



Council Meeting Agenda

Wednesday, November 18, 2015 • 10:00 a.m. – 12:00 p.m.

309 Cranes Roost Blvd. Suite 2000, Mayor John H. Land Board Room
Altamonte Springs, Florida 32701

- I. Call to Order and General Business**
 - Call to Order – Commissioner Constantine
 - Roll Call – Ms. Pegge Parker
 - Pledge of Allegiance – Commissioner Constantine
- II. Consent Agenda**
 - Sept 2015 Council Meeting Minutes (Attachment 1)
 - August 2015 and September 2015 Financial Reports (Attachment 2)
 - Current Assets/Liabilities (Attachment 3)
 - FY2015 Year End Budget Adjustment (Attachment 4)
 - Memorandum of Understanding (MOU) – Brownfields Assessment Grant between ECFRPC/City of DeBary/Longwood (Attachment 5)
- III. Public Comments**
- IV. Personnel Leave Policy and Payout – Hugh Harling/Lelia Hars (Attachment 6)**
- V. FDOT Freight Prioritization – Ryan Marks, FDOT District 5, District Freight Coordinator**
- VI. Satellite Beach Coastal Resiliency – Tara McCue**
- VII. Executive Director’s Report**
 - FRCA Update
 - Projects and Activities (Handout)
 - UASI/MSA Combination Update
 - Indian River Lagoon BMAP Letter – Department of Agriculture and Consumer Services (Handout)
 - EDA Grant - Florida Institute of Technology EDA Grant (Handout)
- VIII. Chair’s Report – Commissioner Constantine**
 - 2016 Council Meetings Schedule (Attachment 7)
 - Nomination for Council Representative – Wekiva Wild and Scenic River System Committee
 - Mayor Rocky Randels Retirement
- IX. Florida Black Bear Movement Study Update**
- X. Brief County Updates – County Representatives**
- XI. Announcements/Public Comments**
- XII. Adjournment**

All Council meetings are open to the public as required by Florida Sunshine Law, Chapter 286, FS, and shall meet the requirements of Chapter 120, FS. The agenda is set as per Chapter 29F, FAC, the rules of the East Central Florida Regional Planning Council. Persons participating in a Council meeting shall be allocated a reasonable amount of time to present oral testimony and offer written materials relevant to their position. The Chairperson shall instruct all persons as to amount of time allocated for presentation and appropriateness of written materials. An opportunity for general public comment will be included in each agenda. If a person decides to appeal a decision on any matter considered on the above listed agenda, such person must ensure that a verbatim record of the proceedings is made to include testimony and evidence upon which the appeal is to be based.

EAST CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

COUNCIL MEETING MINUTES

SEPTEMBER 16, 2015 10:00 A.M.

COMMISSIONER LEE CONSTANTINE PRESIDING

In Attendance:

County Representatives:

Commissioner Jim Barfield, Brevard County
Commissioner Welton Cadwell, Lake County
Commissioner Sean Parks, Lake County
Commissioner Cheryl Grieb, Osceola County
Commissioner Viviana Janer, Osceola County
Commissioner Lee Constantine, Seminole County
Commissioner John Horan, Seminole County
Commissioner Garry Breeden, Sumter County
Commissioner Don Burgess, Sumter County

Municipal Representatives:

Mayor Rocky Randels, Space Coast League of Cities (City of Cape Canaveral)
Mayor Gary Bruhn, Tri-County League of Cities (Town of Windermere)
Mayor David Mealor, Tri-County League of Cities (City of Lake Mary)
Vice Mayor Leigh Matusick, Volusia County League of Cities (City of DeLand)

Ex-Officio Members:

Ms. Nancy Christman, St. Johns River Water Management District

Other Attendees:

Mr. Pedro Leon, Volusia County Economic Development
Ms. Alayna Curry, Central Florida Expressway Authority (CFX)
Mr. David Hollenbach, Orange County Fire Department
Ms. Tammy Miller, UASI, Public Information Officer
Ms. Leeanna Mims, UASI, Fire Chief Seminole County
Mr. Robert Anzueto, UASI
Mr. Erik Rosenbauer, UASI
Mr. Todd Gardiner, UASI
Mr. Norm Poe, UASI
Ms. Helen Miller, Senator Nelson's Office
Mr. Dick Harkey

Members not in Attendance:

Commissioner Andy Anderson, Brevard County
Commissioner Scott Boyd, Orange County
Commissioner Bryan Nelson, Orange County
County Chair Jason Davis, Volusia County
Councilwoman Joyce Cusack, Volusia County
Commissioner Patty Sheehan, City of Orlando
Commissioner Michael Holland, Lake County League of Cities (City of Eustis)
Commissioner Jose Alvarez, Tri-County League of Cities (City of Kissimmee)

Ms. Jill Rose, Orange County
Mr. Jose A. Rivas, Orange County
Mr. John Lesman, Seminole County
Ms. Heather Garcia, Florida Department of Transportation
Mr. Jeff Prather, Florida Department of Environmental Protection
Mr. William Graf, South Florida Water Management District
Ms. Laura Kelley, Central Florida Expressway Authority (CFX)
Mr. Russell Gibson, City of Sanford

ECFRPC Staff in Attendance:

Attorney Jerry Livingston	Mr. Hugh Harling, Jr.
Mr. Fred Milch	Ms. Lelia Hars
Mr. Luis Nieves-Ruiz	Ms. Tara McCue
Ms. Pegge Parker	Mr. Andrew Landis
Mr. PJ Smith	Mr. Steve Jones

I. Call to Order and General Business

Commissioner Constantine called the meeting to order at 10:07 a.m. Ms. Pegge Parker called the roll and announced a quorum was present. The Pledge of Allegiance was led by Commissioner Cadwell.

II. Consent Agenda

- Commissioner Constantine asked if there were any discussions, deletions or additions to the July 2015 Council Meeting minutes. Commissioner Grieb noted there was a difference between dollars mentioned on a few of the projects in the Work Plan compared to what was listed on the Budget and it was not mentioned in the minutes. Mr. Harling agreed to amend the minutes to reflect the discussion regarding why there was a difference in dollars between the Work Plan and Budget. With this one amendment noted, Mayor Bruhn made a motion to approve the July 2015 Council Meeting minutes. The motion was seconded by Vice Mayor Matusick, and the motion carried.
- Mayor Bruhn made a motion to approve the June and July 2015 Financial Reports. It was seconded by Vice Mayor Matusick and the motion carried. Commissioner Grieb asked about whether the reserves balance is noted in the Financial Reports as was discussed in the last meeting. Ms. Hars handed Commissioner Grieb copies and highlighted pages which were included in the Audit report per her request. The Audit report had been given to the Commission at the previous meeting. Commissioner Constantine explained that the Executive Committee had asked for an assets/liabilities balance sheet to be included that would go to the Executive Committee, as well as the Council.
- Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement – Lake-Sumter MPO: Mr. Harling explained that the Agreement is a required update to the existing Joint Participation Agreement between the Council and Lake-Sumter MPO. Commissioner Cadwell made a motion to approve the Agreement and was seconded by Commissioner Janer. The motion was voted on and approved.
- Commissioner Constantine introduced Commissioner Burgess as a new member of the Council from Sumter County.

- Resolution #04-2015: Comprehensive Economic Development Strategy (CEDS) Annual Report: Mr. Nieves-Ruiz explained to the Council that this was a soft update of the CEDS that only included the addition of new projects provided by the Strategy Committee members. The updated version of the CEDS was posted online on August 28, 2015 to comply with EDA requirements, however, there were changes being made to the document during the 30-day comment period. Commissioner Constantine requested that the Executive Committee and the Council receive a link to the newest version of the report for their review. Vice Mayor Matusick made the recommendation and motion to approve, Mayor Bruhn seconded the motion. It was voted on and passed.
- Resolution #05-2015: CFGIS Contract Amendment: Ms. McCue explained that we currently have an ongoing contract since 2003 with FDOT District V for the CFGIS Program and website. The current contract runs through 2016. This is a resolution authorizing an amendment to enter into more projects and funding to the original contract. Commissioner Grieb made a motion to approve the Resolution. It was seconded by Mayor Bruhn, voted on and passed.

III. Public Comments

- Commissioner Constantine recognized Ms. Helen Miller, a representative from Senator Nelson's office and Mr. Noel Munson, Strategic Business Planner from the Department of Economic Opportunity.

IV. Nominating Committee Recommendations

Commissioner Cadwell, Chairman of the Nominating Committee, explained that usually the Executive Committee serves a two year term but last year it had to be moved up a few months because the previous Chairperson became a Judge so the current Executive Board has not even served one full year. Commissioner Cadwell made a motion to approve the new Executive Committee as: Commissioner Constantine as the Chair; Commissioner Cadwell as the Vice Chair; Vice Mayor Matusick as the Secretary; Ms. Jill Rose, Governor appointee from Orange County, as the Treasurer; and, because Mayor Randels will be leaving in November, the new At Large member would be Commissioner Garry Breeden, Sumter County. Mayor Randels seconded the motion. Commissioner Constantine stated that Commissioner Cadwell did receive approval from the Executive Committee. The Council voted and the motion passed.

V. Payout Accrual Plan – Hugh Harling

Commissioner Constantine stated that the Payout Accrual Plan will be postponed until the next meeting when an entire recommendation from the Executive Board will be presented concerning changes in personnel policies, specific to Paid Time Off (PTO), as well as the Payout Accrual Plan.

VI. DEO – Florida Strategic Plan for Economic Development – Mr. Noel Munson, Strategic Business Planner

Mr. Munson gave a presentation on the Florida Strategic Plan for Economic Development and where the Planning Council's efforts currently align with the Plan. He also discussed how the Plan is being implemented throughout the State and, specifically, in the ECFRPC region, and how it can help in future planning efforts.

Questions and discussion followed concerning local, regional, and statewide collaboration and opportunities. There was also discussion about the projects and efforts of the RPCs that align with the mission of the DEO.

VII. Aggregation of Metropolitan Statistical Areas (MSAs) – Urban Area Security Initiative (UASI) – Erik Rosenbauer, UASI Executive Board Law Enforcement Chair

Before the presentation, Commissioner Constantine introduced Congressman John Mica's former aide, Mr. Dick Harkey and Emergency Management representatives from the City of Orlando, Seminole County and Orange County.

Mr. Rosenbauer explained the UASI Grant and its purpose of providing a primary funding mechanism for building and sustaining national preparedness capabilities for the East Central Florida Region. The UASI funds are allocated based on the Department of Homeland Security's risk methodology and anticipated effectiveness. Without federal funding, the Region loses the capability to sustain current programs or support new ones based on current threat analysis. The funding would fall upon the local agencies which would have far reaching negative consequences upon all of the agencies' budgets. The Orlando/Orange UASI is seeking to combine the three Metropolitan Statistical Areas of Orlando/Orange, Brevard and Volusia into one East Central Florida MSA to create an appropriate and realistic Relative Risk Score reflective of the uniqueness of the region and enable the Department of Homeland Security UASI grant program to secure federal funds for the benefit of the East Central Florida Region. Letters of Support and Resolutions are currently being collected from State representatives, Counties and Cities to be sent to the Federal Office of Management and Budget (OMB) to combine these three MSAs to increase rankings and funding abilities.

Commissioner Constantine asked about the inclusion of Sumter County in this MSA but it was explained that currently Sumter is not included in the Orlando/Orange MSA, which is dictated by the Office of Management and Budget in Washington DC, but it would be researched.

Commissioner Janer made a motion to approve committing to a letter of recommendation in support of the UASI for improved funding. Commissioner Horan seconded the motion. The motion remained on the table while other discussions and questions were stated. Vice Mayor Matusick requested delaying the signing of Resolution #06-2015 until letters of support are received from the Volusia County Sheriff's office, and/or their Fire Services, and that language would be added, for clarification purposes, that this was specifically for the purpose of Homeland Security. Vice Mayor Matusick suggested Mr. Harling approach the Volusia County Commission about adding it to their agenda for the next meeting. Commissioner Barfield also agreed to speak to the Brevard County EMS/law enforcement representatives to discuss the letters of support/resolution.

Andrew Landis spoke regarding the designation of transportation planning organizations (TPOs/MPOs) within a combined MSA. Though there has been encouragement in the past from the federal government for multi-county transportation planning organizations, the combination of MSAs will not directly affect the ability of existing single county TPOs to remain sovereign. Only the Governor has the ability to alter TPO boundaries. The Central Florida MPO Alliance satisfies federal regulations for regional coordination among TPOs, and this group will continue to function once the three existing MSAs are combined. Commissioner Matusick requested additional information and follow up to alleviate any concerns relating to TPO boundaries within a larger combined MSA.

Mayor Bruhn made the recommendation of removing the motion previously stated until the reservations that have been made are addressed and to continue discussion at the next Council meeting. Commissioners Janer and Horan agreed to remove their motions at this time. Commissioner Grieb stated she was concerned about missing a funding deadline due to the two month delay to the next Council meeting and instead make it conditional based upon receiving the letters of support from Volusia and Brevard Counties, and whether Sumter County could be added or not. Commissioner Constantine suggested staff come up with the solution about the two counties willingness to support and whether Sumter can be included at this time or not into the MSA and if all confirmed, then giving the Chairman the authorization to sign the Resolution. Mayor Bruhn made the motion as stated by Commissioner Constantine and Commissioner Horan seconded the motion. The motion was voted on and carried.

Vice Mayor Matusick asked for confirmation after Volusia County letters have been received. Commissioner Constantine agreed that once letters have been received from Volusia and Brevard, staff will provide acknowledgement to Council members.

VIII. Satellite Beach Coastal Resiliency – Ms. Tara McCue

Commissioner Constantine stated that this presentation will be postponed until the November Council meeting.

IX. Chair's Report

- **Executive Committee Meeting** – The Executive Board gave direction to the Executive Director and staff regarding new Policy and Procedures changes which will be presented at the next Council meeting.
- **FRCA Update** – Commissioner Constantine had a meeting with the Executive Director of the Treasure Coast RPC, who is the Chairman of the Executive Directors committee for FRCA, regarding creating a brainstorming committee committed to looking into ideas and opportunities for long term plans for relevance for the future of RPCs. The committee would be made up of individual members from all the RPCs with Ms. Jill Rose representing the ECFRPC. Commissioner Constantine also felt there is a general disconnect between the Executive Directors' committee and the Executive Board so, as the Chair, he and Vice Chair Barbara Sheen Todd met with the Executive Directors and it was decided they would attend the meetings to assist getting them to work together.

X. Executive Director's Report

- Mr. Harling stated that as part of their handouts at this meeting, the Council has received a thumb drive which contains the complete report and hard copy of the written report for the Sustainable Communities Regional Planning Grant – SunRail/HUD project.
- **Current Project Updates and Activities** – Mr. Harling provided an update on current, ongoing and prospective projects and activities for July and August 2015.
- **New Contracts for Mid-Year Budget Amendment include:** Sumter County Hazards Analysis; Osceola County Hazards Analysis; Orange County Food Production and Strategic Plan; Economic Impact of International Drive District; Technical Assistance on Indian River Lagoon; Communities Health Needs Assessment for Orange, Osceola, Seminole, and Lake Counties; Lake County School District Hazardous Walking Conditions Analysis; Eatonville Research Project.

- **Florida Chapter of the American Planners Association Annual Conference Recap (FAPA)** – Mr. Harling, Ms. McCue and Mr. Nieves-Ruiz presented at the Conference on DEO projects. Commission Horan recognized Mr. Harling and staff on behalf of their Economic Development Manager on the Economic Development staff on initiatives and being flexible and responsive on the work they do.

XI. Brief County Updates – County Representatives

- Brevard County – Commissioner Barfield stated that Jeff Bezos of Amazon made the announcement yesterday that his company, Blue Origin, would build a facility at Cape Canaveral. It will be the first company to design, manufacture, launch, and refurbish manned flight systems. During the first ten years it will add almost a billion dollars into the economy. It was a concerted effort between DEO, Enterprise Florida, Brevard County, Space Florida and North Brevard Economic Development Zone to bring Blue Origin to Brevard County. Also Lockheed Martin is expanding and adding approximately 400 new jobs. Mayor Randels thanked the staff for completing the Brevard County Hazardous Mitigation Plan.
- Volusia County – Vice Mayor Matusick asked that the presentations by Mr. Munson and Mr. Nieves-Ruiz be uploaded to the ECFRPC website and thanked Mayor Randels for all his assistance during the years.
- Lake County – Commissioner Parks announced that the South Lake Regional Water Initiative has agreed to take the next step for a more formal cooperative among the cities and the county to pursue larger alternative water supply projects. Lake County is also unifying water conservation ordinances to work towards one unified code for South Lake County and the cities sharing a conservation and landscape code. Commissioner Cadwell announced they hosted their first Norceca International Tournament at Hickory Point Beach volleyball complex last week which is the only stop in the United States for this tournament with 17 countries represented.
- Osceola County – Commissioner Grieb announced the John Young Parkway Bicycle & Pedestrian Bridge structure in the City of Kissimmee which is part of the Kissimmee Trail Loop which will also connect to Shingle Creek which continues to West Orange Trail. The Florida Advanced Manufacturing Research facility is moving forward. Paris Corp. is signing on as the first formal industry member. On September 28 there will be the ceremonial signing of SunRail Phase 2 and the grand opening of the Island Grove Wine Company, an organic vineyard on Osceola County.

XII. Announcements/Public Comments

- Ms. McCue announced that we have a Thank You cake in our reception area to celebrate Mayor Randels. Also, in the handouts there was an announcement about the DEP Coastal Partnership Initiative grant. They are asking for proposals on coastal resiliency, working waterfronts, and coastal resources. The RPC can apply with a jurisdiction or a jurisdiction can apply on its own. It's a one-to-one match of \$15k/\$15k so let us know if anyone has ideas. Due date is October 31st.

XIII. Adjournment

There being no further business before the Council, Commissioner Constantine adjourned the meeting at 12:07 p.m.

Financial Forecast

Statement of Condition as of August 31, 2015

Cash-in-bank on August 1, 2015		\$955,791.23
Deposits and Interest - August 2015	\$76,045.52	
Checks Issued - August 2015	<u>-\$136,205.83</u>	
Cash-in-bank on August 31, 2015		<u><u>\$895,630.92</u></u>

Financial Forecast for September 2015

Operating Cash September 1, 2015		\$895,630.92
Accounts Payable on September 1, 2015		<u>-25,043.98</u>
Net Operating Cash for September 1, 2015		<u><u>\$870,586.94</u></u>

Anticipated Revenue/Expense for September 2015:		
Accounts Receivables (Revenues)	\$39,610.74	
Accounts Payables (Expenditures)	<u>-\$115,756.94</u>	
Net Anticipated Revenue/Expense		<u><u>-\$76,146.20</u></u>
Anticipated Operating Cash for October 1, 2015		<u><u>\$794,440.74</u></u>

	Budget	7/31/2015	Actual	Current	Under (Over)	91.7%
		Year to Date	August	Year to Date		
Personnel						
Salaries & Wages (Permanent)	858,452	730,195	61,712	791,907	66,545	92.2%
Fringe Benefits	348,789	278,859	23,126	301,985	46,804	86.6%
Outside /Temporary Services	8,000	1,801	-	1,801	6,199	22.5%
Contract labor-SRPP and contracts	-				-	
Interns	-		-		-	
Unemployment	-	1,925	-	1,925	(1,925)	
Total Personnel	1,215,241	1,012,780	84,838	1,097,618	117,623	90.3%
Overhead						
Annual Audit/Audit Preparation	25,000	23,730	-	23,730	1,270	94.9%
Computer Ops (General)	30,000	27,914	460	28,374	1,626	94.6%
Depreciation/Use Charge	17,000	9,696	970	10,665	6,335	62.7%
Equipment (General)	12,000	2,735	-	2,735	9,265	22.8%
Equipment Maintenance/Rental	1,300		-		1,300	0.0%
Equipment Lease/Sales Taxes	50		-		50	0.0%
Graphics/Outside Printing	22,000	12,598	1,270	13,868	8,132	63.0%
Insurance	12,000	9,374	989	10,362	1,638	86.4%
Inter-Regnl Bd Rel (travel/training)	2,000	1,002	-	1,002	998	50.1%
Legal Counsel	40,000	33,340	3,334	36,674	3,326	91.7%
Library/Publications/Subscriptions	2,500	585	23	608	1,892	24.3%
Office Supplies	6,000	3,577	195	3,773	2,227	62.9%
Pension Fund Mgmt. Fee	1,400	1,300	-	1,300	100	92.9%
Postage	2,000	565	66	631	1,369	31.6%
Professional Dues	26,809	19,823	1,940	21,762	5,047	81.2%
Recruiting	100		-		100	0.0%
Rent	117,252	97,710	9,771	107,481	9,771	91.7%
Office Maintenance	1,500	105	-	105	1,395	7.0%
Staff Training	7,500	806	(125)	681	6,819	9.1%
Telephone & Communications	6,000	4,696	440	5,136	864	85.6%
Staff Travel	20,000	17,710	1,703	19,414	586	97.1%
Advertising	170	550	-	550	(380)	323.5%
Hmep Training	35,000	13,300	-	13,300	21,700	38.0%
EM Exercise Expense		31,237	-	31,237	(31,237)	
EM Workshop Expense		25,182	-	25,182	(25,182)	
Overtime/Backfill reimbursement		4,749	-	4,749	(4,749)	
GIS Coordination	3,000	-	-	-	3,000	0.0%
GIS Data Collection	1,500		-		1,500	0.0%
Consultants - DRI	20,000	2,251	-	2,251	17,749	11.3%
Consultants - IRL		30,000	-	30,000		
Consultants - CFGIS	13,380		-		13,380	0.0%
Consultants - HUD Grant	35,000	31,020	-	31,020	3,980	88.6%
HUD - Pass thru	510,000	506,544	-	506,544	3,456	99.3%
Web site maintenance	10,000	5,250	-	5,250	4,750	52.5%
Storage-Off Site Records	3,000	2,095	223	2,318	682	77.3%
Meeting Expenses	3,500	1,287	58	1,345	2,155	38.4%
Miscellaneous supplies		1,156	-	1,156	(1,156)	
Map quest	12,000				12,000	
Data fees		3,245	-	3,245	(3,245)	
REMI Annual Maintenance	21,000	17,167	1,717	18,883	2,117	89.9%
Total Overhead	1,019,961	942,298	23,033	965,331	54,630	94.6%
Total Expenditures	2,235,202	1,955,078	107,871	2,062,949	172,253	92.3%

East Central Florida Regional Planning Council
Financial Report August 2015

	31015	31115	31215	31216	31315	31515	31407	31612	31714	31814	31914	32307	32514	33214	33314	33414	33514	33614	
			FY15	FY16	FY15	FY15		Safe Routes	FDOT	USDC	Osceola	Regional	Bike	Volusia	Brevard	RDSTF	SRES	Volusia County	
Project:	General	Unfunded Mandates	LEPC Staff Support	LEPC Staff Support	Haz Mat Emrg Preparedness	Haz Mat Emrg Preparedness	DRI Reviews	to School Webpage	CFGIS	EDA/CEDS	COOP	Evacuation	Florida	County	County	FY13	Small Area	USAR/HazMat	
												Study		LMS	CEMP Update		Data	FSE	
REVENUES																			
Revenues Paid:																			
Member Assessments	552,678.06																		
Member REMI Contributions																			
Federal					4,085.51	27,752.06				31,500.00	14,453.00				3,985.55	37,422.09	14,376.77	2,640.42	
State			17,439.93						38,330.24										
Local													246.68						
DRI Fees							31,785.92												
Other	10,190.61																		
Pension forfeiture																			
Total Revenues Received	562,868.67	0.00	17,439.93	0.00	4,085.51	27,752.06	31,785.92	0.00	38,330.24	31,500.00	14,453.00	0.00	246.68	0.00	3,985.55	37,422.09	14,376.77	2,640.42	
Account Receivables:																			
Member Assessments										50,612.15									
Federal						33,507.58		3,393.89		19,112.15							6,714.14		
State			12,777.79	7,499.90															
Local/Other																			
Total Accounts Receivables	562,868.67	0.00	30,217.72	7,499.90	4,085.51	61,259.64	31,785.92	3,393.89	38,330.24	101,224.29	14,453.00	0.00	246.68	0.00	3,985.55	37,422.09	21,090.91	2,640.42	
EXPENDITURES																			
Salaries	170,398.83	61,396.08	14,496.13	3,810.06		17,161.98	16,039.81	6,907.53	18,964.64	45,792.51	4,380.60		104.32	384.94	2,874.20	20,484.75	10,670.09	1,768.70	
Fringe Benefits (Pool)	65,394.97	23,915.84	5,618.81	1,144.62		6,590.25	6,277.60	2,703.45	7,422.32	17,499.23	1,714.47		40.83	150.66	1,124.90	8,017.26	3,800.64	692.23	
Indirect Cost (Pool)	76,093.92	27,531.34	6,491.36	1,598.94		7,665.18	7,202.13	3,101.60	8,515.44	20,425.12	1,966.96		46.84	172.85	1,290.57	9,197.99	4,669.91	794.18	
Unemployment Comp	1,925.00																		
Audit Fees																			
Advertising/Regional Promotion	550.00																		
Computer Operations	6,479.45								6,800.00										
Dues	1,881.59																		
Equipment	679.57																		
Equipment under \$500	79.99																		
Software over \$500																			
Graphics	3,284.91	376.45	462.25	9.50	0.20	1,804.89	13.00	5.43	7.51	108.78	163.39				309.39	85.05	395.22	482.16	
Board Member Travel		1,001.61																	
Legal	36,674.00																		
Office Supplies	1,123.52									18.38					11.22				
Postage	46.16	25.17	20.47	6.35		17.55	2.13	2.30	3.94	0.48	6.70			2.01	19.32	3.50			
Publications	329.70	65.10	36.96	12.46															
Recruiting																			
Rent																			
Equipment Rent & Maintenance																			
Staff Training	335.00	121.00		25.00						200.00									
HMEP Training						13,300.00													
Emergency Mgmt Exercise Exp																			
Overtime/Backfill reimbursement																			
Taxes, Sales/Property																			
Telephone																			
Travel	1,308.79	4,173.05	2,191.74	892.97	265.88	415.23				888.13	118.76				61.18	440.27		45.92	
Temporary Labor/Outside Services																			
Interest Expense																			
DATA Fees										3,245.00									
Consultants							2,251.25												
GIS Coordination																			
Emergency Mgmt Workshop Expense			900.00		5,300.00	13,981.62													
Overtime/Backfill reimbursement																			
Meeting Expenses	1,179.39	30.00																	
Miscellaneous supplies						322.94													
REMI Annual Maintenance	5,836.66									13,046.66									
Web Site Maintenance									5,250.00										
Web Site Upgrade																			
Office Maint/Painting	105.00																		
HUD DeBary sub-recipient																			
HUD Seminole County sub-recipient																			
HUD Longwood sub-recipient																			
HUD Orange County sub-recipient																			
HUD Orlando sub-recipient																			
HUD Shimberg UF sub-recipient																			
TOTAL EXPENDITURES	373,706.45	118,635.64	30,217.72	7,499.90	5,566.08	61,259.64	31,785.92	12,720.31	46,963.85	101,224.29	8,350.88	0.00	191.99	710.46	5,690.78	38,228.82	19,535.86	3,783.19	

East Central Florida Regional Planning Council
Financial Report August 2015

	33714	33814	34014	34015	34114	34214	34315	34412	34515	34615	34715	34815	34915	35015	35115	
	Visit	Satellite	Volusia Cty	Volusia Cty	Volusia Cty	THIRA	Osceola PA	HUD	Regional	Lake County	DEO Indian	DEO	Kissimmee	Osceola	Regional	
Project:	Florida	Beach DEP	Proj Mgmt	Proj Mgmt	CEMP		Training	Sustainable	USAR	Public Health/PI	River Lagoon	Pierson	Housing	Hydra	Haz Mat	
									Coordinator	Ebola TTX			Study		Coordinator	
REVENUES																
Revenues Paid:																
Member Assessments																
Member REMI Contributions																
Federal		14,991.72	3,775.10	7,600.00	43,702.54	12,382.82	6,000.00	673,852.31	70,234.08	23,840.00				25,000.00	60,301.57	
State											75,000.00	25,000.00				
Local		10,000.00														
DRI Fees																
Other																
Pension forfeiture																
Total Revenues Received	0.00	24,991.72	3,775.10	7,600.00	43,702.54	12,382.82	6,000.00	673,852.31	70,234.08	23,840.00	75,000.00	25,000.00	0.00	25,000.00	60,301.57	
Account Receivables:																
Member Assessments								14,419.52								
Federal									18,454.28							19,776.21
State													23,466.66			
Local/Other																
Total Accounts Receivables	0.00	24,991.72	3,775.10	7,600.00	43,702.54	12,382.82	6,000.00	688,271.83	88,688.36	23,840.00	75,000.00	25,000.00	23,466.66	25,000.00	80,077.78	
EXPENDITURES																
Salaries	41.73	7,303.13	3,512.51	7,603.44	22,157.09	7,534.79	323.70	89,565.33	46,597.38	6,517.62	27,754.54	16,054.80	12,584.78	11,570.99	41,425.48	
Fringe Benefits (Pool)	16.33	2,858.28	332.33	632.81	8,628.63	2,948.94	126.69	33,629.17	18,237.13	2,550.85	10,862.48	5,925.81	4,921.35	4,528.62	16,212.97	
Indirect Cost (Pool)	18.74	3,279.23			9,934.98	3,383.25	145.35	39,756.58	20,922.99	2,926.52	12,462.25	7,093.45	5,649.47	5,195.56	18,600.73	
Unemployment Comp																
Audit Fees																
Advertising/Regional Promotion																
Computer Operations		12,000.00														
Dues																
Equipment																
Equipment under \$500																
Software over \$500																
Graphics		148.18			12.89	222.34		3,412.02	249.78	235.61	372.38	206.73	38.07	643.22	1,801.43	
Board Member Travel																
Legal																
Office Supplies		75.04			149.68									200.59	40.26	
Postage		38.48			2.82											
Publications								5.75	12.79		3.99					
Recruiting																
Rent																
Equipment Rent & Maintenance																
Staff Training																
HMEP Training																
Emergency Mgmt Exercise Exp										10,300.00				4,733.81		
Overtime/Backfill reimbursement																
Taxes, Sales/Property																
Telephone									881.37							
Travel		108.72			362.91	133.93		2,276.57	1,786.92	25.99	727.81	43.17	72.40	398.70	1,996.91	
Temporary Labor/Outside Services																
Interest Expense																
DATA Fees																
Consultants								31,020.00			30,000.00					
GIS Coordination																
Emergency Mgmt Workshop Expens							5,000.00									
Overtime/Backfill reimbursement																
Meeting Expenses								135.75								
Miscellaneous supplies								833.00								
REMI Annual Maintenance																
Web Site Maintenance																
Web Site Upgrade																
Office Maint/Painting																
HUD DeBary sub-recipient								36,269.79								
HUD Seminole County sub-recipient								36,584.02								
HUD Longwood sub-recipient								148,499.81								
HUD Orange County sub-recipient								48,524.16								
HUD Orlando sub-recipient								236,666.39								
HUD Shimberg UF sub-recipient																
TOTAL EXPENDITURES	76.80	25,811.06	3,844.84	8,236.25	41,249.00	14,223.25	5,595.74	707,178.34	88,688.36	22,556.59	82,183.45	29,323.96	23,466.66	27,070.90	80,077.78	

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	35215	35315	35415	35515	35615	35715	35815	
	Seminole	Kissimmee	Volusia	FDEP	SOFLEX	Osceola	Hospital	
	County	Medical/Arts	Exercise-	TTX	2015	Housing	Needs	
Project:	ITX		DBIA			Study	Assessment	Total
REVENUES								
Revenues Paid:								
Member Assessments								552,678.06
Member REMI Contributions								0.00
Federal	3,000.00			17,000.00		11,000.00		1,108,895.54
State								155,770.17
Local								10,246.68
DRI Fees								31,785.92
Other								10,190.61
Pension forfeiture								0.00
Total Revenues Received	3,000.00	0.00	0.00	17,000.00	0.00	11,000.00	0.00	1,869,566.98
Account Receivables:								0.00
Member Assessments								65,031.67
Federal		5,615.24			5,507.36			112,080.85
State								43,744.35
Local/Other								0.00
Total Accounts Receivables	3,000.00	5,615.24	0.00	17,000.00	5,507.36	11,000.00	0.00	2,090,423.84
EXPENDITURES								
Salaries	399.43	3,051.00	195.55	248.30	53.13	1,784.24	1,395.09	703,309.22
Fringe Benefits (Pool)	156.33	1,194.09	76.53	97.18	20.79	698.31	546.01	267,309.71
Indirect Cost (Pool)	179.35	1,369.95	87.80	111.49	23.86	801.15	626.42	309,333.45
Unemployment Comp								1,925.00
Audit Fees								0.00
Advertising/Regional Promotion								550.00
Computer Operations								25,279.45
Dues								1,881.59
Equipment						1,975.00		2,654.57
Equipment under \$500								79.99
Software over \$500								0.00
Graphics	338.20	0.20				12.19	69.77	15,271.14
Board Member Travel								1,001.61
Legal								36,674.00
Office Supplies	152.94							1,771.63
Postage								219.91
Publications								444.22
Recruiting								0.00
Rent								0.00
Equipment Rent & Maintenance								0.00
Staff Training								681.00
HMEP Training								13,300.00
Emergency Mgmt Exercise Exp	1,908.25			14,295.00				31,237.06
Overtime/Backfill reimbursement								0.00
Taxes, Sales/Property								0.00
Telephone								881.37
Travel	17.36				660.30			19,413.61
Temporary Labor/Outside Services								0.00
Interest Expense								0.00
DATA Fees								3,245.00
Consultants								63,271.25
GIS Coordination								0.00
Emergency Mgmt Workshop Expns								25,181.62
Overtime/Backfill reimbursement					4,749.28			4,749.28
Meeting Expenses								1,345.14
Miscellaneous supplies								1,155.94
REMI Annual Maintenance								18,883.32
Web Site Maintenance								5,250.00
Web Site Upgrade								0.00
Office Maint/Painting								105.00
HUD DeBary sub-recipient								36,269.79
HUD Seminole County sub-recipient								36,584.02
HUD Longwood sub-recipient								148,499.81
HUD Orange County sub-recipient								48,524.16
HUD Orlando sub-recipient								236,666.39
HUD Shimberg UF sub-recipient								0.00
TOTAL EXPENDITURES	3,151.86	5,615.24	359.88	14,751.97	5,507.36	5,270.89	2,637.29	2,062,949.25

Financial Forecast

Statement of Condition as of September 30, 2015

Cash-in-bank on September 1, 2015		\$895,630.92
Deposits and Interest - September 2015	\$39,610.74	
Checks Issued - September 2015	<u>-\$140,800.92</u>	
Cash-in-bank on September 30, 2015		<u><u>\$794,440.74</u></u>

Financial Forecast for October 2015

Operating Cash October 1, 2015		\$794,440.74
Accounts Payable on October 1, 2015		<u>-27,958.84</u>
Net Operating Cash for October 1, 2015		<u><u>\$766,481.90</u></u>

Anticipated Revenue/Expense for October 2015:		
Accounts Receivables (Revenues)	\$288,426.39	
Accounts Payables (Expenditures)	<u>-\$128,372.38</u>	
Net Anticipated Revenue/Expense		<u><u>\$160,054.01</u></u>
Anticipated Operating Cash for November 1, 2015		<u><u>\$926,535.91</u></u>

	Budget	8/31/2015	Actual	Current	Under (Over)	100.0%
		Year to Date	September	Year to Date		
Personnel						
Salaries & Wages (Permanent)	858,452	791,907	86,025	877,932	(19,480)	102.3%
Fringe Benefits	348,789	301,985	29,741	331,726	17,063	95.1%
Outside /Temporary Services	8,000	1,801	3,974	5,776	2,225	72.2%
Contract labor-SRPP and contracts					-	
Interns	-		-		-	
Unemployment	-	1,925	1,925	3,850	(3,850)	
Total Personnel	1,215,241	1,097,618	121,665	1,219,283	(4,042)	100.3%
Overhead						
Annual Audit/Audit Preparation	25,000	23,730	-	23,730	1,270	94.9%
Computer Ops (General)	30,000	28,374	725	29,099	901	97.0%
Depreciation/Use Charge	17,000	10,665	(2,689)	7,976	9,024	46.9%
Equipment (General)	12,000	2,735	-	2,735	9,265	22.8%
Equipment Maintenance/Rental	1,300		-		1,300	0.0%
Equipment Lease/Sales Taxes	50		-		50	0.0%
Graphics/Outside Printing	22,000	13,868	1,834	15,702	6,298	71.4%
Insurance	12,000	10,362	989	11,351	649	94.6%
Inter-Regnl Bd Rel (travel/training)	2,000	1,002	31	1,033	967	51.6%
Legal Counsel	40,000	36,674	3,334	40,008	(8)	100.0%
Library/Publications/Subscriptions	2,500	608	264	872	1,628	34.9%
Office Supplies	6,000	3,773	231	4,004	1,996	66.7%
Pension Fund Mgmt. Fee	1,400	1,300	-	1,300	100	92.9%
Postage	2,000	631	16	647	1,353	32.4%
Professional Dues	26,809	21,762	1,940	23,702	3,107	88.4%
Recruiting	100		-		100	0.0%
Rent	117,252	107,481	9,771	117,252	-	100.0%
Office Maintenance	1,500	105	-	105	1,395	7.0%
Staff Training	7,500	681	885	1,566	5,934	20.9%
Telephone & Communications	6,000	5,136	491	5,627	373	93.8%
Staff Travel	20,000	19,414	3,139	22,553	(2,553)	112.8%
Advertising	170	550	-	550	(380)	323.5%
Hmep Training	35,000	13,300	20,395	33,695	1,305	96.3%
EM Exercise Expense		31,237	-	31,237	(31,237)	
EM Workshop Expense		25,182	7,999	33,181	(33,181)	
Overtime/Backfill reimbursement		4,749	421	5,170	(5,170)	
GIS Coordination	3,000	-	-	-	3,000	0.0%
GIS Data Collection	1,500		-		1,500	0.0%
Consultants - DRI	20,000	2,251	-	2,251	17,749	11.3%
Consultants - IRL		30,000	-	30,000		
Consultants - CFGIS	13,380		-		13,380	0.0%
Consultants - HUD Grant	35,000	31,020	-	31,020	3,980	88.6%
HUD - Pass thru	510,000	506,544	-	506,544	3,456	99.3%
Web site maintenance	10,000	5,250	-	5,250	4,750	52.5%
Storage-Off Site Records	3,000	2,318	217	2,535	465	84.5%
Meeting Expenses	3,500	1,345	203	1,548	1,952	44.2%
Miscellaneous supplies		1,156	85	1,240	(1,240)	
map quest	12,000				12,000	
Data fees		3,245	-	3,245	(3,245)	
REMI Annual Maintenance	21,000	18,883	1,717	20,600	400	98.1%
Total Overhead	1,019,961	965,331	51,997	1,017,328	2,633	99.7%
Total Expenditures	2,235,202	2,062,949	173,662	2,236,611	(1,409)	100.1%

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	31015	31115	31215	31216	31315	31515	31407	31612	31714	31814	31914	32307	32514	33214	33314	33414	33514	33614	
			FY15	FY16	FY15	FY15		Safe Routes to School	FDOT	USDC	Osceola	Regional	Bike	Volusia	Brevard	RDSTF	SRES	Volusia County	
Project:	General	Unfunded Mandates	LEPC Staff Support	LEPC Staff Support	Haz Mat Emrg Preparedness	Haz Mat Emrg Preparedness	DRI Reviews	Webpage	CFGIS	EDA/CEDS	COOP	Evacuation	Florida	County	County	FY13	Small Area	USAR/HazMat	
												Study		LMS	CEMP Update		Data	FSE	
REVENUES																			
Revenues Paid:																			
Member Assessments	552,678.06																		
Member REMI Contributions																			
Federal					4,085.51	27,752.06				37,128.26	7,462.62				3,985.55	37,422.09	14,376.77	2,640.42	
State			30,263.47						38,330.24										
Local													246.68						
DRI Fees							33,474.67												
Other	7,375.61																		
Pension forfeiture																			
Total Revenues Received	560,053.67	0.00	30,263.47	0.00	4,085.51	27,752.06	33,474.67	0.00	38,330.24	37,128.26	7,462.62	0.00	246.68	0.00	3,985.55	37,422.09	14,376.77	2,640.42	
Account Receivables:																			
Member Assessments										54,403.94									
Federal						65,167.68		3,393.89		17,275.68							7,023.14		
State				11,215.99															
Local/Other																			
Total Accounts Receivables																			
	560,053.67	0.00	30,263.47	11,215.99	4,085.51	92,919.74	33,474.67	3,393.89	38,330.24	108,807.87	7,462.62	0.00	246.68	0.00	3,985.55	37,422.09	21,399.91	2,640.42	
EXPENDITURES																			
Salaries	194,135.68	70,171.66	14,514.73	5,843.44		19,068.93	17,030.81	7,232.55	19,426.58	49,447.39	4,382.94		104.38	385.14	2,875.74	20,495.65	11,775.76	1,769.64	
Fringe Benefits (Pool)	73,851.10	27,093.81	5,571.43	1,730.71		7,083.59	6,602.55	2,803.93	7,531.33	18,754.11	1,699.19		40.47	149.31	1,114.87	7,945.79	4,130.63	686.06	
Indirect Cost (Pool)	85,894.81	31,175.42	6,438.00	2,427.66		8,382.38	7,574.93	3,216.88	8,640.52	21,859.87	1,949.44		46.43	171.30	1,279.07	9,116.02	5,098.30	787.10	
Unemployment Comp	3,850.00																		
Audit Fees																			
Advertising/Regional Promotion	550.00																		
Computer Operations	6,714.90								6,800.00										
Dues	2,014.00																		
Equipment	679.57																		
Equipment under \$500	79.99																		
Software over \$500																			
Graphics	3,573.76	385.31	462.25	14.70	0.20	1,813.04	13.00	5.43	7.51	108.78	163.39				309.39	85.05	395.22	482.16	
Board Member Travel		1,032.96																	
Legal	40,008.00																		
Office Supplies	1,176.43									18.38					11.22				
Postage	47.80	25.17	20.47	6.84		17.55	2.13	2.30	3.94	0.48	6.70			2.01	19.32	3.50			
Publications	376.32	86.52	36.96	201.48						6.58									
Recruiting																			
Rent																			
Equipment Rent & Maintenance																			
Staff Training	1,220.00	121.00		25.00						200.00									
HMEP Training						33,695.00													
Emergency Mgmt Exercise Exp																			
Overtime/Backfill reimbursement																			
Taxes, Sales/Property																			
Telephone																			
Travel	2,635.56	4,922.96	2,191.74	966.16	265.88	471.14				1,124.95	118.76				61.18	440.27		45.92	
Temporary Labor/Outside Services																			
Interest Expense																			
DATA Fees										3,245.00									
Consultants							2,251.25												
GIS Coordination																			
Emergency Mgmt Workshop Expense			900.00		5,300.00	21,980.62													
Overtime/Backfill reimbursement																			
Meeting Expenses	1,382.48	30.00																	
Miscellaneous supplies						407.49													
REMI Annual Maintenance	6,557.66									14,042.33									
Web Site Maintenance									5,250.00										
Web Site Upgrade																			
Office Maint/Painting	105.00																		
HUD DeBary sub-recipient																			
HUD Seminole County sub-recipient																			
HUD Longwood sub-recipient																			
HUD Orange County sub-recipient																			
HUD Orlando sub-recipient																			
HUD Shimberg UF sub-recipient																			
TOTAL EXPENDITURES	424,853.06	135,044.81	30,135.58	11,215.99	5,566.08	92,919.74	33,474.67	13,261.09	47,659.88	108,807.87	8,320.42	0.00	191.28	707.76	5,670.79	38,086.28	21,399.91	3,770.88	

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	33714	33814	34014	34015	34016	34114	34214	34315	34412	34515	34615	34715	34815	34915	35015
	Visit	Satellite	Volusia Cty	Volusia Cty	Volusia Cty	Volusia Cty	THIRA	Osceola PA	HUD	Regional	Lake County	DEO Indian	DEO	Kissimmee	Osceola
Project:	Florida	Beach DEP	Proj Mgmt	Proj Mgmt	Proj Mgmt	CEMP		Training	Sustainable	USAR	Public Health/PIC	River Lagoon	Pierson	Housing	Hydra
										Coordinator	Ebola TTX			Study	
REVENUES															
Revenues Paid:															
Member Assessments															
Member REMI Contributions															
Federal		14,991.72	3,775.10	7,600.00		43,702.54	12,382.82	6,000.00	673,852.31	70,234.08	23,840.00				25,000.00
State												75,000.00	25,000.00		
Local		10,000.00												11,000.00	
DRI Fees															
Other															
Pension forfeiture															
Total Revenues Received	0.00	24,991.72	3,775.10	7,600.00	0.00	43,702.54	12,382.82	6,000.00	673,852.31	70,234.08	23,840.00	75,000.00	25,000.00	11,000.00	25,000.00
Account Receivables:															
Member Assessments									14,419.52						
Federal					1,066.77					29,667.55					
State														18,315.17	
Local/Other															
Total Accounts Receivables	0.00	24,991.72	3,775.10	7,600.00	1,066.77	43,702.54	12,382.82	6,000.00	688,271.83	99,901.63	23,840.00	75,000.00	25,000.00	29,315.17	25,000.00
EXPENDITURES															
Salaries	41.76	7,307.02	3,512.62	7,603.54	750.00	22,240.11	7,538.81	323.88	91,201.84	52,471.27	6,521.08	28,714.13	16,638.68	15,830.26	11,577.15
Fringe Benefits (Pool)	16.19	2,832.80	336.95	644.20	57.84	8,578.14	2,922.66	125.56	33,966.60	20,342.16	2,528.10	11,131.95	6,101.36	6,133.16	4,488.25
Indirect Cost (Pool)	18.57	3,250.00			258.93	9,877.83	3,353.10	144.05	40,118.85	23,338.08	2,900.43	12,771.42	7,288.61	7,039.69	5,149.26
Unemployment Comp															
Audit Fees															
Advertising/Regional Promotion															
Computer Operations		12,000.00													
Dues															
Equipment															
Equipment under \$500															
Software over \$500															
Graphics		148.18				12.89	222.34		3,412.02	638.59	235.61	372.38	206.73	39.07	643.22
Board Member Travel															
Legal															
Office Supplies		75.04				149.68				157.40				200.59	
Postage		38.48				2.82			5.75	12.79		3.99			
Publications															
Recruiting															
Rent															
Equipment Rent & Maintenance															
Staff Training															
HMEP Training															
Emergency Mgmt Exercise Exp											10,300.00				4,733.81
Overtime/Backfill reimbursement															
Taxes, Sales/Property															
Telephone										968.82					
Travel		108.72				362.91	133.93		2,276.57	1,972.52	25.99	727.81	43.17	72.40	398.70
Temporary Labor/Outside Services															
Interest Expense															
DATA Fees															
Consultants									31,020.00			30,000.00			
GIS Coordination															
Emergency Mgmt Workshop Expens								5,000.00							
Overtime/Backfill reimbursement															
Meeting Expenses									135.75						
Miscellaneous supplies									833.00						
REMI Annual Maintenance															
Web Site Maintenance															
Web Site Upgrade															
Office Maint/Painting															
HUD DeBary sub-recipient									36,269.79						
HUD Seminole County sub-recipient									36,584.02						
HUD Longwood sub-recipient									148,499.81						
HUD Orange County sub-recipient									48,524.16						
HUD Orlando sub-recipient									236,666.39						
HUD Shimberg UF sub-recipient															
TOTAL EXPENDITURES	76.52	25,760.24	3,849.57	8,247.74	1,066.77	41,224.38	14,170.84	5,593.49	709,514.55	99,901.63	22,511.21	83,721.68	30,278.55	29,315.17	26,990.39

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	35115	35215	35315	35415	35515	35615	35715	35815	35915	36115	36215	
	Regional	Seminole	Kissimmee	Volusia	FDEP	SOFLEX	Osceola	Hospital	LCSD Hazardous	Osceola	Eatonville	
	Haz Mat	County	Medical/Arts	Exercise-	TTX	2015	Housing	Needs	Condition	Hazard	CRA	
Project:	Coordinator	TTX		DBIA			Study	Assessment	Analysis	Analysis		Total
REVENUES												
Revenues Paid:												
Member Assessments												552,678.06
Member REMI Contributions												0.00
Federal	60,301.57	3,000.00			17,000.00		11,000.00					1,107,533.42
State												168,593.71
Local												21,246.68
DRI Fees												33,474.67
Other												7,375.61
Pension forfeiture												0.00
Total Revenues Received	60,301.57	3,000.00	0.00	0.00	17,000.00	0.00	11,000.00	0.00	0.00	0.00	0.00	1,890,902.15
Account Receivables:												0.00
Member Assessments												68,823.46
Federal	29,727.90		11,947.16	358.52		6,205.73						171,834.02
State												29,531.16
Local/Other								8,176.51				0.00
Total Accounts Receivables												0.00
	90,029.47	3,000.00	11,947.16	358.52	17,000.00	6,205.73	11,000.00	8,176.51	0.00	0.00	0.00	2,161,090.78
EXPENDITURES												
Salaries	46,681.61	399.64	6,519.63	195.65	248.43	79.73	5,047.92	4,394.92	2,360.93	121.80	1,565.37	778,548.80
Fringe Benefits (Pool)	18,097.61	154.93	2,527.54	75.85	96.31	30.91	1,956.99	1,703.83	915.29	35.50	606.87	293,196.43
Indirect Cost (Pool)	20,762.97	177.75	2,899.79	87.02	110.50	35.46	2,245.21	1,954.76	1,050.09	50.42	696.24	339,637.16
Unemployment Comp												3,850.00
Audit Fees												0.00
Advertising/Regional Promotion												550.00
Computer Operations												25,514.90
Dues												2,014.00
Equipment							1,975.00					2,654.57
Equipment under \$500												79.99
Software over \$500												0.00
Graphics	2,170.08	338.20	0.20				31.76	123.00	3.31			16,416.77
Board Member Travel												1,032.96
Legal												40,008.00
Office Supplies	60.81	152.94										2,002.49
Postage										1.20		223.24
Publications												707.86
Recruiting												0.00
Rent												0.00
Equipment Rent & Maintenance												0.00
Staff Training												1,566.00
HMEP Training												33,695.00
Emergency Mgmt Exercise Exp		1,908.25			14,295.00							31,237.06
Overtime/Backfill reimbursement												0.00
Taxes, Sales/Property												0.00
Telephone												968.82
Travel	2,256.39	17.36				889.92				7.97	13.70	22,552.58
Temporary Labor/Outside Services												0.00
Interest Expense												0.00
DATA Fees												3,245.00
Consultants												63,271.25
GIS Coordination												0.00
Emergency Mgmt Workshop Expens												33,180.62
Overtime/Backfill reimbursement						5,169.71						5,169.71
Meeting Expenses												1,548.23
Miscellaneous supplies												1,240.49
REMI Annual Maintenance												20,599.99
Web Site Maintenance												5,250.00
Web Site Upgrade												0.00
Office Maint/Painting												105.00
HUD DeBary sub-recipient												36,269.79
HUD Seminole County sub-recipient												36,584.02
HUD Longwood sub-recipient												148,499.81
HUD Orange County sub-recipient												48,524.16
HUD Orlando sub-recipient												236,666.39
HUD Shimberg UF sub-recipient												0.00
TOTAL EXPENDITURES	90,029.47	3,149.07	11,947.16	358.52	14,750.24	6,205.73	11,256.88	8,176.51	4,329.62	216.89	2,882.18	2,236,611.09

Balance Sheet

East Central Florida Regional Planning Council

Period From : 10/01/14 to 09/30/15

Run Date: 10/21/15

Run Time: 6:43:15 pm

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Assets:

10000	Operating Cash	793,224.37
11000	Petty Cash	10.00
11900	Prepaid Workers Comp	533.75
12000	Prepaid Insurance	3,463.25
12100	Prepaid Expenses Other	40,020.60
13300	A/R DRI Review Fees	21,434.26
13400	A/R Other	-7.81
15000	Fixed Assets - General	162,506.32
15100	Software	251,212.21
15200	Accumulated Depreciation	-111,818.10
15300	Accumulated Amortization	-55,982.30

Total Assets:

\$1,104,596.55

Liabilities:

20000	Accounts Payable	28,735.14
22000	Accrued Salaries	41,270.05
22100	Accrued Paid Leave	97,394.53
22300	Accrued Workers Comp	104.11
22500	Accrued FICA (Y/E Employer)	3,120.83
24300	Deferred Revenue-DRI fees A/R not rec'd in 60 days	21,332.95
29900	Expense Reimb Control	156.81

Total Liabilities:

\$192,114.42

Projects

31015	General	137,125.61
31115	Unfunded Statutory Mandates	-135,044.81
31215	Staff Support for LEPC 07/14-06/15	127.89
31216	Staff Support for LEPC 07/15-06/16	-11,215.99
31315	HMEP	-1,480.57
31407	DRI Reviews	152,103.85
31515	HMEP	-65,167.68
31612	Safe Routes to School Webpage	-22,463.59
31714	CFGIS	-9,329.64
31814	EDA/CEDS	-62,579.61
31914	Osceola COOP	-857.80
32307	Regional Evacuation Study Program	42,896.30
32514	Bike Florida	55.40
32607	HMEP Local	1,301.10
33214	Volusia County LMS	-1,051.86
33314	Brevard County CEMP Update	-1,685.24
33414	RDSTF FY13	-664.19
33514	SRES Small Area Data	-7,023.14
33614	Volusia County USAR/HazMat FSE	-1,130.46
33714	Visit Florida	-939.66
33814	Satellite Beach DEP Grant	-9,407.90
34014	Volusia County Project Management	-74.47
34015	Volusia County Project Management	-647.74

Balance Sheet

East Central Florida Regional Planning Council

Period From : 10/01/14 to 09/30/15

Run Date: 10/21/15
Run Time: 6:43:15 pm
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34016	Volusia County Project Management	-1,066.77
34114	Volusia County CEMP Update 2015	2,478.16
34214	THIRA	-1,788.02
34315	Osceola PA Training	406.51
34412	HUD Sustainable	-36,447.66
34515	USAR Coordinator	-29,667.55
34615	Lake County Public Health/PIO Ebola TTX	1,328.79
34715	DEO Indian River Lagoon	-8,721.68
34815	DEO Pierson	-5,278.55
34915	Kissimmee Housing Study	-18,315.17
35015	Osceola Hydra	-1,990.39
35115	Haz Mat Coordinator	-29,727.90
35215	Seminole County TTX	-149.07
35315	Kissimmee Medical/Arts District Strategic Plan	-11,947.16
35415	Volusia Exercise-DBIA	-358.52
35515	FDEP TTX	2,249.76
35615	SOFLEX 2015	-6,205.73
35715	Osceola Housing Study	-256.88
35815	Hospital Needs Assessment	-8,176.51
35915	L C S D. Hazardous Condition Analysis	-4,329.62
36115	Osceola Hazard Analysis	-216.89
36215	Eatonville CRA Capacity Building Project	-2,882.18
39500	Fund Bal - Fixed Assets	245,918.13
39600	Fund Balance	823,264.07
	Total Projects	\$910,964.97
	Total Liabilities and Projects	1,103,079.39
	Net Difference to be Reconciled	\$1,517.16
	Total Adjustment	\$1,517.16
	Unreconciled Balance	\$0.00

Balance Sheet

East Central Florida Regional Planning Council

Period From : 10/01/14 to 09/30/15

Run Date: 10/21/15
Run Time: 6:43:15 pm
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Reconciling Items

(1)	Paid Salaries are	876,414.96	
	Timesheets show	876,414.96	
	Difference		0.00
(2)	Leave accrued this year	1,517.13	
(3)	Fringe Pool is	331,725.49	
	Fringe allocated	331,725.53	
	Difference		0.04
(4)	Indirect Pool is	339,637.17	
	Indirect Allocated	339,637.16	
	Difference		-0.01
	Total adjustments		<u>\$1,517.16</u>

East Central Florida Regional Planning Council				
FY 2015 Proposed Budget Amendment #2				
September 30, 2015				
<u>Revenues</u>				
				increase
				decrease
1 ECFRPC FY 2015 Proposed Budget Amendment #2				
2		Adopted Budget	Proposed	
3	Proposed Budget Amendment #2	Amendment #1	Budget	Change
4		FY 2015	Amendment #2	
5	Federal Revenues			
6	EOG /DEM(HMEP) Training and Planning	88,060	88,060	-
7	HUD SCP Grant -SunRail TOD planning grants	170,000	192,075	22,075
8	HUD SCP Grant -SunRail TOD planning grants/pass thru	510,000	510,000	-
9	Regional USAR Coordinator	91,000	99,000	8,000
10	Regional HazMat Planner	91,000	90,000	(1,000)
11	Statewide Regional Evacuation -Hurricane Atlas	19,000	26,250	7,250
12	Safe Routes to School Portal and interactive tools	11,000	64,245	53,245
13	Safe Routes to School Portal /interactive tools Annual Maintenance	4,000	4,000	-
14	US EDA/CEDS (\$189,000 2014-2016)	63,000	54,404	(8,596)
15	Satellite Beach/DEP	15,000	15,000	-
16	Satellite Beach/cash match	10,000	10,000	-
17	Brevard CEMP	3,986	15,700	11,714
18	Osceola COOP	7,463	14,453	6,990
19	Volusia CEMP Update	43,702	45,602	1,900
20	RDSTF FY13	38,451	58,971	20,520
21	Volusia County USAR/HAZMAT FSE	3,885	2,640	(1,245)
22	Volusia County Project Management (Keith Ball)	3,775	12,375	8,600
23	THIRA	12,383	15,000	2,617
24	Osceola PA Training	6,000	6,000	-
25	Lake County PIO Ebola TTX	11,480	23,840	12,360
26	Osceola Hydra	34,000	25,000	(9,000)
27	Seminole TTX	3,000	3,000	-
28	FDEP TTX		17,000	17,000
29	SOFLEX 2015		6,205	6,205
30	Sub Totals	\$ 1,240,185	\$ 1,398,820	158,635
31	State Revenues			
32	DCA (EOG Div Comm Plng) Contract (General Revenue)	0		-
33	EOG/ DEM (LEPC Staff Support)	42,000	42,000	-
34	DEO/Pierson	25,000	25,000	-
35	Indian River Lagoon	75,000	75,000	-
36	FDOT (GIS Coordination) Flair 088854	49,917	49,917	-
37	Sub Totals	\$ 191,917	\$ 191,917	-
38	Local Revenues			
39	Member Assessments	546,825	552,678	5,853
40	DRI Fees - (estimated)	35,000	35,000	-
41	REMI, Inc. Analysis	1,000	800	(200)
42	Kissimmee Housing Study	32,800	29,000	(3,800)
43	Kissimmee Medical Arts District	9,475	11,947	2,472
44	Osceola Housing Study	20,000	11,000	(9,000)
45	Interest	0		-
46	Pension Fund Forfeitures			-
47	Sub Totals	\$ 645,100	\$ 640,425	\$(4,675)
48	Pending			
49	Orange County CR	50,000	0	(50,000)
50	USAR EX	20,000	0	(20,000)
51	Daytona DBIA EX	31,000	0	(31,000)
52	UASI Strategy Update	15,000	0	(15,000)
53	Hospital Needs Assessment	35,000	8,177	(26,823)
54	FDOT/CFGIS FY15-16	7,000	0	(7,000)
55	Sub Totals	\$ 158,000	\$ 8,177	\$(149,823)
56	Total Revenue	\$ 2,235,202	\$ 2,239,338	\$ 4,136
57				
58	Total Projected Expenditures	\$ 2,235,202	\$ 2,239,338	\$ 4,136
59				
60	Balance of Revenues minus Expenditures	\$ -	\$ 0	\$ 0
61				

East Central Florida Regional Planning Council				
FY 2015 Proposed Budget Amendment #2				
September 30, 2015				
<u>Expenditures</u>				
ECFRPC FY 2015 Proposed Budget Amendment #2				
	Proposed Budget Amendment #2	Adopted Budget Amendment #1 FY 2015	Proposed Budget Amendment #2 FY 2015	Change
Personnel				
Salaries & Wages-full time		834,452	853,932	19,480
Pool for pay increases				0
Part time salaries		24,000	24,000	0
Fringe Benefits		348,789	331,726	(17,063)
Subtotal		\$ 1,207,241	\$ 1,209,658	\$ 2,417
Contract and Unemployment				
Casual Labor (secretarial temps)		2,000	-	-2,000
Contract labor				
Outside Services - Computers		6,000	5,800	-200
Interns		-	-	0
Unemployment		-	3850	3,850.00
Subtotal		\$ 8,000	\$ 9,650	\$ 1,650
Total Personnel		\$ 1,215,241	\$ 1,219,308	\$ 4,067
Operating Expenses				
Office Administration				
Insurance		12,000	11,400	-600
Pension Fund Management Fee		1,400	1,400	0
Total Office Administration		\$ 13,400	\$ 12,800	\$ (600)
Office Operations				
Advertising/Regional Promotion		170	550	380
Computer Operations (General)		30,000	29,100	-900
Copy costs/Graphics/Printing		22,000	15,750	-6,250
Library/Subscriptions/Legal Ads		2,500	900	-1,600
Meeting Expenses		3,500	1,550	-1,950
Office Supplies		6,000	4,010	-1,990
Miscellaneous Supplies		-	1,250	1,250.00
Data Fees		-	3,250	3,250.00
Postage		2,000	650	-1,350
FRCA		21,688	21,688	0
NARC or NADO		1,125	-	-1,125
Staff Professional Dues		2,496	1,725	-771
Other Professional affiliations		1,500	300	-1,200
Rent		117,252	117,252	0
Office Maintenance		1,500	105	-1,395
Sales and Lease Taxes		50	50	0
Storage - Off Site Records		3,000	2,600	-400
Telephone Communications		6,000	5,650	-350
Total Office Operations		\$ 220,781	\$ 206,380	\$ (14,401)
Equipment				
Equipment (General)		12,000	2,750	-9,250
Equipment Maintenance/Rental		1,300	1,300	0
Equipment Use Charge		17,000	8,000	-9,000
Total Equipment		\$ 30,300	\$ 12,050	\$ (18,250)
Staff Support				
Staff Training		7,500	1,600	-5,900
Staff Travel/Sustenance		20,000	22,600	2,600
Recruiting		100	-	-100
Total Staff Support		\$ 27,600	\$ 24,200	\$ (3,400)
Board Support				
Inter-Regional Board Relations		2,000	1,050	-950
Total Board Support		\$ 2,000	\$ 1,050	\$ (950)
Contingencies				
Contingencies				
Total Contingencies				
Sub Total Operating Expenses		\$ 1,509,322	\$ 1,475,788	\$ (33,534)
External Expenses				
Professional Services				
Annual Audit/Audit Preparation		25,000	24,000	-1,000
Legal Counsel		40,000	40,000	0
Consultants (DRI)*		20,000	2,300	-17,700
Consultants CFGIS		13,380	0	-13,380
Consultants Indian River Lagoon			30,000	30,000
Consultants HUD		35,000	31,500	-3,500
HUD - pass thru		510,000	506,550	-3,450
Total Professional Services		\$ 643,380	\$ 634,350	\$ (9,030)
Project Expenses				
GIS Coordination		3,000	-	-3,000
GIS Data Collection		1,500	-	-1,500
Web site maintenance		10,000	5,250	-4,750
Metroquest		12,000	-	-12,000
HMEP Training*		35,000	33,700	-1,300
EM Exercise Expense			31,250	31,250
EM Workshop Expense			33,200	33,200
Overtime/Backfill reimbursement			5,200	5,200
REMI Maintenance		21,000	20,600	-400
Total Project Expenses		\$ 82,500	\$ 129,200	\$ 46,700
Total External Expenses		\$ 725,880	\$ 763,550	\$ 37,670
Sub Total Expenditures		\$ 2,235,202	\$ 2,239,338	\$ 4,136

FY 2015 Proposed Budget Amendment #2

MEMORANDUM OF UNDERSTANDING REGARDING BROWNFIELDS ASSESSMENT
COALITION FOR THE ENVIRONMENTAL PROTECTION AGENCY ASSESSMENT
GRANT BETWEEN EAST CENTRAL FLORIDA REGIONAL PLANNING COUNCIL AND
THE CITIES OF DEBARY AND LONGWOOD

This memorandum of understanding ("MOU") is entered into this _____ day of _____, 2015 between the cities of LONGWOOD and DEBARY, municipal corporations organized and existing under the laws of the state of Florida ("*Municipalities*") and the EAST CENTRAL FLORIDA REGIONAL PLANNING COUNCIL, an intergovernmental agency created pursuant to Section 186.504, F.S., and identified in Rule 29-E, FAC. ("*ECFRPC*"). All parties are collectively referred to as the "*Parties*" or "*Coalition Partners or Partners*".

WHEREAS, the Coalition Partners are the cities of Longwood and DeBary, Florida, and the East Central Florida Regional Planning Council;

WHEREAS, Chapter 163, Florida Statutes, permits governmental units to enter into Interlocal Agreements to make the most efficient use of their powers by enabling them to cooperate with one another on a basis of mutual advantage; and

WHEREAS, each of the Parties has determined that it is in the best interests of the residents of the Parties' respective jurisdictions that they enter into this Agreement to form a Brownfield Assessment Coalition in order to be eligible to apply for funding opportunities from the US Environmental Protection Agency (EPA) Brownfields Assessment Grant Program (the Grant); and

WHEREAS, the purpose of this MOU is to set forth the general intentions of the parties regarding the EPA Brownfields Assessment Grant Program.

1. **General Terms:** The Coalition Partners hereto incorporate and set forth the following ideas in order to further the mutual goal of assessing brownfields:
 - a. East Central Florida Regional Planning Council shall apply for the Grant and shall act to coordinate the sub-recipient awards.
 - b. If the Grant is awarded the parties shall each enter into a sub-recipient agreement with each of the Municipalities so that the ECFRPC may award the grant money to the Municipalities.
 - c. Activities funded through the sub-recipient agreement may include inventory preparation, site selection criteria development, assessments, planning (including cleanup planning) relating to Brownfield sites, outreach materials and implementation, and other eligible activities. The ECFRPC may retain consultant(s) and contractors under 40 CFR 30.36 to undertake various activities funded through the cooperative agreement and may award sub-grants to other Coalition Partners under 40 CFR 31.37 for assessment projects in their geographic areas. Sub-grantees are accountable to the ECFRPC for proper expenditure of all grant funds.

- d. ECFRPC shall coordinate with the Municipality in whose geographic area the site is located to finalize the scope-of-work for the consultant or contractor. It will be the responsibility of this Partner to obtain all required permits, easements, and access agreements as may be necessary to undertake assessments at the selected site. If this Partner does not have the capacity to perform these activities, the ECFRPC may assist in securing necessary site access agreements and permits.
 - e. ECFRPC, in consultation with Partners, will work to develop a site selection process based on agreed-upon factors and will ensure that a minimum of five sites are assessed over the life of the agreement. Selected sites will be submitted to EPA for prior approval to ensure eligibility.
 - f. ECFRPC and Partners shall share responsibility for ensuring that the other activities as negotiated in the work plan, such as community outreach and involvement, are implemented in accordance with a schedule agreed upon by the ECFRPC and the Partners in whose geographic area the sites to be assessed are located.
2. **Termination** – A party may withdraw from this MOU by providing 60 days written notice to the other parties, but shall continue to be bound by the terms of the Grant.
 3. **Third Party Beneficiaries** - This agreement does not create any relationship with, or any rights in favor of, any third party.
 4. **Severability** - If any provision of this agreement is declared void by a court of law, all other provisions will remain in full force and effect
 5. **Non Waiver** - The failure of any party to exercise any right in this agreement shall not be considered a waiver of such right.
 6. **Governing Law and Venue** - This agreement is governed in accordance with the laws of the State of Florida. Venue shall be in Seminole County.
 7. **Sovereign Immunity** - Nothing in this Agreement shall be interpreted as a waiver of the sovereign immunity doctrine enjoyed by each party hereto.
 8. **Attachments** - All exhibits attached to this agreement are incorporated into and made part of this agreement by reference.
 9. **Amendments** - The parties may amend this agreement only by mutual written agreement of the parties.
 10. **Captions and Section Headings** - Captions and section headings used herein are for convenience only and shall not be used in construing this Agreement.
 11. **Construction** - This agreement shall not be construed more strictly against one party than the other(s) merely by virtue of the fact that it may have been prepared by one of

the parties. It is recognized that all parties have substantially contributed to the preparation of this agreement.

12. **Notice** - For all purposes herein, notice shall mean written notice sent by certified mail, return receipt requested, properly addressed and posted, or by commercial courier service, to the addresses shown below. Notice shall be effective only upon actual receipt by the addressee, but written response to or acknowledgment of a notice received shall constitute a waiver of any defect in the manner notice was given. A copy of every notice given under this Agreement must be sent to the other Parties, the Administrator and to the Chair of the governing body. Notices required or permitted under this Agreement shall be delivered to:

If to ECFRPC:

Andrew Landis, CNU-A
Director of Policy and Planning
309 Cranes Roost Blvd. Suite 2000
Altamonte Springs, FL 32701
(407) 262-7772

If to City of DeBary:

Roger Van Auker
TOD Marketing Director
16 Columba Road
DeBary, FL 32713
(386) 668-2040 ext. 306

If to City of Longwood:

Tom Krueger
Economic Development Manager
174 W. Church Ave.
Longwood, FL 32750
(407) 260-3430

13. **Recording of Agreement**. The East Central Florida Regional Planning Council, upon execution of this agreement by all parties, shall record this MOU in the public records of Seminole County, Florida.
14. **Entire Agreement** - This agreement constitutes the entire agreement and supersedes all prior written or oral agreements, understandings, or representations.

EXECUTED AND ATTESTED ON THE DATES BELOW WRITTEN:

EAST CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

By: _____
Commissioner Lee Constantine, Chair

ATTEST:

Pegge Parker, Office Manager

APPROVED AS TO FORM:

Gerald S. Livingston, Council Attorney

CITY OF LONGWOOD

By: _____
Brian D. Sacket, Mayor

ATTEST:

Michelle Longo, City Clerk

CITY OF DEBARY

By: _____
Clint Johnson, Mayor

ATTEST:

Dan Parrott, City Manager

Section 8 – Employee Benefits

A. General

An employee’s entitlement to benefits is contingent upon the employee’s status as regular full-time or regular part-time as specified in the Authorized Positions section of the ECFRPC’s *Classification and Pay Plan* document. Individuals who work less than twenty (20) hours per week and or/not listed on the Authorized Position table are not eligible for benefits. Individuals who work more than twenty (20) but less than thirty (30) hours per week are entitled to some benefits, but are not entitled to insurance benefits. Employees who meet the criteria of the aforementioned categorization are eligible for benefits.

Exception – the Executive Director shall be entitled to benefits as covered under his or her employment contract. Items not addressed specifically under the contract will be the same as listed in the ECFRPC Personnel Policies for other employees.

B. Holidays

- (1) The Board approves holidays and determines when they will be observed. The Executive Director will handle unusual instances after conferring with the Board Chairman.
- (2) The days listed below are designated as official ECFRPC holidays:

New Year’s Day	January 1
Martin Luther King Day	Third Monday in January
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Friday following Thanksgiving	Fourth Friday in November
Christmas Eve	December 24 th
Christmas Day	December 25 th
Floating Holiday	One per Fiscal Year

- (3) If holidays fall on Saturday, they will be observed on the preceding Friday. If holidays fall on Sunday, they will be observed on the following Monday.
- (4) Temporary employees, contractual employees and interns will not be paid for official ECFRPC holidays. Full-time regular and part-time regular employees will be paid for official ECFRPC holidays. Part-time regular employees will be paid proportionately depending on hours worked as compared to full-time regular employees.
- (5) Floating holidays may be taken on any day at the employee’s discretion, subject to approval of the Division Director based on scheduling requirements. Floating holidays are posted (credited) at the beginning of the fiscal year., or for new employees, in their first paycheck received. Floating holidays may not be carried from one fiscal year to the next.

C. Paid Leave

Regular full-time and regular part-time ECFRPC employees shall earn paid leave. Regular part-time employees earn such leave on a proportionate basis to those employees considered

regular fulltime. Temporary employees, contractual employees and interns are not eligible to earn paid leave. Paid leave is intended to be used to provide for vacations, illnesses and other needs for time off.

Employees earn credited paid leave based on the following:

(1) Employees who work 7.5 hours per day earn paid leave as follows:

Less than 2 years' service	22 days per year
02 through 5 years' service	224 days per year
5 through 10 years' service	257 days per year
10 through 15 years' service	3229 days per year
15 through 20 years' service	31 days per year
More than 2015 years' service	347 days per year

~~(2) As of September 30, 2015, employees with more than 225 hours will be paid down to 225 hours by the end of FY 2016. At the end of each fiscal year, employees will be paid for accrued leave in excess of 66 days.~~

~~(2)(3) Effective October 1, 2015, employees may carry over a maximum of 225 hours into the next fiscal year. Employees may accrue hours beyond 225 during the fiscal year for their use. Annual leave earned in excess of 225 hours will automatically forfeit if not used by September 30.~~

~~(3)(4) Employees who work less than the normal work week shall earn leave in proportion with the amount of time worked; however, employees employed for less than 20 hours per week shall not be entitled to paid leave.~~

~~(4)(5) An employee does not earn or accrue paid leave for any time in which that employee is on any type of unpaid status.~~

~~(5)(6) Employees may use credited paid leave for any purpose (i.e., vacation, hospitalization, illness, family emergency, paid business, etc.). Employees may take only that amount of leave that has been credited to them. Use of uncredited leave time will not be authorized unless the leave would have been posted by the end of the pay period.~~

~~(6)(7) Precedence in choosing a vacation period should be government normally by job seniority but must be at a period approved by the Division Director in keeping with the needs of the ECFRPC.~~

~~(7)(8) Holidays occurring while an employee is on ECFRPC paid leave are to be counted as holidays, not paid leave.~~

~~(8)(9) An employee resigning or retiring from the ECFRPC with two (2) weeks' notice shall be paid for his or her credited paid leave up to a maximum of 225 hours. Such leave pay shall be made at the employee's current rate of pay.~~

~~(9)(10) Paid leave pay generally shall not be paid to separating employees who fail to give at leave two (2) weeks' notice. The Executive Director may approve exceptions for unusual circumstances.~~

~~(10)(11) Paid leave shall not be used to extend an employee's eligibility for insurance benefits after the employee is no longer actively employed at the ECFRPC.~~

~~(11)(12) Employees who terminate prior to completion of ~~twelvesix~~ (126) months' continuous service will not be paid for any accrued paid leave time.~~

~~(12)(13) In case of death of an employee, payment for unused paid leave shall be made to the employee's beneficiary, estate, or as provided by law.~~

| ~~(13)~~(14) The Manager of Financial Affairs shall be responsible for keeping accurate and up-to-
| date paid leave records on each employee. Paid leave used must be noted by the employee
| on his or her payroll timesheet as the time is used.

A. General

An employee’s entitlement to benefits is contingent upon the employee’s status as regular full-time or regular part-time as specified in the Authorized Positions section of the ECFRPC’s *Classification and Pay Plan* document. Individuals who work less than twenty (20) hours per week and or/not listed on the Authorized Position table are not eligible for benefits. Individuals who work more than twenty (20) but less than thirty (30) hours per week are entitled to some benefits, but are not entitled to insurance benefits. Employees who meet the criteria of the aforementioned categorization are eligible for benefits.

Exception – the Executive Director shall be entitled to benefits as covered under his or her employment contract. Items not addressed specifically under the contract will be the same as listed in the ECFRPC Personnel Policies for other employees.

B. Holidays

- (1) The Board approves holidays and determines when they will be observed. The Executive Director will handle unusual instances after conferring with the Board Chairman.
- (2) The days listed below are designated as official ECFRPC holidays:

New Year’s Day	January 1
Martin Luther King Day	Third Monday in January
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Friday following Thanksgiving	Fourth Friday in November
Christmas Eve	December 24 th
Christmas Day	December 25 th
Floating Holiday	One per Fiscal Year

- (3) If holidays fall on Saturday, they will be observed on the preceding Friday. If holidays fall on Sunday, they will be observed on the following Monday.
- (4) Temporary employees, contractual employees and interns will not be paid for official ECFRPC holidays. Full-time regular and part-time regular employees will be paid for official ECFRPC holidays. Part-time regular employees will be paid proportionately depending on hours worked as compared to full-time regular employees.
- (5) Floating holidays may be taken on any day at the employee’s discretion, subject to approval of the Division Director based on scheduling requirements. Floating holidays are posted (credited) at the beginning of the fiscal year., or for new employees, in their first paycheck received. Floating holidays may not be carried from one fiscal year to the next.

C. Paid Leave

Regular full-time and regular part-time ECFRPC employees shall earn paid leave. Regular part-time employees earn such leave on a proportionate basis to those employees considered

regular fulltime. Temporary employees, contractual employees and interns are not eligible to earn paid leave. Paid leave is intended to be used to provide for vacations, illnesses and other needs for time off.

Employees earn credited paid leave based on the following:

- (1) Employees who work 7.5 hours per day earn paid leave as follows:

0 through 5 years' service	22 days per year
5 through 10 years' service	25 days per year
10 through 15 years' service	29 days per year
15 through 20 years' service	31 days per year
More than 20 years' service	34 days per year
- (2) As of September 30, 2015, employees with more than 225 hours will be paid down to 225 hours by the end of FY 2016.
- (3) Effective October 1, 2015, employees may carry over a maximum of 225 hours into the next fiscal year. Employees may accrue hours beyond 225 during the fiscal year for their use. Annual leave earned in excess of 225 hours will automatically forfeit if not used by September 30.
- (4) Employees who work less than the normal work week shall earn leave in proportion with the amount of time worked; however, employees employed for less than 20 hours per week shall not be entitled to paid leave.
- (5) An employee does not earn or accrue paid leave for any time in which that employee is on any type of unpaid status.
- (6) Employees may use credited paid leave for any purpose (i.e., vacation, hospitalization, illness, family emergency, paid business, etc.). Employees may take only that amount of leave that has been credited to them. Use of uncredited leave time will not be authorized unless the leave would have been posted by the end of the pay period.
- (7) Precedence in choosing a vacation period should be government normally by job seniority but must be at a period approved by the Division Director in keeping with the needs of the ECFRPC.
- (8) Holidays occurring while an employee is on ECFRPC paid leave are to be counted as holidays, not paid leave.
- (9) An employee resigning or retiring from the ECFRPC with two (2) weeks' notice shall be paid for his or her credited paid leave up to a maximum of 225 hours. Such leave pay shall be made at the employee's current rate of pay.
- (10) Paid leave pay generally shall not be paid to separating employees who fail to give at least two (2) weeks' notice. The Executive Director may approve exceptions for unusual circumstances.
- (11) Paid leave shall not be used to extend an employee's eligibility for insurance benefits after the employee is no longer actively employed at the ECFRPC.
- (12) Employees who terminate prior to completion of twelve (12) months' continuous service will not be paid for any accrued paid leave time.
- (13) In case of death of an employee, payment for unused paid leave shall be made to the employee's beneficiary, estate, or as provided by law.
- (14) The Manager of Financial Affairs shall be responsible for keeping accurate and up-to-date paid leave records on each employee. Paid leave used must be noted by the employee on his or her payroll timesheet as the time is used.

PAY-OUT SCHEDULE

Pay-Outs to bring employees down to 225 hours

		(495 hour limit) 9/30/2015	(225 hour limit) 9/30/2016
	Pay Out Total	Pay Out Total	Pay Out Total
employee 1	25,068.52	12,728.27	12,340.25
employee 2	16,955.95	4,615.71	12,340.24
total	42,024.47	17,343.98	24,680.49



2016 Council Committee Meeting Schedule

(3rd Wednesday of the month, 10:00 a.m.)

January 20, 2016

March 16, 2016

May 18, 2016

July 20, 2016

September 21, 2016

November 16, 2016

If additional meetings are required, they will be noticed at least 30 days prior to the meeting date.



September/October 2015 Project Updates and Activities Council Meeting Date November 18, 2015

September/October 2015 Overview Projects: New, Completed, Pending Council Meeting Date: November 18, 2015

NEW PROJECTS

- Orange/Orlando UASI 2015 THIRA - \$15,000 – October, 2015 – January 31, 2016
- Volusia County OEM HazMat Response Drill - \$2,999 – October, 2015 – December 31, 2015
- Sumter County Emergency Response GIS Atlas - \$13,000 – October 2015 – May 2015
- FDOT/CFGIS Contract - \$53, 421 – October 2015- June 2016

COMPLETED PROJECTS

- Lake County School District Hazardous Walking Conditions Analysis
- Sustainable Communities Regional Planning Grant – Department of Housing and Urban Development

PENDING PROJECT SCOPES/GRANTS

- Sea Grant Coastal Resiliency Grant
- Orange City Housing Study
- EPA Brownfields Assessment – Bithlo Rural Settlement, Longwood, DeBary - \$600,000 – 3-year grant through 2018
- SHSGP (State Homeland Security Grant Program) - \$135,000 – 3-year grant through August 31, 2018
- Seminole County OEM - \$80,000 – Full scale exercise – December 31, 2016
- DEP Coastal Partnership Initiative Grant – Volusia County - \$15,000
- Avon By the Sea Community Workshops - \$5,000



September/October 2015 Project Updates and Activities Council Meeting Date November 18, 2015

This report contains **key** activities undertaken by the ECFRPC staff during the months of September and October 2015.

NEW PROJECTS

Orange/Orlando UASI 2015 THIRA - \$15,000 – October, 2015 – January 31, 2016

Project Description – Conduct a region-wide Threat and Hazard Identification and Risk Analysis (THIRA) for the Orange/Orlando Urban Area Security Initiative (UASI). This project includes engaging the Emergency Managers from the six counties within the UASI region (Region 5) and the City of Orlando. In addition to the THIRA, a regional Gap Analysis study report will be created and submitted to the Orange County Sheriff's Office (UASI Contract Holder).

Activities

- Kickoff meeting 10/23/15, documents delivered to stakeholders with instructions, expectations, and timeline; two conference calls for troubleshooting.

Volusia County OEM HazMat Response Drill - \$2,999 – October, 2015 – December 31, 2015

Project Description – Create and coordinate a Hazardous Materials Response Drill for Volusia County Fire Rescue via Homeland Security Exercise and Evaluation Program (HSEEP) standards.

Activities

- Initial Planning Meeting/Concept and Objectives on 10/28/15.

Sumter County Emergency Response GIS Atlas - \$13,000 – October 2015 – May 2015

Project Description - Develop a GIS Atlas for Sumter County Emergency Services with all available and quality controlled data, including existing and planned subdivisions and roadways. Collect, update and quality control all available data.

Activities

- Began data needs assessment

FDOT/CFGIS Contract - \$53,421 – October 2015 - June 2016

Project Description – Conduct with FDOT D5 to support the Central Florida GIS Clearinghouse and interactive tools housed on the server including FDOT D5 project tools. Additional projects associated with the contract include collecting and developing data for Marion, Sumter and Flagler Counties for the Safe Routes portal tool and assisting in the restructuring of the DRIP Tool.

Activities

- Began data needs assessment



September/October 2015 Project Updates and Activities Council Meeting Date November 18, 2015

COMPLETED PROJECTS

Lake County School District Hazardous Walking Conditions Analysis - \$8,500 – Lake County School

Project Description - analyze the new hazardous walking conditions as referenced by the 2015 House Bill 41 within the already prescribed 2-mile walking zones for each of the 19 elementary schools of interest that will be provided to ECFRPC in the form of a compatible GIS layer file.

Activities

- Developed methodology based on HB 41, previous analysis steps and data review;
- Completed Hazardous Conditions Checklist based on methodology development
- Built the tool based on the checklist and algorithm created from the methodology above
- Completed the analysis by identifying eleven potential hazardous conditions
- Confirmed and or rejected all existing hazardous conditions based on 2015 satellite
- Met with School District to discuss the output of the tool

Sustainable Communities Regional Planning Grant – Department of Housing and Urban Development

- All documents have been completed and HUD is reviewing the submittals. Received first level of approval. Expecting final approval within the next month.

ONGOING PROJECTS AND PROGRAMS

Eatonville CRA Capacity Building - \$5,000 – UCF Institute of Government

Project Description – Created two conceptual community master plans for the Town of Eatonville. Each of the concepts provided different alternatives for the Hungerford site (one is developed and one is left green for future park space). Continued to provide GIS analysis, and created a market assessment for the town on key industries that the citizens deemed as most important to the town. The project entails community visioning, logistical support, capacity building and strategic resource allocation analysis to leverage the ability of the struggling Eatonville CRA to flourish into the future. This project is closely tied to the Eatonville Healthy Community **Analysis** completed in 2014, taking many of the strategies identified in that report to more specific levels.

Activities

- Market Analysis for grocery stores, markets, banks and restaurants
- Two conceptual community master plans (urban design concepts)
- Updated CRA website with completely new look
- Provided 18 maps with analytics to project consultants and the town

Orange, Osceola, Seminole, Lake Hospital Needs Assessment - (Orange, Osceola, Seminole, and Lake Counties) - \$64,200 – Impact Partners

Project Description – In partnership with Impact Partners, LLC, conduct Health Needs Assessment for Orlando Health, Florida Hospital and Aspire Health Partners. This project includes numerous tasks in order to develop a Community Health Needs Assessment



September/October 2015 Project Updates and Activities

Council Meeting Date November 18, 2015

required by the IRS. Health data, demographics, land use, transportation and other relevant information will be examined to help develop and establish recommendations and priorities for improving community health status in Orange, Osceola and Seminole Counties. The project includes data analysis, health impact assessment, community outreach, stakeholder meetings, and document development.

Activities

- Continued the update of previous report data tables and formatting for report
- Participated/presented at Hospital and Health partner collaborative meeting
- Coordinated with hospitals for health care coding information

Economic Development District (EDD)

Activities

- Presented at Florida APA conference
- Coordinated changes to the CEDS and submitted 2015 CEDS Update to EDA
- Attended Lake Tech Annual Business Partner Reception
- Attended Orange County I-Drive Visioning Workshop
- Presented at Association for University Business and Economic Research conference
- Coordinated with DEO and I-Drive Business Improvement District to get new contracts executed
- Attended Good Food Central Florida meeting
- Meeting with Ryan Marks from FDOT

Local Emergency Planning Committee (LEPC) - \$48,000 – FDEM – July 1, 2015 – June 30, 2016

Activities

- Quarterly HazMatters Update provided to the State
- Attended state quarterly meeting in Destin, FL
- Meeting 10/23/15

Hazardous Materials Emergency Preparedness (HMEP) – \$94,961 – FDEM – October 1, 2014 – September 30, 2015

Activities

- Planning of training courses related to the transportation of hazardous materials
- 2016 Hazardous Materials Symposium planning committee

City of Kissimmee Housing Study - \$37,500 – City of Kissimmee – January 2015 – December 2015

Project Description – Conduct a housing study for the City of Kissimmee including comparisons of surrounding communities. The Project analysis will include a housing inventory and demand including a demographic profile of the City and long term household projections, housing inventory evaluation, as well as stakeholder workshop and City council interviews.



September/October 2015 Project Updates and Activities

Council Meeting Date November 18, 2015

Activities

- City Commissioner Interviews were conducted on September 17th and write-up of discussions is complete.
- Final report work is underway and we are determining types of graphics, tables, maps, etc. for report.

Safe Routes Portal and Interactive Tool - \$215,400 – FDOT D5 – Multi-Year – End December 2015

Project Description – Final deliverable of Central Florida Safe Routes Portal includes the development of the Volusia County Route Condition Analysis Tool which is an interactive online mapping tool which provides an analysis of roadway characteristics and facilities. These characteristics are analysis in terms of reducing vehicle speed and volume, reducing pedestrian exposure and increasing access, mobility and pedestrian safety.

Activities

- Supported International Walk to School Day efforts through outreach
- Meeting with Volusia School District, Volusia Transportation, and the River to Sea TPO to present Volusia County Route Condition Analysis Tool and the process of the Lake County Hazardous Walking Conditions Analysis

Osceola County Housing Study - \$44,000 – Osceola County - June 1, 2015 – March 31, 2016

Project Description – Conduct a housing study specific to Unincorporated Osceola County and portions of the City of St. Cloud. The project analysis will include a housing inventory, analysis of current demand including diversity of housing stock, long-term projects of households by age and income, and a housing market analysis.

Activities

- Draft report presented September 1.
- Staff interviews conducted in mid-September.
- Workshop and presentation accomplished on October 14.
- Write up of workshop currently underway

Develop of Regional Impact (DRI)

- DEO has related to us that DRIs currently under review may continue but are not required to continue with the DRI process. These projects must be reviewed pursuant to FS 163.3245 Sector plans, if not pursuing the DRI process.
- Stoneybrook South DRI traffic monitoring and modeling study underway.
- Summer Bay DRI in Lake County has a Notification of a Proposed Change application to add a hospital to the project.
- Villa City DRI has withdrawn from the DRI process.
- Awaiting submittal of Southwest Airport DRI



September/October 2015 Project Updates and Activities Council Meeting Date November 18, 2015

Kissimmee Medical Arts District Strategic Plan - \$15,975 – March 2015 – December 2015

Project Description – This project will help the City to develop its hospital district based on an analysis of the current existing conditions, an economic profile of the region’s healthcare industry and trends, and a discussion of similar case studies.

Activities

- Finished Medical District economic profile and regional hospital comparison

Coast to Coast Urban-Rural Overlay Design Study and Opportunities Inventory – \$42,000 – October 2015-June 2016

Project Description - Identify the key natural and cultural resources along the route that should be celebrated by trail users, and develop a unifying design overlay to the Coast to Coast Connector that will provide recognition and continuity of the trail from the user’s perspective. Includes map atlases, database, final report, and 5 stakeholder workshops.

Activities

- Assist in review of RFP’s and selection process
- Attended meeting of Coast to Coast Connector Leadership Team
- Project coordination with Tampa Bay Regional Planning Council
- Began coordination of stakeholder meetings

PENDING PROJECT SCOPES/GRANTS

- Sea Grant Coastal Resiliency Grant
- Orange City Housing Study
- EPA Brownfields Assessment – Bithlo Rural Settlement, Longwood, DeBary - \$600,000 – 3-year grant through 2018
- SHSGP (State Homeland Security Grant Program) - \$135,000 – 3-year grant through August 31, 2018
- Seminole County OEM - \$80,000 – Full scale exercise – December 31, 2016
- DEP Coastal Partnership Initiative Grant – Volusia County - \$15,000
- Avon By the Sea Community Workshops - \$5,000

AGENCY MEETINGS/WORKSHOPS

Various meetings and workshops were held or attended throughout the region. Some of these include:

- Bithlo Transformation Advisory Group
- LYNX Regional Working Group Meeting
- MetroPlan Orlando BPAC Meeting
- Emergency Management Meetings: Sumter County, Orange County, Seminole County, Lake County, City of Orlando, Orlando International Airport (GOAA), Orlando Health, Florida Division of Emergency Management (regional quarterly meeting), Kissimmee Airport Authority



September/October 2015 Project Updates and Activities Council Meeting Date November 18, 2015

- Florida State Emergency Response Commission Meeting (SERC)
- Community Health Needs Assessment Hospital/Health Department Partner Collaborative Meeting
- MetroPlan Complete Streets Task Force Meeting
- Osceola County Housing Workshop
- MetroPlan Technical Advisory Committee meeting
- FAPA Conference and Presentations
- Tri County League of Cities Meetings
- Wekiva River Basin Commission Meeting (staff/set up/attend)
- Building Resilient States Webinar

EXECUTIVE DIRECTOR MEETINGS

September

FDOT Public Meeting: SR 5/US 1 (Volusia County)
DEAR Public Meeting: For Middle and Lower St. Johns Basin
Florida Local Government Coalition (FLGC)
Lake Jesup Basin Working Group Annual Meeting
Florida American Planning Association Conference (FAPA) - Presentation
Space Coast League of Cities Meeting
ECFRPC Executive/Council Meetings
CVX Authority – Project Advisory Group – SR 408
River to Sea TPO Board Meeting
CFX Authority – Open House for Wekiva Parkway
Indian River Lagoon Meeting
SunRail – Phase 2 South Ceremonial Signing
FDOT – CR 470 – Sumter and Lake Counties Kick-off Meeting
FRCA Partners/Business Meeting

October

Ocoee Meeting with City Manager
FRCA Path Forward Committee Meeting (2)
1000 Friends of Florida Webinar – “Citizens Organizing for Positive Community Change”
FTP – Strategic Intermodal System (SIS)
Tri-County League of Cities Meeting
FDOT – District Five – Tentative Five Year Work Program
Wekiva River Basin Commission Meeting
FDOT Freight Presentation Preview
Path Forward – FRCA
The Kissimmee Intermodal Center Garage Groundbreaking Ceremony
Geotechnical Institute Luncheon
Indian River Lagoon Economic Model
Lake-Sumter MPO – Public Information Meeting
FDOT – Public Information Meeting – SR 417 Widening