding that with the new Administration working with the Governor, there is a possibility that some of the \$2,500,000 could return to the Councils. Mr. Kinney stated a representative from the National Association of Regional Councils at the federal level spoke regarding the FY13 Federal cut in excess of 1 billion dollars half from the Department of Defense and half from the Discretionary funds.

Mr. Kinney acknowledged the online travel companies tax issue as a topic of concern. A discussion followed regarding how this tax issue impacts the tourist industry in many counties, and the Economic Development aspect is part of the Planning Council's mission. Councilwoman Northy urged the Council to adopt a Resolution immediately because the Legislature is in session and if we wait until next month it will be too late. Attorney Livingston stated since this was not an agenda item, the Council should adopt the Resolution as an emergency in order to consider the tax issue.

Chairperson Grieb asked for the language of the Resolution to be drafted during the meeting and the topic to be addressed later during the meeting.

Next Chairperson Grieb stated the Executive Director Search Committee met prior to the Council Meeting, and she asked Mr. Mercer, the Chairman of that committee, to brief the Council regarding the meeting.

Mr. Mercer addressed the Council and reported there were changes that occurred in this year's potential budget that needed to be addressed regarding the Executive Director, the current staff, and extra staff including outside help needed for the HUD Grant. After giving a brief overview of the meeting contents, the Committee made three recommendations before the Council for a vote.

Mr. Mercer made a Motion to ①extend Mr. Kinney's contract as Interim Executive Director to June 30, 2012, ②provide Mr. Kinney a 8% pay increase retroactive to February 1, 2012 and ③at the next meeting, Mr. Kinney provide a report with a budget amendment requirement based on the impact of the HUD Grant and other identified staffing issues. The Motion for Approval was seconded by Commissioner Brummer.

Following a lengthy discussion, a move to call to question was made. Being there was no further discussion, the Council voted in favor of the recommendations with Commissioner Carey opposed.

Commissioner Brummer addressed the Chairperson with a reminder that he requested for Staff to be interviewed in order for the Council to have an understanding of the employees' goals and concerns for the Planning Council, and he requested the interviews to take place within two months. After a brief discussion, Commissioner Cadwell stated a Lake County Human Resources employee is available to interview staff along with a member from the Executive Director Search Committee and/or Executive Committee.

Commissioner Cadwell instructed Mr. Kinney to contact Mr. Dave Merrill with Lake County HR for any resources needed.

Commissioner Brummer made a Motion for Approval. The Motion for Approval was seconded by Commissioner Cadwell. All were in favor and the Motion passed.

IV. Get Active Orlando

Mr. Dean Grandin is the City of Orlando Planning Director and Project Director for Get Active Orlando. His presentation covered the origins of Get Active Orlando, its partnerships, and a series of their positive programs that promote healthy living and staying active. After outlining the functions of the different programs, he stated the benefits of the organization and emphasized it is well received in the community. Therefore, there is an opportunity for the Get Active Orlando brand to expand beyond the limits of the City of Orlando and become a regional program of the ECFRPC.

Next Chairperson Grieb asked for more detail from Mr. Kinney concerning the staff time for the work being there is no immediate funding.

After much discussion, Council Members came to a consensus that due to the lack of staff resources, at this time, the staff is unable to take on an additional program.

Chairperson Grieb turned the meeting over to Vice Chair Melanie Chase and excused herself to attend an Induction Ceremony.

Vice Chair Chase asked Mr. Kinney to give a HUD Grant update.

V. HUD Sustainable Community Planning Grant (Attachment 6)

Mr. Kinney announced that the RPC received 2.4 million of the 2.8 million requested. Staff had a conference call with HUD, and Staff was given a target date of February 1st to compile a series of deliverables that would start the grant progress. Mr. Kinney gave a detailed overview of the HUD grant deliverables and the requirements. He also covered

the reconciled budget along with the matching funds and added that key personnel working on the grant are Fred Milch, Claudia Paskauskas, and himself.

VI. Interim Executive Director's Report

Mr. Andrew Landis gave a brief Legislative update. He overviewed several Senate Bills and the House companion bills including 842, 557, and 576 that would affect the Planning Councils if passed. He stated Senate Bill 1180 and its companion Bill 979 would reduce DRI oversight and affect Comp Plan reviews.

During the Council Meeting, Attorney Jerry Livingston and Commissioner Horan drafted a Resolution pursuant to the provisions of the Economic Development element of the SRPP consistent with the agency's statutory authority.

Attorney Livingston presented to the Council a draft Resolution concerning tax exemption for online taxes for tourism and a discussion followed.

Next, Commissioner Horan made a motion to authorize Staff to draft a Resolution to be signed by the Chair that would not support a tax exemption for online taxes for tourism. The Motion for Approval was seconded by Councilwoman Northey. Being there was no further discussion, the Council voted in favor of the Resolution with Commissioner Brummer, Commissioner Nelson, Commissioner Parks, and Mr. Glover opposed.

Vice Chair Chase recognized Mr. Kinney to continue with the Interim Executive Director's Report.

Mr. Kinney made a few brief announcements regarding events during the month. He announced Mayor Randels along with Commissioner Kelly accepted a Resolution from FRCA recognizing the ECFRPC's 50th Anniversary and that the National Association of Regional Council's Annual Conference is being held in St. Petersburg this year June 10th through 14th. He also announced a new website for the Florida Regional Council Association.

VII. Announcement/ Public Comments

Mayor Land suggested that all the contributions of visions and recommendations made by the East Central Florida Regional Planning Council over the past 50 years be compiled and be presented during the year.

Adjournment

There being no further business before the Council, Vice Chair Chase adjourned the meeting at 11:44 a.m.

ATTACHMENT 2

January and February 2012 Financial Report

Financial Forecast

Statement of Condition as of January 31, 2012

Cash-in-bank on January 1, 2012		\$1,534,720.71
Deposits and Interest - January 2012	\$25,458.33	
Checks Issued - January 2012	<u>-\$131,461.79</u>	
Cash-in-bank on January 31, 2012		<u>\$1,428,717.25</u>

Financial Forecast for February 2012

Operating Cash February 1, 2012		\$1,428,717.25
Accounts Payable on February 1, 2012		<u>-24,049.96</u>
Net Operating Cash for February 1, 2012		<u>\$1,404,667.29</u>

Anticipated Revenue/Expense for February 2012:		
Accounts Receivables (Revenues)	\$182,008.00	
Accounts Payables (Expenditures)	<u>-106,798.50</u>	
Net Anticipated Revenue/Expense		<u>75,209.50</u>
Anticipated Operating Cash for March 1, 2012		<u>\$1,479,876.79</u>

	<u>Budget</u>	<u>12/31/2011</u>	<u>Actual</u>	<u>Current</u>	<u>Under (Over)</u>	<u>33.3%</u>
		<u>Year to Date</u>	<u>January</u>	<u>Year to Date</u>		
Personnel						
Salaries & Wages (Permanent)	989,744	195,880	65,922	261,802	727,942	26.5%
Fringe Benefits	300,104	63,366	22,084	85,449	214,655	28.5%
Outside /Temporary Services	12,850		792	792	12,058	6.2%
Contract labor-SRPP and contracts	-				-	0.0%
Interns	-		-		-	0.0%
Unemployment	3,500		-		3,500	0.0%
Total Personnel	1,306,198	259,245	88,798	348,043	958,155	26.6%
Overhead						
Annual Audit	17,000	880	-	880	16,120	5.2%
Advertising/Regional Promotion	2,000		-		2,000	0.0%
Computer Ops (General)	30,000	2,263	457	2,720	27,280	9.1%
Depreciation/Use Charge	11,000	4,607	1,536	6,142	4,858	55.8%
Equipment (General)	18,500		2,267	2,267	16,233	12.3%
Equipment Maintenance/Rental	1,300		-		1,300	0.0%
Equipment Lease/Sales Taxes	400		-		400	0.0%
Graphics/Outside Printing	28,000	3,812	1,303	5,115	22,885	18.3%
Insurance	12,000	2,370	1,352	3,721	8,279	31.0%
Inter-Regnl Bd Rel (travel/training)	2,000		599	599	1,401	30.0%
Legal Counsel	20,000	5,000	1,667	6,667	13,333	33.3%
Library/Publications/Subscriptions	2,500	598	92	690	1,810	27.6%
Office Supplies	9,400	2,641	581	3,222	6,178	34.3%
Pension Fund Mgmt. Fee	900		-		900	0.0%
Postage	7,600	1,359	195	1,554	6,046	20.4%
Professional Dues	26,809	7,450	2,318	9,767	17,042	36.4%
Rent	107,310	26,826	8,942	35,768	71,542	33.3%
Office Maintenance	1,500		-		1,500	0.0%
Staff Training	7,500	775	1,500	2,275	5,225	30.3%
Telephone & Communications	8,000	1,562	500	2,061	5,939	25.8%
Staff Travel	18,000	6,502	420	6,922	11,078	38.5%
Recruiting	-		-		-	0.0%
Hmep Training	33,000	6,338	7,912	14,249	18,751	43.2%
Emergency Mgmt Exercise Expense	69,084	21	5,875	5,896	63,188	8.5%
GIS Coordination	3,000		-		3,000	0.0%
GIS Data Collection	1,500		-		1,500	0.0%
Consultants (DRI)	10,000		-		10,000	0.0%
Consultants DEM Communication Exercise	50,000		-		50,000	0.0%
Consultants UASI NBA Exercise	-	14,000	-	14,000	(14,000)	
Consultants - HUD Grant		27,492	-	27,492	(27,492)	
Storage-Off Site Records	1,600	436	-	436	1,164	27.2%
Meeting Expenses	8,500	253	79	332	8,168	3.9%
REMI Annual Maintenance	21,000	6,867	-	6,867	14,133	32.7%
Total Overhead	529,403	122,050	37,593	159,644	369,759	30.2%
Total Expenditures	1,835,601	381,296	126,391	507,687	1,327,914	27.7%

East Central Florida Regional Planning Council
Financial Report January 2012

	31012	31407	31112	31212	31312	31709	32307	31811	33712	33812	36610	37811	38311	31611	32111
Project:	General	Reviews	Mandates	Support	Haz Mat Emrg	Con't & Imp	Regional	EDAC/CEDS	CEMP	National	RDSTF	Drill	Assessment	Safe Routes	Seminole
					Preparedness	of C/FGIS	Study	FY12	County	Guard	FY09	Radiation	Food	to School	Trails
REVENUES										Exercise			Assessment	Video	Economic
Revenues Paid:															
Member Assessments	349,594.00														
Member REMI Contributions															
Federal										1,114.80	1,927.09			15,565.33	
State															
Local															
DRI Fees		10,395.23											18,414.09		1,000.00
Other	6,628.58														
Total Revenues Received	356,222.58	10,395.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,114.80	1,927.09	0.00	18,414.09	15,565.33	1,000.00
Account Receivables:															
Member Assessments								3,855.90							
Federal					12,567.46	846.57	832.87	3,855.91	1,452.40		9,469.48				
State															
Local/Other															
Total Accounts Receivables	0.00	0.00	0.00	20,500.39	12,567.46	846.57	832.87	7,711.81	1,452.40	1,114.80	11,396.57	0.00	18,414.09	15,565.33	6,582.17
TOTAL REVENUES	356,222.58	10,395.23	0.00	20,500.39	12,567.46	846.57	832.87	7,711.81	1,452.40	1,114.80	11,396.57	0.00	18,414.09	15,565.33	6,582.17
EXPENDITURES															
Salaries	95,501.40	5,349.57	38,616.19	9,606.56	360.38	477.26	469.54	4,237.48	1,033.64	581.26	6,317.70	72.08	12,310.13	376.35	3,749.48
Fringe Benefits (Pool)	32,791.37	1,889.66	13,438.48	2,943.05	78.57	168.59	165.86	1,476.74	74.40	41.84	1,854.52	25.46	4,346.04	132.94	1,280.03
Indirect Cost (Pool)	39,871.28	2,249.83	16,177.73	3,713.75	136.42	200.72	197.47	1,775.89	344.36	193.65	2,539.79	30.31	5,176.47	158.28	1,563.09
Unemployment Comp															
Audit Fees															
Advertising/Regional Promotion															
Computer Operations	1,611.14														95.96
Dues	2,123.36														
Equipment	2,267.01														
Graphics	2,329.61	5.54	247.93	1,202.20	62.29			109.02		2.54	310.10		9.94	84.37	
Inter-Regnl Bd Relations	599.25														
Legal	6,667.34														
Office Supplies	236.57			97.30											
Postage	342.35	8.36	59.09	913.46	3.56			38.38		0.44	4.97			0.84	4.16
Publications	224.44		161.20	26.04	77.00										
Recruiting															
Rent															
Equipment Rent & Maintenance															
Staff Training	2,275.00				1,961.76										
HMEP Training															
Emergency Mgmt Exercise Exp															
Overtime/Backkill reimbursement															
Taxes, Sales/Property															
Telephone															
Travel	3,091.97		1,738.19	347.52	198.00			74.30		1,14.80	369.49		8.01		7.08
Temporary Labor/Outside Services					288.75										
Interest Expense															
DATA Fees															
Consultants	16,000.00	892.27												8,500.00	2,100.00
GIS Coordination															
CFGIS Workshop Expense															
Meeting Expenses	331.79														
REMI Annual Maintenance	6,866.67														
Web Site Maintenance															
Web Site Upgrade															
Office Maint/Printing															
TOTAL EXPENDITURES	213,130.55	10,395.23	70,438.81	20,500.39	12,567.46	846.57	832.87	7,711.81	1,452.40	934.53	11,396.57	127.85	21,850.59	9,168.41	8,884.17

	32211	32411	32511	32711	32811	33012	33112	33211	33312	33511	33612	34012	34312
	UASI NBA	OUC ITX	Volusia CSA Project	UASI Fire Project Mgmt FY09	Orange County PRRP	Osceola JIS	Volusia County EOP	UASI TEP 2012-2014 Or/Orange Co	State TEPW 13-15	Comm Exercise Planning 11-12	FIN & COMT Training	Volusia COOP	Parramore Mini Grants/ Blue Cross
REVENUES	Exercise	ITX	Project	FY09	PRRP	JIS	EOP	Or/Orange Co	13-15	Planning 11-12	Training	COOP	Mini Grants/ Blue Cross
Revenues Paid:													
Member Assessments													
Member REMI Contributions			1,766.88					3,750.00			12,000.00		
Federal													
State													
Local													
DRI Fees													9,000.00
Other													
Total Revenues Received	0.00	0.00	1,766.88	0.00	0.00	0.00	0.00	3,750.00	0.00	0.00	12,000.00	0.00	9,000.00
Account Receivables:													
Member Assessments													
Federal	34,896.08		137.59	3,103.25	34,792.84	17,178.21	3,658.10			2,699.75			
State													
Local/Other		9,672.64											
Total Accounts Receivables	34,896.08	9,672.64	1,903.47	3,103.25	34,792.84	17,178.21	3,658.10	3,750.00	0.00	2,699.75	12,000.00	0.00	9,000.00
TOTAL REVENUES	34,896.08	9,672.64	1,903.47	3,103.25	34,792.84	17,178.21	3,658.10	3,750.00	0.00	2,699.75	12,000.00	0.00	9,000.00
EXPENDITURES													
Salaries	10,333.55	5,709.02	918.80	1,739.67	19,017.54	6,231.54	2,076.86	1,774.80	49.50	1,541.69	1,363.34	86.63	
Fringe Benefits (Pool)	2,564.55	1,236.98	273.75	500.81	6,391.72	1,764.18	621.55	587.68	3.56	515.91	418.47	6.24	
Indirect Cost (Pool)	4,008.53	2,158.70	370.62	696.30	7,896.77	2,484.94	838.62	734.22	16.49	639.47	553.76	28.86	
Unemployment Comp													
Audit Fees													
Advertising/Regional Promotion													
Computer Operations													
Dues													
Equipment													
Graphics	2,761.13	491.72	253.06	74.60	654.45	399.76	12.28				4.32		
Inter-Regnl Bd Relations													
Legal													
Office Supplies	901.66	35.20		19.99	418.69	0.44	5.16			2.68	2.28		
Postage	1.08			14.88	186.27								
Publications													
Recruiting													
Rent													
Equipment Rent & Maintenance													
Staff Training													
HMEP Training													
Emergency Mgmt Exercise Exp						5,874.84					669.40		
Overtime/Backfill reimbursement											21.47		
Taxes, Sales/Property													
Telephone													
Travel	160.58	41.02	87.24	57.00	127.96	249.70	87.13				135.29		
Temporary Labor/Outside Services	165.00				99.00	173.25	16.50						
Interest Expense													
DATA Fees													
Consultants	14,000.00												
GIS Coordination													
CHGIS Workshop Expense													
Meeting Expenses													
REMI Annual Maintenance													
Web Site Maintenance													
Web Site Upgrade													
Office Maint/Printing													
TOTAL EXPENDITURES	34,896.08	9,672.64	1,903.47	3,103.25	34,792.84	17,178.21	3,658.10	3,096.70	69.55	2,699.75	3,168.33	121.73	0.00

Financial Forecast

Statement of Condition as of February 29, 2012

Cash-in-bank on February 1, 2012		\$1,428,717.25
Deposits and Interest - February 2012	\$125,588.45	
Checks Issued - February 2012	<u>-\$145,744.33</u>	
Cash-in-bank on February 29, 2012		<u>\$1,408,561.37</u>

Financial Forecast for March 2012

Operating Cash March 1, 2012		\$1,408,561.37
Accounts Payable on March 1, 2012		<u>-24,049.96</u>
Net Operating Cash for March 1, 2012		<u>\$1,384,511.41</u>

Anticipated Revenue/Expense for March 2012:		
Accounts Receivables (Revenues)	\$113,610.05	
Accounts Payables (Expenditures)	<u>-117,729.22</u>	
Net Anticipated Revenue/Expense		<u>-4,119.17</u>
Anticipated Operating Cash for April 1, 2012		<u>\$1,380,392.24</u>

	<u>Budget</u>	<u>1/31/2012</u>	<u>Actual</u>	<u>Current</u>	<u>Under (Over)</u>	<u>41.7%</u>
		<u>Year to Date</u>	<u>February</u>	<u>Year to Date</u>		
Personnel						
Salaries & Wages (Permanent)	989,744	261,802	67,290	329,092	660,652	33.3%
Fringe Benefits	300,104	85,449	21,684	107,134	192,970	35.7%
Outside /Temporary Services	12,850	792	949	1,741	11,109	13.5%
Contract labor-SRPP and contracts	-				-	0.0%
Interns	-		-		-	0.0%
Unemployment	3,500		-		3,500	0.0%
Total Personnel	1,306,198	348,043	89,923	437,966	868,232	33.5%
Overhead						
Annual Audit	17,000	880	-	880	16,120	5.2%
Advertising/Regional Promotion	2,000		-		2,000	0.0%
Computer Ops (General)	30,000	2,720	14,195	16,915	13,085	56.4%
Depreciation/Use Charge	11,000	6,142	1,536	7,678	3,322	69.8%
Equipment (General)	18,500	2,267	1,190	3,457	15,043	18.7%
Equipment Maintenance/Rental	1,300		-		1,300	0.0%
Equipment Lease/Sales Taxes	400		-		400	0.0%
Graphics/Outside Printing	28,000	5,115	2,564	7,679	20,321	27.4%
Insurance	12,000	3,721	972	4,693	7,308	39.1%
Inter-Regnl Bd Rel (travel/training)	2,000	599	-	599	1,401	30.0%
Legal Counsel	20,000	6,667	1,667	8,334	11,666	41.7%
Library/Publications/Subscriptions	2,500	690	271	960	1,540	38.4%
Office Supplies	9,400	3,222	501	3,723	5,677	39.6%
Pension Fund Mgmt. Fee	900		-		900	0.0%
Postage	7,600	1,554	194	1,748	5,852	23.0%
Professional Dues	26,809	9,767	2,003	11,770	15,039	43.9%
Rent	107,310	35,768	8,942	44,710	62,600	41.7%
Office Maintenance	1,500		-		1,500	0.0%
Staff Training	7,500	2,275	447	2,722	4,778	36.3%
Telephone & Communications	8,000	2,061	534	2,595	5,405	32.4%
Staff Travel	18,000	6,922	2,496	9,418	8,582	52.3%
Recruiting	-		-		-	0.0%
Hmep Training	33,000	14,249	-	14,249	18,751	43.2%
Emergency Mgmt Exercise Expense	69,084	5,896	-	5,896	63,188	8.5%
GIS Coordination	3,000		3,000	3,000	-	100.0%
GIS Data Collection	1,500		-		1,500	0.0%
Consultants (DRI)	10,000	892	-	892	9,108	8.9%
Consultants DEM Communication Exercise	50,000		15,500	15,500	34,500	31.0%
Consultants UASI NBA Exercise	-	14,000	10,985	24,985	(24,985)	
Consultants- Safe Routes to School Video	-	8,500		8,500	(8,500)	
Consultants - Seminole County Trails	-	2,100		2,100	(2,100)	
Consultants - HUD Grant	-	16,000	-	16,000	(16,000)	
Web site maintenance	-		10,000	10,000	(10,000)	
Storage-Off Site Records	1,600	436	148	584	1,016	36.5%
Meeting Expenses	8,500	332	19	351	8,149	4.1%
REMI Annual Maintenance	21,000	6,867	1,717	8,583	12,417	40.9%
Total Overhead	529,403	159,644	78,879	238,522	290,881	45.1%
Total Expenditures	1,835,601	507,687	168,802	676,489	1,159,112	36.9%

East Central Florida Regional Planning Council
Financial Report February 2012

REVENUES	31012	31407	31112	31212	31312	31709	32312	31811	33712	33812	36610	37811	38311	31611
Project:	General	DRI	Unfunded Mandates	LEPC Staff Support	Haz Mat Emrg Preparedness	Con't & Imp of CFGIS	Regional Evacuation Study	EDA/CEDS FY12	Brevard County CEMP	National Guard Exercise	RDSIF FY09	CDC Radiation Drill	Apopka Food Assessment	Safe Routes to School Video
Revenues Paid:														
Member Assessments	438,593.00													
Member REMI Contributions														
Federal														
State														
Local														
DRI Fees	12,134.65													
Other	8,109.65													
Total Revenues Received	446,702.65	12,134.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,114.80	1,927.09	0.00	18,414.09	15,565.33
Account Receivables:														
Member Assessments														
Federal								7,215.35						
State				25,923.49	15,672.82	24,181.56	1,357.94	7,215.35	2,437.14		11,179.48			
Local/Other														
Total Accounts Receivables				25,923.49	15,672.82	24,181.56	1,357.94	14,430.70	2,437.14	1,114.80	13,106.57	0.00	28,522.75	15,565.33
EXPENDITURES														
Salaries	113,664.08	6,339.29	48,869.78	12,432.36	820.42	1,693.61	782.79	7,029.66	1,733.64	581.26	7,380.20	71.83	16,076.14	375.08
Fringe Benefits (Pool)	38,781.70	2,219.54	16,856.11	3,220.87	238.99	592.97	252.34	2,441.56	124.15	41.62	2,082.70	25.15	5,580.67	131.32
Indirect Cost (Pool)	47,540.27	2,669.07	20,496.65	4,881.47	330.37	713.08	322.81	2,953.61	579.35	194.25	2,951.01	30.24	6,753.69	157.92
Unemployment Comp														
Audit Fees														
Advertising/Regional Promotion														
Computer Operations	7,381.22					8,180.00								
Dues	2,285.45													
Equipment	2,321.62													
Graphics	2,417.52	6.12	342.50	1,256.81	1,388.91	0.20		109.02		2.54	310.70		104.24	3.00
Inter-Regnl Bd Relations	599.25													
Legal	8,334.34													
Office Supplies	353.02			97.30										
Postage	437.72	8.36	101.69	916.56	4.01	1.70		38.38		0.44	6.27			108.83
Publications	224.44		223.20	26.04	77.00			67.50						0.84
Recruiting														
Rent														
Equipment Rent & Maintenance														
Staff Training	2,496.60			225.00										
HMEP Training				1,961.76	11,618.24									
Emergency Mgmt Exercise Exp														
Overtime/Backfill reimbursement														
Taxes, Sales/Property														
Telephone														
Travel	3,518.18		2,145.38	501.07	1,104.13			74.30		114.80	375.69		8.01	
Temporary Labor/Outside Services	49.50			404.25	90.75									
Interest Expense														
DATA Fees														
Consultants	16,000.00	892.27												8,500.00
GIS Coordination														
CFGIS Workshop Expense						3,000.00								
Meeting Expenses	350.58													
REMI Annual Maintenance	6,866.67													
Web Site Maintenance								1,716.67						
Web Site Upgrade														
Office Maint/Painting														
TOTAL EXPENDITURES	253,622.16	12,134.65	89,035.31	25,923.49	15,672.82	24,181.56	1,357.94	14,430.70	2,437.14	934.91	13,106.57	127.22	28,522.75	9,276.99

East Central Florida Regional Planning Council
Financial Report February 2012

	32111	32211	32411	32511	32711	32811	33012	33112	33211	33312	33511	33612	33912
	Seminole Trails Economic	UASI NBA Exercise	OUC ITX	Volusia CSA Project	UASI Fire Project Mgmt FY09	Orange County PDRP	Osceola JIS	Volusia County EOP	UASI TEP 2012-2014	State TEPW 13-15	Comm Exercise Planning 11-12	FIN & COMMT	RDSTF FY11
Project:	Economic	Exercise	ITX	Project	FY09	PDRP	JIS	EOP	2012-2014	13-15	Planning 11-12	COMMT	FY11
REVENUES									On/Orange Co			Training	
Revenues Paid:													
Member Assessments													
Member REMI Contributions				1,765.88									
Federal													
State	1,000.00		12,570.02						3,750.00			12,000.00	
DRI Fees													
Other													
Total Revenues Received	1,000.00	0.00	12,570.02	1,765.88	0.00	0.00	0.00	0.00	3,750.00	0.00	0.00	12,000.00	0.00
Account Receivables:													
Member Assessments													
Federal		54,590.73		133.02	3,920.08	43,093.51	19,155.63	5,716.78			18,431.84		
State													
Local/Other	10,374.75												
Total Accounts Receivables	11,374.75	54,590.73	12,570.02	1,898.90	3,920.08	43,093.51	19,155.63	5,716.78	3,750.00	0.00	18,431.84	12,000.00	0.00
TOTAL REVENUES	11,374.75	54,590.73	12,570.02	1,898.90	3,920.08	43,093.51	19,155.63	5,716.78	3,750.00	0.00	18,431.84	12,000.00	0.00
EXPENDITURES													
Salaries	5,178.94	15,279.73	5,826.10	916.30	2,192.91	23,434.95	7,261.70	3,242.68	1,989.66	49.50	1,672.46	1,359.49	
Fringe Benefits (Pool)	1,739.36	3,921.41	1,267.81	270.50	655.19	7,859.14	2,110.54	990.25	657.77	3.54	557.19	413.49	
Indirect Cost (Pool)	2,157.48	5,987.89	2,212.24	370.10	888.18	9,759.08	2,922.73	1,320.04	825.59	16.54	695.31	552.91	
Unemployment Comp													
Audit Fees													
Advertising/Regional Promotion													
Computer Operations	95.96												
Dues													
Equipment													
Graphics													
Inter-Regnl Bd Relations	91.77	2,771.19	542.72	253.06	81.17	798.92	518.88	55.02			0.80	4.32	
Legal													
Office Supplies	4.16	901.66	35.20			418.69							
Postage		1.08	5.16	1.70	22.59	0.44					6.08	2.28	6.05
Publications													
Recruiting					14.88	276.91							
Rent													
Equipment Rent & Maintenance													
Staff Training													
HMEP Training													
Emergency Mgmt Exercise Exp													
Overtime/Backfill reimbursement													
Taxes, Sales/Property							5,874.84						
Telephone													
Travel	7.08	272.52	41.02	87.24	65.16	141.13	293.69	87.13				135.29	
Temporary Labor/Outside Services		470.25	33.00			404.25	173.25	16.50	16.50				
Interest Expense													
DATA Fees													
Consultants	2,100.00	24,985.00									15,500.00		
GIS Coordination													
CFGIS Workshop Expense													
Meeting Expenses													
REMI Annual Maintenance													
Web Site Maintenance													
Web Site Upgrade													
Office Maint/Painting													
TOTAL EXPENDITURES	11,374.75	54,590.73	9,963.25	1,898.90	3,920.08	43,093.51	19,155.63	5,716.78	3,489.52	69.58	18,431.84	3,158.65	6.05

East Central Florida Regional Planning Council
Financial Report February 2012

Project:	34012 Volusia COOP	34112 Volusia Resource Guide	34212 Energy Resiliency Strategy	34312 Parramore Mini Grants/ Blue Cross	34412 HUD Sustainable	38111 RDSTF FY10	38711 UASI Project Management FY09	38811 2011 PRND Exercise	33412 Volusia EMAP	Total
REVENUES										
Revenues Paid:										
Member Assessments										438,593.00
Member REMI Contributions										0.00
Federal								1,103.82		36,123.10
State				9,000.00						0.00
Local										40,984.11
DRI Fees										12,134.65
Other										8,109.65
Total Revenues Received	0.00	0.00	0.00	9,000.00	0.00	0.00	0.00	1,103.82	0.00	535,944.51
Account Receivables:										0.00
Member Assessments					893.60					8,108.95
Federal					3,574.42	45.81	1,499.39		1,138.89	190,651.94
State										50,105.05
Local/Other										20,483.41
Total Accounts Receivables							1,499.39			0.00
TOTAL REVENUES	0.00	0.00	0.00	9,000.00	4,468.02	45.81	1,499.39	1,103.82	1,138.89	806,397.68
EXPENDITURES										
Salaries	86.63	108.35	149.61		2,284.89	28.89	1,174.91	543.89	783.63	291,586.51
Fringe Benefits (Pool)	6.20	37.94	52.38		799.99	2.07	365.09	87.03	84.45	94,530.95
Indirect Cost (Pool)	28.95	45.62	62.99		962.02	9.65	480.24	196.75	270.72	120,410.88
Unemployment Comp										0.00
Audit Fees										0.00
Advertising/Regional Promotion										0.00
Computer Operations										0.00
Dues										15,657.18
Equipment										2,285.45
Graphics										3,457.16
Inter-Regnl Bd Relations		117.88			2.04	0.40	4.00	0.20	0.09	11,184.02
Legal										599.25
Office Supplies		22.22								8,334.34
Postage										1,936.92
Publications										1,607.84
Recruiting								5.16		960.41
Rent										0.00
Equipment Rent & Maintenance										0.00
Staff Training										0.00
HMEP Training										2,721.60
Emergency Mgmt Exercise Exp										14,249.40
Overtime/Backfill reimbursement										5,896.31
Taxes, Sales/Property										0.00
Telephone										0.00
Travel					419.08		27.15			0.00
Temporary Labor/Outside Services							82.50			9,418.05
Interest Expense										1,740.75
DATA Fees										0.00
Consultants										0.00
GIS Coordination										67,977.27
CFGIS Workshop Expense										3,000.00
Meeting Expenses										0.00
REMI Annual Maintenance										350.58
Web Site Maintenance										8,583.34
Web Site Upgrade										10,000.00
Office Maint/Painting										0.00
TOTAL EXPENDITURES	121.78	332.01	264.98	0.00	4,468.02	45.81	2,161.10	833.03	1,138.89	676,488.21

ATTACHMENT 3

Tampa Bay Resolution

To Be Handed Out



East Central Florida Regional Planning Council

Resolution #01 -2012

*A RESOLUTION OF THE EAST CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
RECOGNIZING THE 50TH ANNIVERSARY OF THE TAMPA BAY REGIONAL PLANNING COUNCIL*

WHEREAS, the Tampa Bay Regional Planning Council was formed as the first regional planning council in the State of Florida in 1962; and

WHEREAS, the mission of the Tampa Bay Regional Planning Council is to serve their citizens and member governments by providing a forum to foster communication, coordination, and collaboration in identifying and addressing issues and needs regionally; and

WHEREAS, local governments throughout the Region recognize the need for regional coordination to address community issues that extend beyond county and municipal boundaries; and

WHEREAS, the Tampa Bay Regional Planning Council has engaged in strategic regional planning, comprehensive economic development strategy planning, emergency preparedness planning and intergovernmental review activities to coordinate planning for the future of the Region; and

WHEREAS, for past 50 years, the Tampa Bay Regional Planning Council has brought together local governments and gubernatorial appointees to provide a forum where leaders can discuss complex regional issues, develop strategic regional responses for resolving them and build consensus for setting and accomplishing regional goals among the local jurisdictions located in Hillsborough, Manatee, Pasco and Pinellas Counties.

NOW, THEREFORE, BE IT RESOLVED that the East Central Florida Regional Planning Council congratulates the Tampa Bay Regional Planning Council on its 50th Anniversary and recognizes its contributions in advancing the regional agenda.

DULY ADOPTED by the East Central Florida Regional Planning Council this 21st day of March 2012.

Attest:

EAST CENTRAL FLORIDA
REGIONAL PLANNING COUNCIL:

Cheryl Grieb
Chair, ECFRPC

George Kinney
Interim Executive Director

ATTACHMENT 4

DEO Strategic Regional Planning Forum Update

On behalf of Cynthia Lorenzo, Interim Director, Florida Department of Economic Opportunity; Jacob V. Stuart, President, *Central Florida Partnership*; and George Kinney, Interim Director, East Central Florida Regional Planning Council, I am pleased to invite you to the Florida Department of Economic Opportunity's Regional Stakeholder Forum. The purpose of the forum is to review and prioritize strategies for implementation by state government.

Regional Stakeholder Forum
Florida Department of Economic Opportunity

Thursday, March 29, 2012

10:00 a.m. to 3:00 p.m.

Osceola Heritage Park

1875 Silver Spur Lane

Kissimmee, FL 34744

Please "click here," Online Response Form to **RSVP** by completing the East Central RPC Regional Meeting form.

Section 20.60, Florida Statutes calls for the Florida Department of Economic Opportunity's Division of Strategic Business Development to create a 5-year statewide strategic plan designed to help guide the future of Florida's economy. This regional forum is one of many being held around the state and will provide critical input to the development of this plan, scheduled for completion this spring.

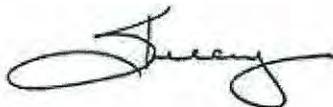
Your recommendations will help identify and set priorities among strategies that state government should undertake to improve business expansion, recruitment, retention and job creation.

These regional forums serve as a stepping stone towards aligning existing statewide plans with regional and local plans. The Six Pillars of Florida's Future Economy™, developed over the past few years by the Florida Chamber Foundation, and adopted by both *myregion.org's* Executive Board of Advisors and the *Central Florida Partnership's* Board of Directors, serves as a common organizational framework for our shared priorities and collective work.

ACTION ITEM: Please "click here," Online Response Form to **RSVP** by completing the East Central RPC Regional Meeting form by Thursday, March 15, 2012.

Do not hesitate to call Stephanie Gibbons at 850.717.8967, or me directly at 407.835.2444 or shelley.lauten@orlando.org, if you have any questions.

Your perspective and leadership is crucial in setting Florida's strategic direction. We look forward to your participation at this important meeting . . .!



Shelley Lauten
President
myregion.org

Connecting our Communities

Mailing Address: P.O. Box 1234, Orlando, Florida 32802

Street Address: 75 South Ivanhoe Boulevard, Orlando Florida 32804

Telephone: 407.835.2444

Facsimile: 407.835.2500

Email Address: shelley.lauten@orlando.org

Web: www.myregion.org



ATTACHMENT 5

Council Membership Update



**County Council
Patricia Northey**

FRANK T. BRUNO JR.
COUNTY CHAIR

JOYCE CUSACK
Vice-Chair
AT-LARGE

ANDY KELLY
DISTRICT 1

JOSHUA J. WAGNER
DISTRICT 2

JOIE ALEXANDER
DISTRICT 3

CARL G. PERSIS
DISTRICT 4

PATRICIA NORTHEY
DISTRICT 5

JAMES T. DINNEEN
COUNTY MANAGER

January 23, 2012

Commissioner Cheryl Grieb, Chairwoman
East Central Florida Regional Planning Council
309 Cranes Roost Blvd. Suite 2000
Altamonte Springs, Florida 32701

Dear Chairwoman Grieb:

It is with some regret and sadness that I am tendering my resignation to the East Central Florida Regional Planning Council. As you may or may not know, this is my last year on the Volusia County Council. While I have enjoyed my time and tenure on the RPC Board, I believe it is the organization's interest, as well as Volusia County's to have new leadership that will be serving after this election season. Frank Bruno, Chair of the Volusia County Council, will be naming a replacement for my position. I have truly enjoyed working with you Madam Chair, the Board members, the staff and of course our legal counsel, Gerald Livingston.

I will forever be grateful for the good work the RPC did in advancing the interests of the East Central Florida Regional Rail Trail that former Brevard County Commissioner, Truman Scarborough, and I had the honor of working on together along with the RPC Staff and Board. We will be cutting the ribbon on the first 6 miles of the trail this next month. Invitations will be forth coming. I hope you can join us.

Sincerely,

Patricia Northey, Council Member
Volusia County Council, District 5

Cc: George Kinney, Interim Executive Director ✓

ATTACHMENT 6

HUD Grant Update



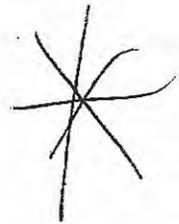
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
Office of Sustainable Housing and Communities
WASHINGTON, DC 20410-0050

AGENDA

Monday, February 27, 2012

- 8:00** **Registration**
- 8:30** **Welcome!**
Shelley Poticha, Director, Office of Sustainable Housing and Communities
- 9:00** **Context - The Federal Partnership for Sustainable Communities**
Beth Osborne, Deputy Assistant Secretary, Office of the Secretary, Department of Transportation
Matt Dalbey, Director, Federal and State Division, Office of Sustainable Communities, Environmental Protection Agency
Chris Beck, Senior Projects Advisor, United States Department of Agriculture
- 10:00** **Recapping Grant Management Basics**
Dwayne S. Marsh and Salin Geevarghese, Senior Advisors (and GTR), Office of Sustainable Housing and Communities
Zuleika Morales-Romero, Grants and Budget Division Director Emeritus, Office of Sustainable Housing and Communities
James Norsworthy, Grant Officer, Office of Sustainable Housing and Communities
Deborah Roane, Grant Officer, Office of Sustainable Housing and Communities
- 12:00** **Lunch**
- 1:00** **Roles and Responsibilities**
James Norsworthy, Office of Sustainable Housing and Communities
Salin Geevarghese, Office of Sustainable Housing and Communities
- 1:30** **Sustainability Officers and Other Federal Assets**
Naomi Friedman, Sustainable Communities Liaison and Outreach Coordinator (and GTR), Office of Sustainable Housing and Communities
- 2:00** **Reviewing Program & Policy Guidance**
Rachel Kirby, Program Analyst, Office of Sustainable Housing and Communities
Thaddeus Wincek, Specialist (and GO/GTR), Office of Sustainable Housing and Communities
Steve Cerny, Senior Policy Advisor (and GTR), Office of Sustainable Housing and Communities

60 days
due April 1, 2012



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
Office of Sustainable Housing and Communities
WASHINGTON, DC 20410-0050

Program Policy Guidance OSHC-2011-01
Date: February 14, 2011
Subject: Building a Complete Workplan
Status: Current
Applicability: All OSHC Regional Planning and Community Challenge Grantees
Related Guidance:
Comments: This document was amended on February 15, 2012.

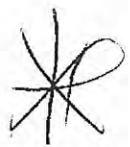
Dear Sustainable Communities Regional or Community Challenge Grantee:

The Office of Sustainable Housing and Communities will require four elements in order to approve a workplan for a Sustainable Communities Regional Planning or Community Challenge grantee.

1. **A 1-2 page abstract of the goals and overarching strategies of the project.** Each grantee developed this during the application phase of the project. We recommend you revisit this original submission, tighten the focus, and make other appropriate adjustments to the document based on what you know now that you did not know then. Samples of two approaches are included.
2. **A written workplan that explains the objectives, major activities, specific steps, task responsibilities, and anticipated outcomes of the project.** This document will vary in length depending on the scope and number of activities undertaken by the grantee. It should tie the activities and specific steps to the objectives in a clear, concise manner (where plausible, numbering objectives, major activities, specific steps, task responsibilities, and anticipated outcomes for clear identification and linkage is highly recommended). It should be sufficiently detailed so that a reviewer could attain an understanding of the function of the project by reading this document alone. A sample is provided.
3. **A worksheet that maps out the aforementioned elements of the workplan in summary form.** Each grantee has already developed a draft version of this element by completing the workplan preview template (often referred to as the "workplan outline") that was provided shortly after the grant award. Based on feedback from the grantees, we are recommending modest modifications to that template, a sample tab of which is available.
4. **A Gantt timeline of activities, deliverables, and milestones.** This is a standard timeline format that serves as an at-a-glance tool to review progress toward the project objectives. Some entities also code this timeline to clearly delineate the various project responsibilities, but this is not required. A sample Gantt timeline is attached.

We hope this makes the workplan development process more coherent for the cohort. We recognize that each grantee has a unique set of experiences that will influence the development of their workplan, and we will work with you to make sure that this baseline requirement serves your needs while providing the consistency we will need in order to monitor the grant program effectively.

Due 120 days
June 1, 2012



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
Office of Sustainable Housing and Communities
WASHINGTON, DC 20410-0050

Program Policy Guidance OSHC-2011-02
Date: February 22, 2011
Subject: Consortium Agreement Essentials
Status: Current
Applicability: All OSHC Regional Planning Grantees
Related Guidance:
Comments:

Dear Sustainable Communities Regional Planning Grantee:

As each region embarks on its process to develop or implement a sustainable communities regional plan, there are some elements that should be consistently present in Consortium Agreements that ensure effective function of participating entities. While local and state contract laws will govern the specific mechanisms most appropriate to create a binding relationship between parties, the Office of Sustainable Housing and Communities will be looking for the following essentials in official submissions from the grantees.

These considerations emerge from the NOFA, from input from the grantees, and from analyzing potential agreements to determine what elements will be essential to create agreements that can elevate regional plans to implementation and action.

- 1. State the Goals for the Consortium.** The agreement should clearly lay out the high-level goals and milestones that are anticipated through the planning process. It should also make clear the intention of the consortium to utilize the Regional Plan for Sustainable Development as the driving planning document for the region going forward. If there are other products to be produced as a consequence of the process, document them.
- 2. Articulate Specific Roles to be Executed by Participating Entities.** Spell out specific duties of the lead applicant. Detail the functions that each participating organization is expected to play. Spell out which organizations are providing staff and to what ends. Detail the tiers of participation and organizations expected in each tier. Make sure that all of the roles that are necessary to carry out the mission as detailed in the workplan are fulfilled within the consortium. Clearly describe how engagement of communities will take place and who will bring these perspectives into governance structures. Where plausible, describe basic timetables for completion of tasks. If appropriate, the document may lay out anticipated meetings framework and frequency.
- 3. Specify Accountability Mechanisms.** Specify how the consortium (or elements of it) will be held to task for their responsibilities. Several steps can strengthen how accountability will be measured. Clearly describe the levels of commitment the parties will have. Be clear on which parties are contributing staff and which are bringing other expertise or participation to the table. Spell out the terms of membership in the consortium. Describe what measures will be used to track participation and delivery of commitments from participating entities, and what happens if an entity fails to deliver.

4. **Clarify Decisionmaking Protocols.** Be certain that specific steps are identified that set forth how day-to-day decisions shall be rendered. Clarify procedures for addressing potentially controversial or difficult decisions, e.g. describe when consensus approaches are in effect, when voting will be used to resolve disagreements, and what other tactics will be employed. Detail how recommendations from working groups will be integrated into the deliberations of the governing body. Provide clarity around how difficult choices will be made throughout the planning process.
5. **Spell Out the Governance Structure.** Articulate who will decide which aspects of major components of the planning process. Spell out specific structures for governance, subcommittees, and working groups. Describe the interrelationship of these bodies, specifically how working groups influence the decisionmaking body. Detail how multijurisdictional agreements will be reached and implemented. Share how resident input will be incorporated into decisionmaking vehicles. Clearly lay out how traditionally underrepresented populations will be connected, both to opportunities to provide perspective and to influence directly binding decisions in the process. If an existing regional planning structure is to be used, explain how it accomplishes the aforementioned objectives; if one is to be modified, describe how.
6. **Facilitate Joinability.** Detail how the consortium will deal with requests to engage the process, from input to potential new membership to adjustments to the governing structure. Detail procedures anticipated for new partners getting more deeply involved. Spell out how the consortium will address the possibility of expansion. Ensure that as the consortium is successful and others seek to become participants, there is sufficient flexibility for new partners to do so. Explain how the consortium will integrate perspectives from beyond its standard reach, and how it will remain vigilant to opportunities to recruit additional membership.
7. **Create Individual Instruments where Appropriate.** Wherever financial compensation is expected, ensure that the mechanisms required to confer specific responsibilities on a particular entity as part of its role in the consortium are clearly described. Follow local legal protocols to provide strong levels of commitment from individual members when needed.
8. **Document Benefits and Expected Contributions.** Be clear about the time anticipated to be required of participants at each level of engagement. Point out specific contributions expected of participants. Lay out what benefits will accrue to participants for taking part in the process, be they financial, technical, or otherwise.
9. **Detail Special Conditions as Appropriate.** Special conditions can take numerous forms. Of particular importance are instructions for how to deal with changes in representation from a member; actual changes in consortium structure or agreement; the duration of representatives; fulfilling legal obligations; the expansion or amendment of agreements; responsibility for staff compliance; and specific liability issues. Be clear about dealing with flow-down provisions that pertain to the original cooperative agreement with HUD.
10. **Some Optional Considerations**
 - A chart that clearly shows elements of the planning effort with the entity responsible for performing them is something that some regions are utilizing.
 - An appendix where entities can detail their contributions to and benefits from the planning process.
 - If the nature of the consortium agreement makes it a lengthy document, a brief summary may be warranted.

*Preferred
Sustainability
Access*

The Office of Sustainable Housing and Communities, through your Grant Technical Representative, will review draft consortium agreements to ensure that they have all of these elements and will work with you in a timely manner to execute finalized versions of the agreements within your 120-day timelines.

① GTR Approval
@ Env. Clearance



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
Office of Sustainable Housing and Communities
WASHINGTON, DC 20410-0050

Program Policy Guidance OSHC-2011-08	
Date: August 23, 2011	<i>ROW</i>
Subject: Real Property Acquisition Requirements	
Status: Current	
Applicability: All OSHC Regional Planning and Community Challenge Grantees	
Related Guidance: PPG 2011-05 Documentation to Submit for Environmental Clearance	
Comments:	

Dear Sustainable Communities Regional or Community Challenge Grantee:

The Office of Sustainable Housing and Communities will require certain information in order to approve real property for acquisition using HUD grant or leveraged funds by a Sustainable Communities Regional Planning or Community Challenge grantee. A grantee may not sign a contract offering to purchase any real property until the property has been approved by the GTR unless the final sales contract is contingent on such approval. The information required includes:

- ✓ 1. Basic information about the property, including the address, the offer price, what portion of the price will be paid with HUD funds and leveraged funds;
- ✓ 2. A description of the property and the current and planned use of the property;
- ✓ 3. A certified appraisal of the property by a state-certified appraiser;
- ✓ 4. A draft of the deed restriction that will be placed on the property to ensure it will be used for the planned use, including the number of years the deed restriction will remain in place; and
must be enforceable.
- ✓ 5. A detailed explanation of how the purchase will advance the Livability Principles and the intent of your Regional Plan for Sustainable Development or the plan developed with your Community Challenge grant.

The Office of Sustainable Housing and Communities will only approve a property for purchase if the following conditions are met:

1. The property must be within the planning area.
2. The location of the property and its intended use must advance the Livability Principles and the plan developed under the Sustainable Communities grant.
3. The purchase price must be no more than the market price, demonstrated through a certified appraisal of the property by a state-certified appraiser.
4. A deed restriction is recorded on the property to ensure it will be used for the planned use.

In addition, the grantee must provide all the information requested in and conditions detailed in Program Policy Guidance Number 2011-05, Documentation to Submit for Environmental Clearance Before Purchasing Real Property with Grant or Leverage Funds.

Please note: In certain situations, a GTR will require additional information or additional restrictions on the property before approval.

If the property is later sold for development, the following guidelines apply:

1. The deed restriction recorded on the property must remain on the property.
2. The sale price must be no more than the purchase price when the grantee purchased the property. However, grantees are not required to recoup the entire purchase price. Any income from the sale should go toward activities that further the purpose of the planning grant in the project area.

*HUD Form
Approved by POC of
other entity applies*



*Approved by
HUD Regional office
if ETRPC applies*

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
Office of Sustainable Housing and Communities
WASHINGTON, DC 20410-0050

Program Policy Guidance OSHC-2012-01

Date: February 15, 2012

Subject: Preferred Sustainability Status

Status: Current

- Applicability:**
- FY2010 and 2011 Regional Planning and Community Challenge Grantees;
 - Applicants to the FY2010 and 2011 Regional Planning Grant Program that achieved Preferred Sustainability Status; and
 - Applicants to the FY2011 Community Challenge Grant Program that achieved Preferred Sustainability Status

Related Guidance: Replaces PPG 2011-03

Comments:

Dear Sustainable Communities Regional or Community Challenge Grantee or Preferred Sustainability Status Holder:

HUD's FY 2012 General Section serves as the basis for all competitive grant activities of the agency. In it, HUD included the Preferred Sustainability Status (PSS) program. Applicants that reach a certain qualifying score under the Regional Planning Grant Program or the Community Challenge Grant Program will receive PSS designation. PSS designation provides your entity access to bonus points for selected other HUD grant programs, technical assistance, and other capacity building opportunities that will strengthen future efforts to apply to the program. It can also provide applicants within your geography access to bonus points for select HUD grant programs.

For specified grant programs during FY 2012, applicants submitting requests for projects within your geographies will have the opportunity to qualify for up to two bonus points as a consequence of you holding this status. The relevant geography is as follows:

- For Regional Planning Grantees: within the regional geography of your grant;
- For Community Challenge grantees: within your project geography;
- For Regional Planning Grant Applicants with Preferred Sustainability Status, within the regional geography of your grant application;
- For Community Challenge Grant Applicants with Preferred Sustainability Status: within the project geography of your grant application.

The entity that can certify applicants for PSS bonus points (i.e., "Designated Point of Contact") is the lead applicant to OSHC's grant program.

The process to certify an application for the PSS bonus points is simple:

- 1) **If an applicant from your project geography** is applying for a grant from a program that is offering the PSS bonus points, they will contact your organization to seek certification that their project meets three basic criteria:
 - a) *The applicant is engaged in activities, that in consultation with the designated Point of Contact of the HUD designated Preferred Sustainability Status Community furthers the purposes of the Regional Planning Grant Program or the Challenge Grant Program; and*
 - b) *The applicant's proposed activities either directly reflect the Livability Principles cited and contained in HUD's General Section to the FY2011 NOFAs or will result in the delivery of services that are consistent with the goals of the Livability Principles; and*
 - c) *The applicant has committed to maintain an on-going relationship with a HUD Preferred Sustainability Status Community for the purposes of being part of the planning and implementation processes in the designated area.*
- 2) **If you determine that a proposed project meets these criteria, fill in a copy of HUD Form 2995.** This form is available on the HUD website.
- 3) **The applicant is responsible for including the form in its application.** OSHC staff will review the certification and alert the program office in question whether an entity qualifies for the bonus points. While the certification is the driving document in this process, HUD retains the right to do additional diligence to confirm that the points are merited, and to determine whether to award the bonus points.
- 4) **If your organization wants to apply** for a program where bonus points are offered, you fill out the form and then contact the HUD Regional Administrator to have the form certified. You then submit the document with your application and the process would continue as previously stated.

What This Means for You

HUD created PSS to incentivize coordinated planning and development actions within regions where measurable progress has begun to take shape. Your role in certifying qualifying projects for PSS bonus point virtually guarantees that numerous entities will approach you during the balance of this fiscal year seeking endorsement of their projects. We recognize that this will mean some staff time commitments for you in processing these forms, but we believe the potential benefit is significant.

HUD has tried to make the process as streamlined as possible. We stand ready to support you as you undertake this responsibility, and we trust that you will exercise prudent judgment in determining whether a project has the potential to advance sustainability in the region and whether you will be able to maintain synergy between your project and the applicant's should they receive HUD funding.

Suggested Checklist for Evaluating Applications Seeking PSS Bonus Points

We recommend that entities considering requests for certification for PSS bonus points review at least a detailed summary of an application, with at least a summary of the proposed project and the location of the project, along with any relevant information about transportation choices to the location and/or nearby housing choices. You may want to request a short description from the applicant explaining why the proposed project aligns with the Livability Principles and your planning effort.

At a minimum, you should consider the following questions when deciding whether to certify an application for PSS bonus points:

- 1) Does the proposed project align with the Livability Principles? For your reference, they can be found at <http://www.epa.gov/smartgrowth/partnership/#livabilityprinciples>. What aspects of the proposed project, if any, do *not* align with the Livability Principles or my planning effort?
- 2) Does the proposed project align with and further my planning effort?
- 3) Is the applicant committed to maintaining an on-going relationship with my project?

FY 2011 General Section Language

b. Preferred Sustainable Communities Status Bonus Points. In FY2012, HUD will award 2 bonus points to applicants that are working in the following ways with communities that have received Preferred Sustainability Status under the HUD Sustainable Communities Regional Planning Grant Program and/or the HUD funded Challenge Grant Program for FY2010 and FY2011 (hereafter referred to as the Preferred Sustainability Status Communities). When HUD announces the FY2011 awards for these programs, HUD's website will be updated accordingly with information on the additional Preferred Sustainability Status Communities.

The applicant is engaged in activities, that in consultation with the designated Point of Contact of the HUD designated Preferred Sustainability Status Community furthers the purposes of the Regional Planning Grant Program or the Challenge Grant Program; and

- 1) The applicant's proposed activities either directly reflect the Livability Principles cited and contained in HUD's General Section to the FY2012 NOFAs or will result in the delivery of services that are consistent with the goals of the Livability Principles; and
- 2) The applicant has committed to maintain an on-going relationship with a HUD Preferred Sustainability Status Community for the purposes of being part of the planning and implementation processes in the designated area.

To be eligible to receive bonus points, an applicant is required to ensure there is a clear nexus between the activities to be performed and items (1) and (2) above, as well as obtain a certification from the Designated Point of Contact for the designated Preferred Sustainability Status Community using form HUD2995 which verifies that the applicant has met the above criteria. The form will certify the nexus between the proposed activities of the applicant and the Livability Principles as they are being advanced in the Preferred Sustainability Status Community. It must be signed and dated anytime from the date of the publication of the funding opportunity on www.Grants.gov to the deadline date of the funding opportunity. Any certifications signed before or after those dates will not be acceptable. If the applicant is from the agency that holds Point of Contact status in a particular Preferred Sustainability Status Community, the form HUD2995 must be certified by the appropriate HUD Regional Administrator in consultation with field staff.

Applicants are advised to carefully review the program NOFA for which they intend to apply to determine the availability of Preferred Sustainable Status Communities bonus points. Applicants should note that the form HUD2995, Certification of Consistency with Sustainable Communities Planning and Implementation form can be found in the Instructions Download portion of the application at [Grants.gov](http://www.Grants.gov). To view the listing of Preferred Sustainable Status Communities Points of Contact and to determine if your program will be operating within a Preferred Sustainable Status Community area, go to http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/nofa11/psscontacts. At that site you will find a link to a map and listing of preferred status areas and contacts.

Current List of Eligible Programs (as of January 11, 2012)

HUD anticipates making the PSS bonus points available in the following program NOFAs:

- Section 4 Capacity Building (FYs 11 & 12)
- Rural Innovation Program (FY 11)
- SHOP (FY 11 & 12) FHIP (FY 12)
- Lead-Based Hazard Control and reduction (FY 12)
- Healthy Homes Production grants (FY 12)
- Assisted Living Conversion program (FY 12)
- Housing Counseling Program (FY 12)
- Tenant Resource Network Program (FY 12)
- Public Housing Capital Fund Education and Community Facilities (FY 11)
- Choice Neighborhoods (FY 12)
- HOPE VI (FY 11)
- HOPE VI Main St. Program (FY 11)
- Section 202 (FY 12)
- Section 811 (FY 12)

Please note that HUD may revise this list at any time. Applicants are advised to carefully review the program NOFA for which they intend to apply to determine the availability of Preferred Sustainable Status Communities bonus points.

To view the listing of Preferred Sustainable Status Communities Points of Contact and to determine if your program will be operating within a Preferred Sustainable Status Community area, go to http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/nofa11/psscontacts. At that site you will find a link to a map and listing of preferred status areas and contacts.

*current
eligible programs*

*Expected to
expand.*

George Kinney

From: Claudia Paskauskas
Sent: Monday, March 05, 2012 6:01 PM
To: George Kinney; Fred Milch
Cc: Claudia Paskauskas
Subject: Internal HUD Meeting Timeline

*Called participants
- Melonie
- Christine*

Initial Timeline

April 1st - Work Plan deadline

May 1st - Logic Model deadline

Schedule one tentative meeting with sub-grantees to go over the model development

June 1st - Consortium Agreement deadline

Schedule two meetings

One to present the overall structure of the agreement

One no later than 30 days prior the deadline to go over the draft agreement and hand it to all the consortium members to get signatures with their governing boards

June 30th - Biannual report deadline

Report on status of activities and program goals

Update of Logic Model

Update in other items as described in the orientation packet

Tasks

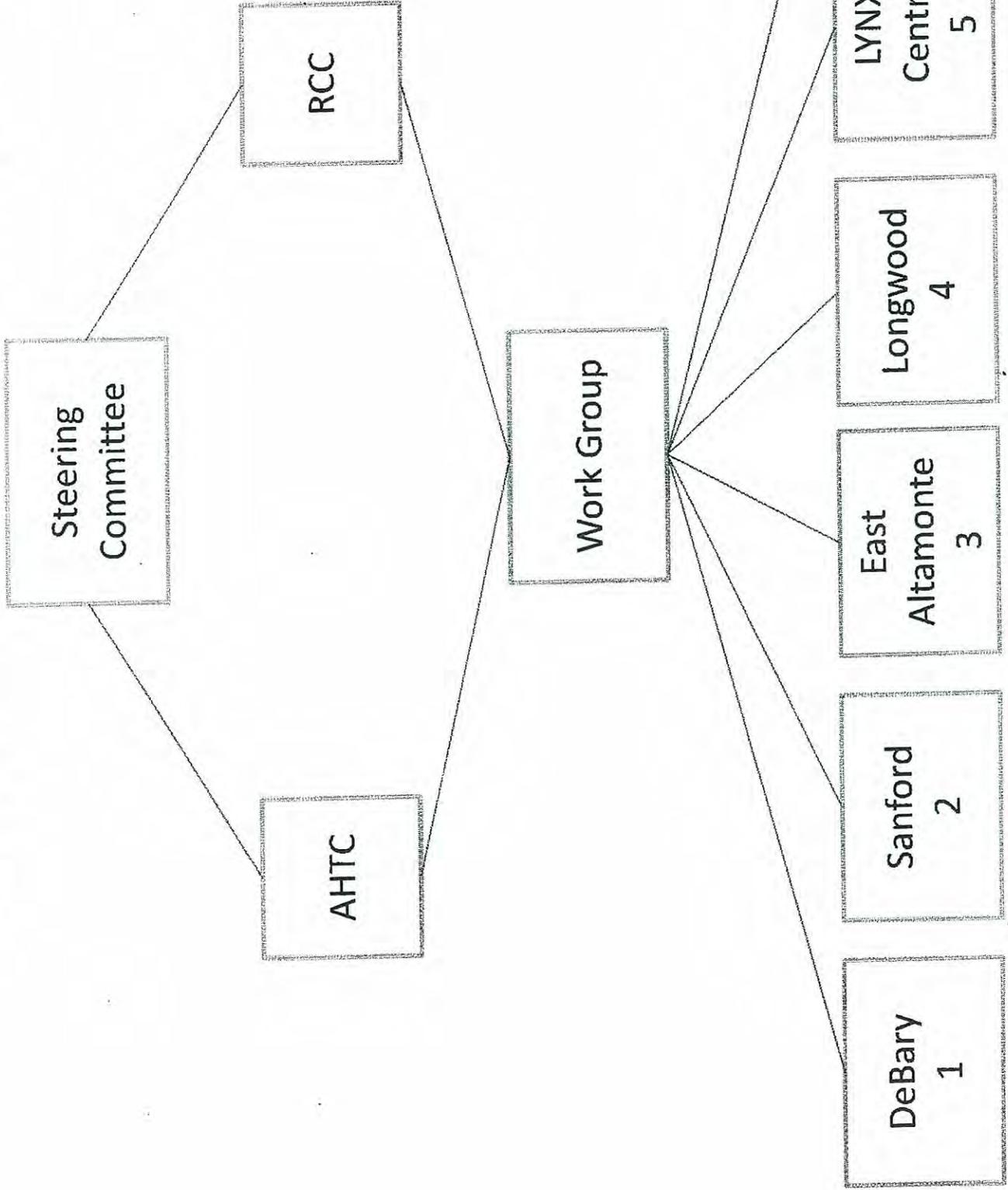
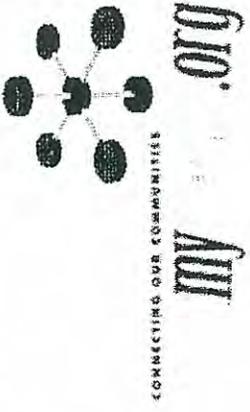
- 1- Call meeting with sub-grantees – **Fred – ASAP**
- 2- Start working in the RPC working plan – **Fred**
 - a. Create some slides for item #3 to exemplify to the sub-grantees how the work plan looks like and what they are expected to submit for the April 1st deadline
- 3- Create PPT for the sub-grantees info – **George and Fred**
 - a. Items to cover in the PPT: Work plan format and deadline, DC orientation, and Overall timeline until 1st report to HUD is due
- 4- Decide about Shelley's participation as the outreach consultant - **George**
 - a. To discuss with the Executive Committee on Monday June 12
- 5- Start developing the consortium agreement – **George, Fred, Shelley and Claudia**
 - a. Define power, duties and rules
- 6- Start the Logic Model – **Claudia**
- 7- Recommend 2 or 3 RPC council members to compose the steering committee – **George**
- 8- Recommend overall committees composition – **George, Fred, Shelley and Claudia**

Claudia Paskauskas, MCSD, GISP, 5 Sigma Green Belt, PMP

GIS Manager

claudia@ecfrpc.org

HUD Sustainability Communities Planning Grant



JANUARY 2012

Executive Committee Meeting Minutes

Executive Committee Meeting
East Central Florida Regional Planning Council
Monday, January 9, 2012
9:00 a.m.

Committee: Chair Cheryl Grieb, Vice-Chair Melanie Chase, Commissioner Chuck Nelson, Commissioner Welton Cadwell

Staff: Interim Executive Director George Kinney, Ms. Lelia Hars, Ms. Tuesdai Brunsonbyrd-Bowden

I. Call to Order

Chair Grieb called the Executive Committee Meeting to order at 9:00am

II. Minutes Review and Approval

A motion was made by Commissioner Cadwell to approve the December 12, 2011 Executive Committee meeting minutes. A second was provided by Ms. Chase and all were in favor.

III. HUD Grant

Interim Executive Director Kinney provided a HUD grant update and overview. He explained the anticipated organizational structure and the varying planning projects contemplated by the six station areas that will receive grant funding assistance. He also presented the anticipated project phases over three years including consortium responsibilities and deliverables.

Mr. Kinney discussed the consortium meeting that was called to reconcile budgets consistent with the actual award amount. The Committee reviewed the revised budget worksheet including match monies and sub-award worksheets as were necessary. There was discussion regarding key personnel, time commitments, estimated consulting needs, and community roles and responsibilities. Outreach and education will be the primary role of the RPC as most of the funding will be passed to sub-award grantees.

Chair Grieb indicated she received a telephone inquiry from a radio station regarding a letter received from State Senator Siplin encouraging the RPC to adopt policy assuring consulting opportunities for minority owned businesses. The Committee agreed to respond with assurance that the RPC will follow all Federal HUD standards and obligations, which also will apply to the sub-award communities.

Pending further discussion, Committee member Cadwell made a motion to enter into the HUD Cooperative Agreement. The motion was seconded by Committee member Chase and all were in favor. The motion was made with the understanding that the revised work plan will follow for additional consideration.

IV. Financial Discussion

Interim Executive Director Kinney provided a budget overview including a line item review of both expenditures and revenues. He explained there was a slight gap in revenues because contracts were recognized in their entirety and not considered over the course of several fiscal years.

A discussion ensued regarding the establishment of a restricted reserve outside of the normal operating monies. Once established, the reserve could not be used without the authorization of the full Council. It was noted that operating funds had been reduced over the past few years due to losses in County dues revenue and the absence of state funding. Staff agreed to look at historical trend information and work with the agency Auditor to recommend a percentage allotment that would be allocated to a restricted reserve.

Further discussion included accepting grants that benefit the RPC and its mission. Staff assured Committee members that it would bring all such inquiries forward prior to accepting any such award. Staff also introduced and discussed budget, staffing, and salary recommendations much of which depends on the outcome of the legislative session and state funding.

The Committee also discussed amending personnel policies including a provision that allots payment to unused personal leave time. Consideration was given to capping such time in a 'use it or lose it' approach. Commission Cadwell offered to have his Lake County staff review our existing policies and make recommendations.

Following a brief discussion, the Committee recognized a need to move forward with the Executive Director search but uncertainty is still at issue pending any legislative impact to RPC's that may come out of this year's session. There was also concern about who might apply given this uncertainty. The Committee agreed to call the Search Committee together prior to the January full Council meeting for further discussion.

V. Comments

The Interim Executive Director provided a review and update on Council membership, the Energy Resiliency contract, Get Active Orlando, and the UASI NBA All-Star exercise. He also discussed the pending Policy Board Committee meeting that will take place in Tallahassee, which will include Council recognition for its 50-year anniversary. Attorney Livingston also provided the Committee members with an update on DRI collection efforts.

IX. Adjournment

The meeting adjourned at 10:35am

MARCH 2012

Executive Committee Meeting Minutes

**Executive Committee Meeting
East Central Florida Regional Planning Council
Monday, March 12, 2012,
9:15 a.m.**

Committee: Chairperson Cheryl Grieb, Vice-Chair Melanie Chase, Commissioner Chuck Nelson

Staff: Interim Executive Director George Kinney, Ms. Lelia Hars, Tuesday Brunsonbyrd-Bowden

Council Attorney: Jerry Livingston

I. Call to Order

Vice-Chair Melanie Chase called the Executive Committee Meeting to order at 9:15 a.m.

II. January 2012 Executive Committee Minutes

A Motion was made by Commissioner Nelson to approve the January 2012 Executive Committee meeting minutes. Seconded by Ms. Chase and all were in favor.

III. January & February 2012 Financial Report

Ms. Hars informed the Committee of Volusia County outstanding Assessment Dues. A brief discussion took place and it was decided to give a courtesy call to Councilman Kelly regarding dues payment and status.

A Motion was made by Ms. Chase to approve the January 2012 and February 2012 **Financial Reports**. Seconded by Commissioner Nelson and all were in favor.

IV. Budget Review and Recommendations

Mr. Kinney gave a budget follow-up from January meeting and projected a budget historical chart. A discussion took place covering past and current per capita assessment rates. Mr. Kinney suggested keeping the assessment **at last year's 16.3% per capita**. He stated with the loss of DRIs fees and a possibility of losing the RDSTF funding in the future, at some point assessments must stabilize.

Mr. Kinney covered recommended changes he to reduce spending. Also, he mentioned the personnel policy is in the amendment process and changes in certain policy will reduce spending as well.

Next, Mr. Kinney suggested to the Committee an **increase in the Council Attorney's rate** to the previous rate and to convert a full time Emergency Management Contract Planner of two years to a full time employee. Attorney Livingston stated to avoid potential legal issues, he advised against long term contracts.

After a lengthy discussion, Ms. Chase stated she does not support changing the structure of the employees as to continue to delay the Executive Director search.

A Motion was made by Commissioner Nelson to recommend to the Council to return Counsel funding to the same funding levels as last year with the same expectation of services and deliverables as previous and to have with that an hourly billing for analysis or comparison. Seconded by Ms. Chase and all were in favor.

Afterward, Mr. Kinney gave an overview of the staff activities, search for additional funding sources and staff morale.

V. HUD Grant Update

Mr. Kinney gave an **overview of the HUD orientation that three members of staff attended in Washington D.C. He covered** the work plan, deliverables, and deadline dates. Next he informed the Committee that the City of Orlando, a HUD sub-grantee, made a request to pass funding directly to Creative Village LLC.

Attorney Livingston stated this is a liability issue and he strongly recommended against dropping The City of Orlando as the direct HUD sub-grantee.

A Motion was made by Commissioner Nelson **to reject the City of Orlando's request.** Seconded by Ms. Chase and all were in favor.

Mr. Kinney gave the Committee a brief account of the **consultants the Planning Council will use on the HUD Grant. Next he covered the initial HUD Grant structure that includes a Steering Committee to meet twice a year. He recommended, as part of the Steering Committee, to include Council members that are representative of the station areas.**

DEO Strategic Planning Forum

Mr. Kinney announced the meeting was postponed from February 28, 2012 to March 29, 2012 from 10:00 a.m. to 3: p.m. located at Osceola Heritage Park. He stated the Planning Council is co-hosting the meeting with MyRegion and will incur shared cost of under \$1000.00 for logistics.

VI. Rulemaking Authority

Attorney Livingston gave a history of the Rulemaking process. He reminded the Committee that the Planning Council is in the process of adopting their Strategic Regional Policy Plan and he then announced that all regional agencies and other management districts rulemaking authority has also been suspended.

Mr. Kinney added that the State failed to notify the Planning Councils of the suspension.

Attorney Livingston stated we have two rules 29F-1.108 and 29F21-001 referencing separation of the offices of Secretary and Treasurer and ECFRPC Strategic Regional Policy Plan subjected to amendment. He recommends proceeding rulemaking reinstatement, and publishing **the Model 120 745 Rule Spreadsheet on the ECFRPC's website**, giving time for public comments.

A Motion was made by Ms. Chase to direct Council to work with staff to make proper filing necessary to reinstate rules rulemaking authority. Seconded by Commissioner Nelson and all were in favor.

VII. *March 2012 Council Agenda Review*

Mr. Kinney reviewed a preliminary Agenda for the March Council Meeting.

VIII. *Other*

Mr. Kinney announced receiving a Resolution from Tampa Bay recognizing the ECFRPC 50th Anniversary.

IX. *Adjournment*

There being no further business before the Executive Committee, the meeting was adjourned at 11:00 a.m.