East Central Florida Regional Planning Council

631 North Wymore Road, Suite 100
Maitland, Florida 32751

Wednesday, August 20, 2008
10:00 a.m.

Meeting Agenda

I. Call to Order and General Business — 10:00
- Call to Order – *Chair, Commissioner Teresa Jacobs*
- Roll Call – *Ruth Little*

II. Consent Agenda — 10:05
- Minutes (July 2008) – *Secretary Atlee Mercer* **(Attachment 1)**
- Financial Report (July 2008) – *Treasurer Mary Martin* **(Attachment 2)**

III. Downtown Orlando Transit Circulator Planning – *Roger Neiswender, Transportation Director, City of Orlando* — 10:10

IV. FY2009 Budget and Work Program – *Phil Laurien* — 10:25
- FY2009 Work Program Summary **(Attachment 3)**
- Staffing requirements analysis (**Attachment 4**)
- Revenue projections (**Attachment 5)**
- Proposed expenditures (**Attachment 6)**
- FY2009 Proposed Assessment (**Attachment 7)**

V. SRPP Update – *Mr. Malcolm McLouth* — 11:25
- July 21 NRORS Sounding Board
- NRORS Survey

VI. Regional Prioritization of Greenways and Trails Opportunity Corridors — 11:40
Review and Comments on Florida Community Trust's Florida Forever Grant – *Tara McCue*

VII. Chair's Report – *Chair, Commissioner Teresa Jacobs* — 11:55

VIII. Announcements/Comments — 12:05
- An opportunity for Council members and members of the public to bring up events, issues or other items of interest to the Council.

IX. 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.

ATTACHMENT 1

Minutes (July 2008)

EAST CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

COUNCIL MEETING MINUTES

July 16, 2008

Commissioner Teresa Jacobs Presiding

IN ATTENDANCE:

County Representatives

Commissioner Helen Voltz, Brevard County
Commissioner Chuck Nelson, Brevard County
Commissioner Teresa Jacobs, Orange County
Commissioner Fred Brummer, Orange County
Mr. Atlee Mercer, Osceola County
Commissioner Dick Van Der Weide, Seminole County
Commissioner Mike McLean, Seminole County
Councilwoman Joie Alexander, Volusia County
Councilman Art Giles, Volusia County

Municipal Representatives

Mayor Rocky Randels, Space Coast League of Cities
Mayor John Land, Tri-County League of Cities
Vice Mayor Mary Martin, Volusia County League of Cities
Don Gilmore for Mayor John Bush, Seminole County League of Cities

Gubernatorial Appointees

Mr. Malcolm McLouth, Brevard County
Mr. Al Glover, Brevard County
Mr. Jon Rawlson, Orange County
Mr. Daniel O'Keefe, Orange County
Ms. Aileen Cubillos, Seminole County

Ex-Officio and Other Municipal Reps

Ms. Nancy Christman, SJRWMD
Ms. Vivian Garfein, FDEP
Ms. Susan Sadighi, FDOT

Other Attendees

Gerald Livingston, ECFRPC Counsel
Mr. William Garrell, St. Johns Heritage Parkway Initiative
Mr. Dan O'Keefe, Moore Stephens Lovelace
Mr. Jeff Reive, LYNX
Mr. Charley Williams, GEC

ECFRPC Staff

Mr. Phil Laurien
Ms. Lelia Hars
Mr. Fred Milch
Mr. Andrew Landis
Ms. Claudia Paskauskas
Mr. Keith Smith
Ms. Whitney Laurien
Mr. Jeremey Mikrut
Ms. Josh Hoffman
Ms. Ruth Little
Ms. Tuesdai Brunsonbyrd-Bowden

Members not in Attendance

Commissioner Welton Cadwell, Lake County
Commissioner Elaine Renick, Lake County
Commissioner John Quinones, Osceola County
Commissioner Patty Sheehan, City of Orlando
Commissioner Cheryl Grieb, City of Kissimmee
Ms. Maryam Ghyabi, Volusia County
Mr. Thomas Genovese, SFWMD
Mr. Russell Gibson, City of Sanford
Mr. William McDermott, Enterprise Florida

I. Call to Order and General Business

Chair Teresa Jacobs called the meeting to order at 10:09 a.m. Ruth Little called the roll and announced that a quorum was present.

II. Consent Agenda

A MOTION to approve the Consent Agenda was made by Mr. Mercer and seconded by Vice Mayor Martin. The MOTION to approve the Consent Agenda was UNANIMOUSLY PASSED.

III. Annual Financial Report – *Mr. Dan O'Keefe of Moore Stephens Lovelace, PA*

Mr. O'Keefe presented the annual financial report audit results and informed the council about generally accepted auditing standards that have recently expanded. He stated that the financial position of the agency looks good and there were no violations of compliance, but an issue was found regarding segregation of duties due to the Council's small staff size. The issue has been corrected with a new procedure for preparing deposit slips. Mr. McLouth made a MOTION to accept the audit report for informational purposes. Mayor Land seconded the MOTION and it was PASSED UNANIMOUSLY.

IV. SRPP Task Force Update– *Mr. Malcolm McLouth*

Mr. McLouth reported on recent and upcoming activities of the Strategic Regional Policy Plan Task Force. The Natural Resources sounding board will hold their first meeting on July 21 to discuss the NRORS map. Looking ahead, the Transportation chapter will require working closely with the MPOs, and the Affordable Housing chapter will present unique problems because of controversy surrounding the state-approved housing methodology. The remaining chapters will be routine compared with the challenges of the Natural Resources chapter.

A contract has been drafted with *myregion.org* to secure assistance in increasing public and private involvement in the SRPP process. Mr. McLouth asked for approval of the contract, not to exceed $15,000. His Motion was seconded by Mr. Mercer. After a brief discussion, the MOTION to approve the contract was PASSED UNANIMOUSLY.

V. Chair's Report – *Chair, Commissioner Teresa Jacobs*

Commissioner Jacobs informed the Council that the second Water Summit planned with the Northeast Florida Regional Council (NEFRC) had been postponed because of the Century Commission's state-wide water summit on September 25-26, 2008. She stressed that it is this Council's wish to complement the efforts of the Century Commission. Commissioner Jacobs promised to keep the Council informed on plans to schedule a fall meeting with the NEFRC and perhaps coordinate with the Century Commission's September meeting.

VI. Executive Director's Report – *Phil Laurien*

Budget and Dues FY 2009. Mr. Laurien presented a spreadsheet comparing Florida's 11 regional planning councils and their staff sizes, budgets, counties and populations served, member assessments, etc. He reminded the Council that last year's assessment reduction from 23¢ to 21¢ was a one-year consideration; absent specific action by the Council, the

dues multiplier will automatically return to 23¢ per capita for FY2009. Mr. Laurien stated that the ECFRPC has one of the smallest staff sizes in the state, yet we serve the second most populous region covering six counties and 68 cities. A lengthy discussion of the Council's assessment rate and proposed budget followed. Both of these matters will be addressed again in the August Council meeting.

Office Space Search. Mr. Laurien reminded the Council that the current offices are scheduled to be razed for I-4 interchange improvements. He reported on a building under consideration in Altamonte Springs. Renovations and a possible need to add fire separation between floors are being researched.

Florida Greenways and Trails Meeting. Mr. Laurien showed a powerpoint presentation from the June meeting of the Florida Greenways and Trails, the entity that reviews Florida Forever funds before they are expended. The 2008 map includes corridors for paddling, walk/bike paths, off road bicycling, and hiking trails. Mr. Laurien emphasized that these are potential corridors. Because the Florida Forever program has been funded again, they are looking for linkages, willing sellers, and opportunities, and will be using the CLIP to help make the best decisions. The ECFRPC staff will have an opportunity to comment on the corridors before FGTC approval.

VII. Announcements /Comments

Tara McCue informed the Council about a proposed beach erosion study at Satellite Beach in Brevard County. The study proposes to inject a chemical into the sand. Staff comments have been submitted requesting investigation into the effect on turtle nesting and hatching. Commissioner Nelson added that the study is being funded by Sand Rx, a private company, and that it is not a project of Brevard County.

Commissioner Jacobs provided an opportunity for Council members and members of the public to bring up events, issues or other items of interest. Vice Mayor Martin announcement of the death of former ECFRPC representative Bill Harvey.

VIII. Adjournment

There being no further business before the Council, the meeting was adjourned at 11:30.

ATTACHMENT 2

Financial Report (July 2008)

Financial Forecast

Statement of Condition as of July 31, 2008

Cash-in-bank on July 1, 2008		$112,513.64 *
Deposits and Interest - July 2008	$22,048.54	
Checks Issued - July 2008	-$164,772.04	
From Repurchase Account	$121,000.00	-21,723.50
Cash-in-bank on July 31, 2008		$90,790.14

* Does not include repurchase account which consists of DRI FEE Deposits and other obligated funds being held

Financial Forecast for August 2008

Operating Cash August 1, 2008		$90,790.14
Accounts Payable on August 1, 2008		-21,370.69
Net Operating Cash for August 1, 2008		$69,419.45

Anticipated Revenue/Expense for August 2008:		
Accounts Receivables (Revenues)	$122,706.66	
Accounts Payables (Expenditures)	-73,999.93	
Net Anticipated Revenue/Expense		48,706.73
Anticipated Operating Cash for September 1, 2008		$118,126.18

	Budget	6/30/2008 Year to Date	Actual July	Current Year to Date	Under (Over)	83.3%
Personnel						
Salaries & Wages (Permanent)	804,000	597,487	60,720	658,207	145,793	81.9%
Fringe Benefits	276,853	187,329	20,722	208,051	68,802	75.1%
Outside Temporary Services	33,000	13,093	553	13,645	19,355	41.3%
Unemployment	-	-	-		-	
Total Personnel	1,113,853	797,908	81,995	879,903	233,950	79.0%
Overhead						
Annual Audit	15,000	13,850	750	14,600	400	97.3%
Advertising/Regional Promotion	4,000	709	-	709	3,291	17.7%
Cleaning Services/Pest Control	6,000	3,991	450	4,441	1,559	74.0%
Computer Ops (General)	29,664	27,392	1,091	28,483	1,181	96.0%
Depreciation/Use Charge	12,000	9,000	1,000	10,000	2,000	83.3%
Electricity	8,500	5,526	778	6,304	2,196	74.2%
Equipment (General)	22,000	15,843	346	16,189	5,811	73.6%
Equipment Maintenance/Rental	1,500	-	-	-	1,500	0.0%
Equipment Lease/Sales Taxes	400	20	-	20	380	5.0%
Graphics/Outside Printing	30,000	15,860	888	16,748	13,252	55.8%
Insurance	14,000	10,434	1,159	11,593	2,407	82.8%
Inter-Regnl Bd Rel (travel/training)	7,500	628	-	628	6,872	8.4%
Legal Counsel	44,000	30,750	3,333	34,083	9,917	77.5%
Library/Publications/Subscriptions	3,000	1,208	512	1,720	1,280	57.3%
Office Supplies	8,000	4,563	515	5,078	2,922	63.5%
Pension Fund Mgmt. Fee	900	960	-	960	(60)	106.7%
Postage	9,000	4,678	231	4,909	4,091	54.5%
Professional Dues	25,000	20,885	2,164	23,049	1,951	92.2%
Rent	125,000	91,056	10,117	101,173	23,827	80.9%
Office Maintenance	4,000	62	-	62	3,938	1.6%
Staff Training	14,000	6,125	1,196	7,321	6,679	52.3%
Telephone & Communications	8,000	4,541	458	4,999	3,001	62.5%
Staff Travel	30,000	15,979	1,230	17,209	12,791	57.4%
Recruting	4,000	60	100	160	3,840	4.0%
Hmep Training	26,200	3,500	11,865	15,365	10,835	58.6%
GIS Coordination	3,000	3,000	-	3,000	-	100.0%
GIS Data Collection	1,500	-	-	-	1,500	0.0%
CFGIS Workshop		600	-	600		
Consultants (FDOT/GIS)	55,000	33,368	-	33,368	21,632	60.7%
Consultants (DRI)	72,000	44,235	3,847	48,082	23,918	66.8%
Consultants(S.R. 40 Scenic Hyway)	18,000	18,000	-	18,000	-	100.0%
Consultants(Green Mountain Byway)	60,000	61,650	-	61,650	(1,650)	102.8%
Consultants(ZDATA)	-	43,392	-	43,392	(43,392)	
Storage-Off Site Records	1,400	1,230	-	1,230	170	87.9%
Contingencies	10,000	-	-	-	10,000	0.0%
Meeting Expenses	16,551	3,497	473	3,970	12,581	24.0%
Web Site Upgrade	30,000	-	-	-	30,000	0.0%
REMI Annual Maintenance	20,000	12,017	-	12,017	7,983	60.1%
S. Bitar VISA Sponsorship	7,000	956	-	956	6,044	13.7%
Severence Payment		-	7,269	7,269	(7,269)	
Total Overhead	746,115	509,565	49,772	559,337	186,778	75.0%
Total Expenditures	1,859,968	1,307,473	131,767	1,439,240	420,728	77.4%

East Central Florida Regional Planning Council
Financial Report
July 2008

Project:	General	DRI Reviews	FY08 DCA General	FY09 DCA General	FY08 LEPC Staff Support	FY09 LEPC Staff Support	FY08 Haz Mat Emrg Preparedness	FDOT Improvements of CFGIS	GIS Conference 2008	ArcGIS Server Training	S.R. 40 Scenic Highway	Green Mountain Byway	Regional Evacuation Study	USDC EDA/CEDS FY07-FY08	USDC EDA/CEDS FY08-FY09	Florida Business Incubators El	UASI	LRTP 2035	ZDATA	HSEEP	Wildfire Summit	RDSTF	State TEP	Winter Park TTX	
REVENUES																									Total
Revenues Paid:																									
Member Assessments	637,124.00																								637,124.00
Member REMI Contributions																									0.00
Federal							8,604.02					63,081.46	42,500.00	832.33			57,870.14				1,500.00				174,387.95
State			207,149.76		19,540.76			59,522.46			20,000.00														306,212.98
Local									13,625.00	18,504.00									43,406.60	12,600.00					88,135.60
DRI Fees		243,605.32																							243,605.32
Other	48,333.42																								48,333.42
Total Revenues Received	685,457.42	243,605.32	207,149.76	0.00	19,540.76	0.00	8,604.02	59,522.46	13,625.00	18,504.00	20,000.00	63,081.46	42,500.00	832.33	0.00	0.00	57,870.14	0.00	43,406.60	12,600.00	1,500.00	0.00	0.00		1,497,799.27
Account Receivables:																									
Member Assessments																									13,401.50
Federal							14,749.42							9,141.61	4,259.89										53,374.38
State			116,691.58	26,403.69	11,693.42	1,829.32		28,367.04						12,880.08	6,389.84			19,355.04							204,340.10
Local/Other																		19,355.05							7,667.01
Total Accounts Receivables																7,667.01						6,210.36	2,727.34	988.84	**278,782.99**
TOTAL REVENUES	685,457.42	243,605.32	323,841.34	26,403.69	31,234.18	1,829.32	23,353.44	87,889.50	13,625.00	18,504.00	20,000.00	63,081.46	42,500.00	22,854.02	10,649.73	7,667.01	57,870.14	38,710.09	43,406.60	12,600.00	1,500.00	6,210.36	2,727.34	988.84	1,776,582.26
EXPENDITURES																									
Salaries	174,130.55	101,965.27	175,347.14	14,485.74	16,675.60	802.14	4,409.94	15,371.29		138.57	432.04	746.24	20,061.36	11,534.23	5,565.05	4,226.72	6,153.55	21,149.11	1,119.21	3,377.64	520.26	2,970.61	1,386.74	530.22	583,099.22
Fringe Benefits (Pool)	55,602.19	31,814.45	55,077.04	4,219.95	4,987.98	258.93	1,340.81	4,914.95		44.73	139.46	240.88	6,433.07	3,714.90	1,796.37	1,364.36	1,832.13	6,826.82	361.27	1,090.28	167.94	958.90	447.63	171.15	183,806.19
Indirect Cost (Pool)	86,174.09	50,181.54	86,433.46	7,016.64	8,126.14	398.01	2,157.14	7,609.49		68.76	214.37	370.27	9,938.21	5,720.03	2,761.31	2,097.25	2,995.47	10,493.93	555.34	1,675.94	258.15	1,473.98	688.08	263.09	287,670.69
Audit Fees																									0.00
Advertising/Regional Promotion	250.00							12,720.79					2,637.18												250.00
Computer Operations	8,407.65																								23,765.62
Dues	2,059.82							9,558.06																	2,059.82
Equipment	6,631.40																								16,189.46
Graphics	4,623.69	8,466.93	2,787.80	269.79	301.52	21.86	44.85	232.57	0.74		0.49		108.05	1,141.18	234.83	11.12	10.70	64.72	11.66	112.94		367.90	0.57	16.40	18,830.31
Inter-Regnl Bd Relations	34.49		593.90																						628.39
Legal	34,083.30																								34,083.30
Office Supplies	347.31		12.43				32.09																		516.90
Postage	640.45	2,235.29	250.96	72.38	244.28	2.87	669.80	46.77	10.66		8.15	7.61	0.41	138.94	0.41		64.54	43.24	16.22	5.65		2.85		0.42	4,461.89
Publications	911.79		144.54	25.33	268.98	14.90											16.83								1,382.37
Recruiting	160.00																								160.00
Rent																									0.00
Equipment Rent & Maintenance																									0.00
Staff Training	3,174.67		2,210.00		200.00		517.50	1,043.33					175.00												7,320.50
HMEP Training							12,865.00													2,500.00				7.56	15,372.56
Taxes, Sales/Property	19.52																								19.52
Telephone	494.01												45.55				34.05								573.61
Travel	4,318.04	847.38	4,595.67	313.86	2,408.59	330.61	1,316.31	24.75			85.44		420.93	14.61	291.76	16.91	132.89	132.27	10.40	1,013.48	286.82	436.12	204.32		17,201.16
Temporary Labor/Outside Services	765.00		281.60							8,410.00			25.60												9,482.20
Interest Expense																									0.00
DATA Fees		48,082.22						33,367.50			18,000.00	61,650.00	7,905.03												0.00
Consultants								3,000.00											35,487.52						204,492.27
GIS Coordination									600.00																3,000.00
CFGIS Workshop Expense										585.40															600.00
Meeting Expenses	2,995.90	12.24	320.00																	53.43					3,969.97
REMI Annual Maintenance	12,016.66																								12,016.66
Web Site Upgrade																									0.00
S. Bitar VISA Sponsorship	956.52																								956.52
Office Maint/Painting	61.83																								61.83
Severance Payment	7,269.23																								7,269.23
TOTAL EXPENDITURES	406,131.11	243,605.32	328,054.53	26,403.69	33,213.09	1,829.32	23,353.44	87,889.50	611.40	9,247.46	18,879.95	63,015.00	47,750.39	22,388.96	10,649.73	7,716.36	11,240.16	38,710.09	37,561.62	9,829.36	1,233.17	6,210.36	2,727.34	988.84	1,439,240.19

FY2009 BUDGET ATTACHMENTS

Attachment 3: Work Program Summary
Attachment 4: Staffing Requirements Analysis
Attachment 5: Revenue Projections
Attachment 6: Proposed Expenditures
Attachment 7: Proposed Assessment

East Central Florida Regional Planning Council

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Philip Laurien, AICP
Executive Director

August 13, 2008,

The following data was compiled by Florida Regional Councils Assoc. Executive Directors.

Comparison of 2008 Florida RPCs Budget and Staff: All Florida RPCs

	FL RPC Average	ECFRPC
Number of Political Jurisdictions	44	74
2007 Population (by region)	1,698,000	3,144,000
Population served/staff member	93,389	241,850
2008 Budget	$2.54 million	$1.85 million
Expended per capita	$ 2.02	$ .59
Full time staff (current)	18	12
Part time Staff (current)	2	3

ECFRPC Proposed Work Program-Fiscal Year October 1, 2008- September 31, 2009

Federal Contracts
DEM(HMEP) Hazardous Materials Planning & Training [All counties-Emergency Manager and first responders ongoing training]
Hurricane Evacuation Study (State and Region) – [All counties- Regional Hurricane Evacuation plan]
Homeland Security (and the Orange County Sheriff) Urban Area Security Initiative [Anti terrorism planning, Orlando & 6 counties, planning for a general evacuation of the Orlando area in case of terrorist attack]
EDA/Comprehensive Economic Development Strategy- [Implementing the CEDS- getting vital listed projects funded. Brevard Shuttle transition applied.]
Homeland Security- Regional Domestic Security Task Force-9 counties
State DCA General Contract
Comprehensive Plan reviews/EARs [First opportunity for us to look for ways to suggest the regional vision be implemented in local plans.]
Strategic Policy Plan Update- [10 year update: Natural Resources, Economic Development, Emergency Management, Transportation, Affordable Housing]
Reviews of Power Plants/Transmission Lines/Intergovernmental Coordination Projects/Quarterly reports
Technical Assistance Volusia Council of Governments Smart Growth Committee and Technical Advisory Committee.
Technical Assistance to Cape Canaveral (setup) [Visioning, & Redevelopment opportunities]
Technical Assistance to Palm Bay Sector Plan- [Set up Scoping meeting and follow up with Palm Bay/Fellsmere Sector Plan proposal, 38,000 acres]
Advisory Assistance to Tavares CRA downtown redevelopment efforts
Technical Assistance to Seminole County Comprehensive Plan/Regional vision (setup)
Develop a Web based survey tool to allow public participation on regional issues, put on ECFRPC website
Wekiva Commission- [Staff support to Senator Constantine and the Commission, hosting 3 meetings/year]
Developments of Regional Impact-General Administration.
Other Contracts
DCA/ DEM Local Emergency Preparedness Committee- Staff support to LEPC, Emergency managers and First Responders;, hazardous materials catalog
FDOT-Long Range Transportation Plan 2035 –[Model alternative future land use plans for 10 counties and all MPOs in FDOT District 5, includes all socio-economic data projected by traffic analysis zones for 10 counties, plus modeling of footprint of urban growth in 5 year increments through 2035, for 10 counties. First actual model of Regional Vision applied to transportation planning in 10 counties as alternative future land use.
CFGIS-FDOT- Quarterly updates and synthesis of 10 counties DRI & Future Land Use (comp. plan) amendments for use in traffic models by FDOT
Seminole County- 17-92 Fern Park CRA Corridor: GIS analysis of redevelopment opportunities and planning research
OOCEA- Economic Impact Analysis of the Construction of the Wekiva Parkway

Executive Committee

Chair	**Vice Chair**	**Treasurer**	**Secretary**	**Former Chair**
Teresa Jacobs	Malcolm McLouth	Mary Martin	Atlee Mercer	Jon B. Rawlson
Commissioner	Governor's Appointee	Vice Mayor of Port Orange	Property Appraiser	Governor's Appointee
Orange County	Brevard County	Volusia County League of Cities	Osceola County	Orange County

Local Work Program
Developments of Regional Impact Reviews
Internal GIS Development, GIS staff/regional support, custom mapping
CFGIS website maintenance; newsletter; GIS training and administration
IT internal daily computer operations support
Technical Assistance to the Century Commission For A Sustainable Florida
Technical Assistance to Brevard County Space Coast Growth Management Council
ECFRPC & NEFRC Water Summit
General Administration
RPC meetings-Executive Committee and Regional Planning Council
Outreach; marketing services; RPC website maintenance.
Budget and Finance/Accounting

Prospective New Work (Contracts)
Emergency Management Special Projects/contracts- Communications upgrade contract [Likely]
Cape Canaveral GIS and Visioning; Mayor and Council authorized, scope of services requested [Likely]
Seminole County Comp Plans- Regional Vision review [Contract requested and submitted, but questionable for this year?]
Seminole County- continue GIS mapping and analysis of the 17-92 CRA Corridor 436 to Sanford [Very Possible]
Contract GIS mapping Rockledge- [Assistance requested, but no follow up- questionable]
Economic Impact Study: Economic Impact of Central Florida Zoo [Scope of Services and cost Requested, Study Very Possible]
Economic Impact Analysis of the Lynx Bus system [Conversations between Lynx management and staff, Study Possible]
Economic Impact of Central Florida Commuter Rail [Conversations with Jacob Stuart CFP, Study Possible]
Prospective New Work (Non Contract)
CFGIS conference; GIS upgrades

Highlights:

1. **Staffing**. We need to add additional (even if temporary) staff in FY 2009 to handle the "tremendous surge" in members demand for "hard" technical planning services to supplement their reduced staff.
   Examples:
   - OOCEA Economic Impact Study of the Wekiva Parkway
   - Orange County Sheriff UASI Anti Terrorism Grant Administration
   - FDOT and MPO GIS modeling and social economic modeling for their Long Range Transportation Plans, which must be complete in 2010.
   - FDOT GIS support for land use changes to input their traffic demand models.
   - Seminole County GIS analysis for the 17-92 CRA redevelopment corridor.
   - Cape Canaveral GIS mapping, visioning, and economic development assistance.
   - Prospective Economic Impact studies for the Lynx System, the Central Florida commuter Rail, and the Central Florida Zoo.
   - Model conservation development codes for Volusia County and the Century Commission.

   We propose to hire an experienced planner to replace Kimberly Loewen who left for Chicago in July. We also need to hire two contract entry level planners (no benefits) for a period of one year to assist in GIS and the many planning jobs, most notably the SRPP update. Also intend to keep two part time interns to assist. Contracts can support most of the staff cost, but we will need some additional support from general revenues.

2. **DCA financial support drastically cut.** Our FY 2009 contract has a significant work load increase, due in part to the mandated SRPP update. At the same time, the legislature cut us from $421,760 to $276,191, and the

Governor announced another 4% reduction, so our DCA income will be about $265,000. More work, 40 % less money.

3. **Leveraging dues:** We have committed contracts that leverage our dues. Dues make up only 29% of our revenues; contracts provide 71% of our funding. We are increasing our contracts because our members see value in using us for "niche" specialized planning services like GIS and Economic Impact modeling.

4. **Saving money-** eliminating Director's car allowance saves $6,000. Limiting staff travel and conferences generally to in state.

5. **Office space**- Our building is scheduled to be demolished in 2010, so we will have to move. A commercial real estate analysis shows advantage to buy our office space and stop renting, but only if we can find the right location and price. For this next year we still budget $120,000 for rent while we keep looking for options. If we buy office space using reserves we will give credit to our members, which will reduce their costs of operation.

6. **Staff raises**- We budgeted a maximum 4% merit (and you have to deserve it) raise for staff, as approved by Council in July.

7. **Reserves**- Approximately $2,000,000. $1,600,000 is dedicated to a capital reserve fund for office purchase, but this can be redirected as council sees fit.

8. **Expenditures**- $2,436,406 as proposed

9. **Revenues from contracts and dues-** $2,295,615 committed, not including prospective contracts.

10. **Needed from Reserves:** $140,791

11. **Other issues:** If the counties wish to reduce their dues this year because of property tax rollbacks and reduced revenues, they can use some of the reserves to do so. We are already suffering a $156,000 cut from DCA, but the reserves belong to the council. If they wish to use some of them to pay for the work program and reduce dues, they can do it.

We are busy working for you, keeping your dues the same as they have been for over 10 years, and helping you reshape our growth to the Regional Vision for 2050.

Thank you for your continued support!

2008-09 ECFRPC Work Program	Number of Staff-years work																
	Planning				Emgt	GIS				DRI			Econ	Admin/Fin		Total Staff	
Federal Contracts	And	Jos (P)	Tar	Phi	Apr	Cla	Kei	Gin (P)	Whi (P)	Jer	Fre	Tue	Sam	Lel	Rut	Needed	
DEM(HMEP) Hazardous Materials Plng & Training					0.20												0.20
Hurricane Evacuation Study (State and Region)			0.70		0.05		0.01	0.01			0.01						0.78
UASI (Anti terrorism planning), Orlando & 6 counties					0.30	0.01											0.31
EDA/Comp. Econ. Dev. Strategy Implementation				0.04									0.40				0.44
Regional Domestic Security Task Force 9 counties					0.10												0.10
Subtotal Federal Contracts	**0.00**	**0.00**	**0.70**	**0.04**	**0.65**	**0.01**	**0.01**	**0.01**	**0**	**0.00**	**0.01**	**0.00**	**0.40**	**0**	**0**	**1.83**	**1.83**
State DCA General Contract																	
Comprehensive Plan reviews/EARs	0.65	0.25	0.12				0.01			0.06							1.09
Strategic Policy Plan Update	0.40	0.70	0.10	0.25	0.05	0.12	0.12	0.02	0.12	0.30			0.15		0.10		2.43
Power Plant/ICR/QTRly repts/etc	0.10		0.02		0.01			0.01	0.01	0.20							0.35
Tech Ass. VCOG Smart Growth Comm.				0.05													0.05
Tech Ass. Cape Canaveral Visioning (setup)				0.01		0.01	0.01										0.03
Tech Ass. Palm Bay Sector Plan	0.03			0.02							0.01						0.06
(Cont.)Tavares CRA downtown redev.				0.01													0.01
Tech Ass. Sem. Co. Comp Plan/Regional vision (setup)				0.01													0.01
Web based survey tool				0.01		0.01			0.03								0.05
Wekiva Commission Tech Ass. & hosting and staffing			0.06	0.01											0.03		0.10
Developments of Regional Impact-General Admin.				0.01						0.05	0.10	0.80					0.96
Subtotal DCA Work program	**1.18**	**0.95**	**0.30**	**0.38**	**0.06**	**0.14**	**0.14**	**0.03**	**0.16**	**0.61**	**0.11**	**0.80**	**0.15**	**0**	**0.13**	**5.14**	**5.14**
Other Contracts																	
DCA/ DEM (LEPC)					0.40	0.02											0.42
FDOT-LRTP 2035 econ. & land use				0.08		0.20	0.08		0.05				0.25				0.66
CFGIS-FDOT (FLU, DRI, ETC)			0.01			0.26	0.33	0.4	0.3		0.01	0.01					1.32
Sem. Co. 17-92 Fern Park GIS analysis				0.05		0.02	0.03	0.01	0.05								0.16
Subtotal Other Contracts	**0.00**	**0.00**	**0.01**	**0.13**	**0.40**	**0.5**	**0.44**	**0.41**	**0.4**	**0.00**	**0.01**	**0.01**	**0.25**	**0**	**0.00**	**2.56**	**2.56**
Local Work Program																	
Developments of Regional Impact Reviews	0.01			0.05				0.01		0.58	1.00	0.32					1.97
Internal GIS Dev.; GIS staff/region support				0.01		0.20	0.25	0.07	0.15						0.01		0.69
CFGIS website maint; newsletter; training;admin						0.30	0.02		0.05								0.37
IT computer operations support							0.15										0.15
Tech Assist.- Century Commission				0.05													0.05
Tech Assist.- Space Coast Growth Mgt. Com.				0.05													0.05
ECFRPC & NEFRC Water summit	0.01	0.03	0.02	0.02						0.02					0.10		0.20
Administration			0.04	0.30											0.55		0.89
RPC meetings (Exec. Comm and Council)	0.02	0.02	0.03	0.15	0.01	0.05	0.02		0.02	0.02	0.02	0.02	0.02	0.04	0.25		0.69
Outreach; marketing services; RpC website maint.	0.01		0.07	0.15	0.03	0.05	0.01		0.07	0.01	0.02		0.05		0.04		0.51
Budget and Finance/Accounting				0.08		0.02								1.34			1.44
Sub Total Local Work Program	**0.05**	**0.05**	**0.16**	**0.86**	**0.04**	**0.62**	**0.45**	**0.08**	**0.29**	**0.63**	**1.04**	**0.34**	**0.07**	**1.38**	**0.95**	**7.01**	**7.01**
Totals Contracts and Local Work Programs	**1.23**	**1.00**	**1.17**	**1.41**	**1.15**	**1.27**	**1.04**	**0.53**	**0.85**	**1.24**	**1.17**	**1.15**	**0.87**	**1.38**	**1.08**	**16.54**	**16.54**
Propsective New Work (Contracts)																	
Emergency Mgt Special Projects/contracts					0.25								0.02				0.27
Cape Canveral GIS and Visioning			0.02	0.06			0.02		0.02								0.12
Seminole Co. Comp Plans- Regional Vison review	0.20	0.40	0.09	0.20			0.01	0.01	0.01	0.20							1.12
Sem. Co. 436 to Sanford 17/92 GIS analysis				0.20		0.1	0.3	0.3	0.3								1.20
Contract GIS mapping (Rockledge, etc)				0.01		0.04		0.02	0.04								0.11
REMI Studies (Lynx, Zoo, Commuter Rail, etc.)				0.10									0.28				0.38
Prospective New Work (Non Contract)																	
CFGIS conference; GIS upgrades						0.01											0.01
Subtotals Prospective New Contracts	**0.20**	**0.40**	**0.11**	**0.57**	**0.25**	**0.15**	**0.33**	**0.33**	**0.37**	**0.20**	**0.00**	**0.00**	**0.30**	**0**	**0.00**	**3.21**	**3.21**
Totals Committed and Prospective Work	**1.43**	**1.40**	**1.28**	**1.98**	**1.40**	**1.42**	**1.37**	**0.86**	**1.22**	**1.44**	**1.17**	**1.15**	**1.17**	**1.38**	**1.08**	**19.75**	**19.75**
New work per staff member FY09	**0.23**	**0.00**	**0.09**	**0.67**	**0.25**	**0.19**	**0.37**	**0.34**	**0.45**	**0.00**	**0.01**	**0.00**	**0.30**	**0**	**0.00**	**2.90**	
	And	Jos (P)	Tar	Phi	Apr	Cla	Kei	Gin (P)	Whi (P)	Jer	Fre	Tue	Sam	Lel	Rut		

Continuing work FY 09	New work FY09	

Note: Tasks figured on 260 work days minus 10 holidays, or 250 maximum working days.
.01 staff years equals 2.5 days work in a year.
.02 staff years equals one week's work in a year.
(.05) staff years = 12 days/yr.
(.1) staff years = 25 days/year.

Full time Vs Part Time

Josh is summer intern; work load demands new planner
Whitney GIS intern .85 year; work load demands new Plnr
Gina is GIS Intern, normally .53 yr. work load demnds .86

Notes

2.43 staff in SRPP update
0.15 staff year new work from DCA

5.14 **Total DCA work will cost us over $500K**
They are paying us $276K

Notes:

0.16 staff year new work in other contracts

Notes:

0.00 staff year new work in local work program

Total Staff Needed for all committed Contracts and Local Work Programs

Notes:

3.20 staff year new work in prospective contracts

0.01 staff year new work in non contracts
3.52 staff year new work totals

Total Staff Needed for all committed contracts, local work programs and prospective contracts

FY 2009 Proposed Revenue Budget

		B	C	D	E	F	G
1		Proposed FY09		Adopted FY08		Changes from	
2		FY 09	Totals	FY 08	Totals	Fy 08 To FY 09	
3	Federal Revenues						
4	DCA /DEM(HMEP)	$ 34,884		$ 34,884		$ -	
5	Green Mountain Scenic Byway	$ -		$ 75,000		$ (75,000)	
6	Evacuation Study Program	$ 136,500		$ 98,000		$ 38,500	
7	EDA/CEDS 4/07 - 12/07	$ -		$ 13,250		$ (13,250)	
8	EDA/CEDS 01/07 - 01/10	$ 50,000		$ 39,750		$ 10,250	
9	**Total Federal Revenues**		$ 221,384		$ 260,884		$ (39,500)
10	State Revenues						
11	DCA (General Revenue)	$ 276,191		$ 421,760		$ (145,569)	
12	DCA/ DEM (LEPC Staff Support)	$ 40,909		$ 40,909		$ -	
13	FDOT (S. R. 40 Scenic Highway)	$ -		$ 20,000		$ (20,000)	
14	FDOT (LRTP 2035)	$ 120,000		$ -		$ 120,000	
15	DCA (Wekiva Commission)	$ 5,000		$ 15,000		$ (10,000)	
16	FDOT (GIS Coordination)	$ 50,000		$ 60,000		$ (10,000)	
17	UASI	$ 450,000		$ -		$ 450,000	
18	**Total State Revenues**		$ 942,100		$ 557,669		$ 384,431
19	Local Revenues						
20	Member Assessments @ .23	$ 723,131		$ 648,415		$ 74,716	
21	DRI Fees - (estimated)	$ 320,000		$ 320,000		$ -	
22	Seminole County 17/92 Fern Pk GIS maps	$ 18,000				$ 18,000	
23	Interest	$ 70,000		$ 72,000		$ (2,000)	
24	Sales (Publications/GIS Maps)	$ 1,000		$ 1,000		$ -	
25	Pension Fund Forfeitures	$ -		$ -		$ -	
26	**Total Local Revenues**		$ 1,132,131		$ 1,041,415		$ 90,716
27	**Total Revenues**		**$ 2,295,615**		**$ 1,859,968**		**$ 435,647**
28							
29	Reserves (Needed to balance Budget)		140,791				
30	**Total Revenues and Reserves Used**		**$ 2,436,406**		**$ 1,859,968**		**$ 576,438**
31							
32	Consultants (included above)		included in				
33	DRIs	$ 72,000	(line 21)	$ 72,000	(line 21)	$ -	
34	UF (LRTP 2035)	$ 60,000	(line 14)	$ -		$ 60,000	
35	UASI	$ 410,000	(line 17)	$ -		$ 410,000	
36	FDOT (GIS Coordination action plan)	$ -		$ 55,000	(line 16)	$ (55,000)	
37	FDOT (Green Mountain)	$ -		$ 60,000	(line 5)	$ (60,000)	
38	FDOT (S.R. 40 Scenic Highway)			$ 18,000	(line 13)	$ (18,000)	
39	**Total Consultants**		$ 542,000		$ 205,000		$ 337,000
40							
41							
42	Speculative Revenues - Contracts						
43	Cape Canaveral Visioning Assistance	$ 35,000					
44	Seminole Co. Comp Plan Reg. Vision	$ 80,000					
45	Seminole Co GIS 17-92 CRA 436 -Sanford	$ 100,000					
46	REMI Econ Impact Study C. Fl. Zoo	$ 15,000					
	REMI Econ Impact Study LYNX	$ 50,000					
	REMI Econ Imp. Study C. Fl. Com Rail	$ 85,000					
47	Emergency Mgt Special Projects	$ 30,000					
48	GIS Mapping Rockledge	$ 10,000					
49	Speculative Total		$ 405,000				

Note: Governor Crist ordered all state agencies to cut their budgets another 4% August 4, so we can expect our DCA General revenue to drop to $265,143. It has not been announced to us yet.

FY 2009 Proposed Expenditures Budget Compared to FY2008 Page 1 of 3

	A	B	C	D	E	F	G
1		Proposed FY09		Adopted Budget FY 08		Changes To FY09 from FY08	
2		Items	Totals	Items	Totals	Items	Totals
3	Personnel						
4	Salaries & Wages	$ 891,760		$ 804,000		$ 87,760	
5	Fringe Benefits	$ 307,031		$ 276,853		$ 30,178	
6	Total Staffing		$ 1,198,791		$ 1,080,853		$ 117,938
7							
8	Casual Labor (secretarial temps)	$ 5,000		$ -		$ 5,000	
9	Contract labor- SRPP and contracts	$ 85,000					
10	Outside Services - Computers	$ 24,000		$ 18,000		$ 6,000	
11	Interns	$ 30,000		$ 15,000		$ 15,000	
12	Unemployment	$ -		$ -		$ -	
13	Total Contract and Unemployment		$ 144,000		$ 33,000		$ 26,000
14	**Total Personnel**		$ 1,342,791		$ 1,113,853		$ 143,938
15	A	B	C	D	E	F	G
16		Proposed FY09		Approved Budget FY 08		Changes To FY09 from FY08	
17	Operating Expenses	Items	Totals	Items	Totals	Items	Totals
18	*Office Administration*						
19	Insurance	$ 14,000		$ 14,000		$ -	
20	Pension Fund Management Fee	$ 900		$ 900		$ -	
21	**Total Office Administration**		$ 14,900		$ 14,900		$ -
22	*Office Operations*						
23	Advertising/Regional Promotion	$ 4,000		$ 4,000		$ -	
24	Cleaning/Pest Control Services	$ 6,000		$ 6,000		$ -	
25	Computer Operations (General)	$ 29,664		$ 29,664		$ -	
26	Electric Utility	$ 10,000		$ 8,500		$ 1,500	
27	Graphics/Outside Printing	$ 30,000		$ 30,000		$ -	
28	Library/Subscriptions/Legal Ads	$ 3,000		$ 3,000		$ -	
29	Meeting Expenses	$ 16,551		$ 16,551		$ -	
30	Office Supplies	$ 12,000		$ 8,000		$ 4,000	
31	Postage	$ 12,000		$ 9,000		$ 3,000	
32	Professional & Agency Dues	$ 25,000		$ 25,000		$ -	
33	Rent	$ 125,000		$ 125,000		$ -	
34	Office Maintenance	$ 4,000		$ 4,000		$ -	
35	Sales and Lease Taxes	$ 400		$ 400		$ -	
36	Storage - Off Site Records	$ 1,600		$ 1,400		$ 200	
37	Telephone Communications	$ 8,000		$ 8,000		$ -	
38	**Total Office Operations**		$ 287,215		$ 278,515		$ 8,700
39	*Equipment*						
40	Equipment (General)	$ 22,000		$ 22,000		$ -	
41	Equipment Maintenance/Rental	$ 1,500		$ 1,500		$ -	
42	Equipment Use Charge	$ 12,000		$ 12,000		$ -	
43	**Total Equipment**		$ 35,500		$ 35,500		$ -
44	*Staff Support*						
45	Staff Training	$ 14,000		$ 14,000		$ -	
46	Staff Travel/Sustenance	$ 30,000		$ 30,000		$ -	
47	Recruiting	$ 4,000		$ 4,000		$ -	
48	**Total Staff Support**		$ 48,000		$ 48,000		$ -
49	*Board Support*						
50	Inter-Regional Board Relations	$ 7,500		$ 7,500		$ -	
51	**Total Board Support**		$ 7,500		$ 7,500		$ -
52	*Contingencies*						
53	Contingencies	$ -		$ 10,000		$ (10,000)	
54	**Total Contingencies**	.	$ -		$ 10,000		$ (10,000)
55	Total Operating Expenses		$ 1,735,906		**$ 1,508,268**		**$ 142,638**
56	A	B	C	D	E	F	G
57		Proposed FY09		Approved Budget FY 08		Changes To FY09 from FY08	
58	External Expenses	Items	Totals	Items	Totals	Items	Totals
59	*Professional Services*						
60	Annual Audit/Audit Preparation	$ 17,000		$ 15,000		$ 2,000	
61	Legal Counsel	$ 44,000		$ 44,000		$ -	
62	Web Site Upgrade	$ -		$ 30,000		$ (30,000)	
63	S. Bitar VISA Sponsorship	$ 4,000		$ 7,000		$ (3,000)	
64	Consultants (FDOT/GIS - Action Plan)	$ -		$ 55,000		$ (55,000)	
65	Consultants (DRI)	$ 72,000		$ 72,000		$ -	
66	Consultants(Green Mountain)	$ -		$ 60,000		$ (60,000)	
67	Consultants (UF/LRTP 2035)	$ 60,000		$ -		$ 60,000	
68	Consultants (SRPP)	$ 15,000		$ -		$ 15,000	
69	Consultants(S.R. 40 Scenic Hyway)	$ -		$ 18,000		$ (18,000)	
70	Consultants (Office Architect)	$ 30,000		$ -		$ 30,000	
71	Consultants (UASI)	$ 410,000		$ -		$ 410,000	
72	**Total Professional Services**		$ 652,000		$ 301,000		$ 351,000
73	*Project Expenses*						
74	GIS Coordination	$ 3,000		$ 3,000		$ -	
75	GIS Data Collection	$ 1,500		$ 1,500		$ -	
76	HMEP Training	$ 24,000		$ 26,200		$ (2,200)	
77	REMI Maintenance	$ 20,000		$ 20,000		$ -	
78	**Total Project Expenses**		$ 48,500		$ 50,700		$ (2,200)
79	Total External Expenses		$ 700,500		$ 351,700		$ 348,800
80	Total Expenditures		**$ 2,436,406**		**$ 1,859,968**		**$ 491,438**

FY 2009 Proposed Local Assessments Compared to FY 2008

	A	B	C	D	E	F	G
1		FY 2009		FY 2008		Change FY 09 - FY 08	
2	Member	2007	Assessment @	2006	Assessment @	Dollar	Percent
3	Governments	Population	0.23/Capita	Population	0.21054/Capita	Change	Change
4	Brevard County	552,109	$ 126,985	543,050	$ 114,334	$ 12,651	11.1
5	Lake County	286,499	$ 65,895	276,783	$ 58,274	$ 7,621	13.1
6	Orange County	1,105,603	$ 254,289	1,079,524	$ 227,283	$ 27,006	11.9
7	Osceola County	266,123	$ 61,208	255,903	$ 53,878	$ 7,330	13.6
8	Seminole County	425,698	$ 97,911	420,667	$ 88,567	$ 9,344	10.5
9	Volusia County	508,014	$ 116,843	503,844	$ 106,079	$ 10,764	10.1
10	**Total Assessments**	**3,144,046**	**$ 723,131**	**3,079,771**	**$ 648,415**	**$ 74,716**	11.5