



Council Meeting Agenda

Wednesday, September 7, 2016 • 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
 - July 2016 Council Meeting Minutes (Attachment 1)
 - June and July 2016 Financial Reports (Attachment 2)
- III. Public Comments
- IV. Office Location Findings and Recommendations (Attachment 3)
- V. Lease Extension (Attachment 4)
- VI. Resolution #03-2016: Comprehensive Development Strategy (CEDS) (Attachment 5)
- VII. Executive Director's Report
 - Lake Pickett Development Meeting
 - Projects and Activities (Attachment 6)
- VIII. Nominating Committee Recommendations – Commissioner Welton Cadwell
- IX. Chair's Report
 - FRCA Update
 - 2017 Council Meeting Schedule (Attachment 7)
- X. Brief County Updates – County Representatives
- XI. Announcements/Public Comments
- XII. Next Meeting: November 16, 2016
- XIII. 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

JULY 20, 2016 10:00 A.M.

COMMISSIONER LEE CONSTANTINE PRESIDING

In Attendance:

County Representatives:

Commissioner Welton Cadwell, Lake County
Commissioner Scott Boyd, Orange County
Commissioner Bryan Nelson, Orange 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
Councilman Doug Daniels, Volusia County

Municipal Representatives:

Mayor Gary Bruhn, Tri-County League of Cities (Town of Windermere)
Mayor David Meador, Tri-County League of Cities (City of Lake Mary)
Vice Mayor Leigh Matusick, Volusia County League of Cities (City of DeLand)

Gubernatorial Appointees:

Ms. Jill Rose, Orange County

Ex-Officio Members:

Ms. Nancy Christman, St. Johns River Water Management District
Mr. William Graf, South Florida Water Management District

Other Attendees:

Mr. Richard Mueller
Mr. Jay Zembower, Chuluota Community Association and Lake Pickett Lake Owners Association
Ms. Arlene Smith, Volusia County
Mr. Tim McClendon, Lake County
Mr. Bill Blend, Moore Stephens Lovelace CPAs

Members not in Attendance:

Commissioner Andy Anderson, Brevard County
Commissioner Curt Smith, Brevard County
Commissioner Timothy Sullivan, Lake County
Commissioner Don Burgess, Sumter County
Councilwoman Deborah Denys, 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)
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
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. Lelia Hars	Mr. PJ Smith
Mr. Fred Milch	Ms. Tara McCue
Ms. Michelle Cechowski	Mr. Chris Atkinson
Ms. Pegge Parker	

I. Call to Order and General Business

Commissioner Constantine called the meeting to order at 10:20 a.m. Ms. Pegge Parker called the roll and announced a quorum was present. The Pledge of Allegiance was led by Commissioner Boyd.

II. Consent Agenda

- May 2016 Council Meeting Minutes: Commissioner Constantine asked if there were any discussions, deletions or additions to the minutes. As there were no objections, Commissioner Breeden made a motion to approve the minutes and Mayor Bruhn seconded the motion. A vote was taken and the motion to approve the minutes passed unanimously.
- Financial Reports: Mr. Harling discussed the Financial Reports for April and May 2016 which reflected the financial forecast for June 2016. Mayor Bruhn made a motion to accept the Financial Reports and Vice Mayor Matusick seconded the motion. A vote was taken and the motion to approve passed unanimously.
- FY2015-2016 Budget Amendment: Mr. Harling detailed the additional revenue and expenses incurred this year showing an ending balance of -\$8,030. He explained that he anticipated bringing in additional revenue to end the fiscal year with a balanced budget. Commissioner Constantine stated that there was considerable discussion at the earlier Executive meeting regarding the Amendment, as well as the FY2015-2016 Audit and FY2016-2017 Budget, and it was decided to add an additional Executive meeting to discuss them in greater detail before the next regularly scheduled Council meeting. Commissioner Constantine did note the very good increase in revenues of \$600,000 and the reserves level of almost \$800,000. The Executive Board is striving to have a balanced budget without going into the reserves as was needed in the past since not receiving State funds. Commissioner Janer asked for a clearer explanation of the \$200,000 pass-through funds which comes out of the \$600,000 in revenue. Mr. Harling explained that these funds go to outside consultants involved in the grants. A motion for approval was made by Vice Mayor Matusick and seconded by Mayor Bruhn. A vote was taken and passed unanimously.

III. Public Comments

- There were no public comments at this time.

IV. FY2015-2016 Audit Presentation – Mr. Bill Blend, Moore Stephens Lovelace CPAs

Mr. Bill Blend of Moore Stephens Lovelace, the external auditors, gave a presentation on the September 30, 2015 Financial Statement. He reviewed the required communications letter that states their responsibilities, as well as our responsibilities. Consideration is given for internal control over financial reporting in order to determine auditing procedures and compliance with financial reporting. He stated there were no significant deficiencies and no violations of compliance issues or regulations.

Commissioner Horan asked about the amount of reserves required for a company with a \$2.7 million budget. Mr. Blend said that it was up to the organization but his suggestion was at least at 25%, as a cushion to cover unexpected costs. Commissioner Constantine stated he thought the reserve level should be higher and suggested 50%. Commissioner Horan responded that the RPC had more than adequate reserves to balance under a normal accounting standard and strenuously objected and felt it unnecessary to have a reserve balance of 50%. Commissioner Constantine explained that there were many reasons to have a stronger reserve account such as: not receiving State funds for the last six years; our dependence on bringing in contracts; having to reduce staff to balance the budget for the last two years; excess DRI funds that may have to be paid back for DRIs that are no longer needed; and, the liability to employees for accrued paid time off. He felt these are reasons the RPC reserves may need to be in a more prudent fiscal state in order to cover operating expenses. Commissioner Cadwell suggested having the Auditor return to discuss this in more detail at an additional Executive meeting in August. There was a motion to receive the audit by Commissioner Cadwell and seconded by Commissioner Breeden and the motion carried.

V. Proposed – FY2016-2017 Budget and Work Plan

- **Work Plan:** Mr. Harling reviewed the proposed Work Plan for the next fiscal year. Current total contract revenue for these projects totals \$677,053 with \$539,600 going to ECFRPC. Pending projects include projects from the DEO, St. Cloud Visioning (a two year project), Sanford Hospital District, Indian River Lagoon (with the Treasure Coast RPC), a loan program (with the South Florida RPC), FDOT Corridor Assistance, and prospective projects using the Route Conditioning Tool that was developed by the RPC. Commissioner Janer recommended the Route Conditioning Tool to Osceola County and was impressed with the value compared to the cost.

Commissioner Daniels asked about the current project with the Indian River Lagoon and Mr. Harling explained that the RPC has completed the location of all the hotspots in the Indian River Lagoon, including Mosquito Lagoon, and are in the process of completing a report on best methodologies, including the use of street sweepers as one of the most cost effective methods. Commissioner Grieb discussed an upcoming meeting she will be attending at Lake Okeechobee, held by the Army Corps of Engineers, to discuss the watershed project area which does not include the upper basin. Commissioner Constantine stated that at the recent FRPA annual meeting, the organization and specifically the five RPCs surrounding that area, sent a letter stating full support. Commissioner Grieb asked if it would also be possible for the ECFRPC to send a letter of support to the Army Corps of Engineers to include the upper basin. Commissioner Constantine agreed. Commissioner Grieb then made a motion for the RPC to write the letter to the ACOE encouraging them to consider including the upper basin for the Lake Okeechobee Watershed Project in the overall solution. The motion was seconded, voted on and approved. A motion was also made by Commissioner Janer to

approve the Work Plan for FY 2016-2017 and Mayor Bruhn seconded the motion. It was voted on and approved.

- Budget: Mr. Harling explained the proposed budget including the inclusion of pending projects. Current proposed revenue, without any pending projects, is \$1,069,669; and current proposed expenditures are \$1,529,435. This leaves a deficit of \$459,766. An additional \$162,712 is shown in pending projects which would reduce the deficit to \$297,054. Additional pending/work of \$300,000 is expected to be added to balance the budget. With the increase in Emergency Management training programs, sea level rise projects, the Indian River Lagoon, and potential road programs, Mr. Harling stated he is confident in acquiring the needed funds. A motion was made by Commissioner Horan to approve the Budget for FY 2016-2017 and seconded by Mayor Bruhn. It was voted on and approved.

VI. Executive Director's Report

- Projects and Activities: Mr. Harling provided an overview on current, ongoing and prospective projects and activities for May and June 2016. A handout was provided with more specific information for each of these projects.
- Office Lease Update: Commissioner Constantine updated the Council on the current office lease situation. The current contract expires September 30, 2016. Emerson International, the RPC's current leaseholder, owns the building in Longwood that is under consideration. Another office location in consideration, the Lynx building, is located in downtown Orlando. The office space would be adequate at approximately 4,000 SF for the RPC's needs and would not include a conference room but would share the one in the building at no additional cost. Commissioner Constantine suggested that by being located at the Lynx building, there would be added value of working with other centrally located regional agencies such as the MPO. Mayor Meador brought up the issue of location and the challenge to driving downtown and parking. Mr. Livingston stated that the RPC has received a Letter of Proposal from Emerson for the Longwood location which would still involve negotiations. The RPC is still working on acquiring the Lynx proposal. The RPC has been told verbally that, if necessary, up to a three-month extension to the current lease is acceptable. Mr. Livingston suggested that getting this in writing to protect the RPC. Commissioner Grieb made the motion to request a Letter of Commitment for a three month extension to the current contract. Mayor Bruhn seconded the motion; it was voted on and passed unanimously.

VII. Chair's Report

- Nomination Committee Selection for Executive Board: Commissioner Constantine stated that Commission Cadwell was selected to Chair the Nomination Committee for the selection of the Executive Board. Commissioner Cadwell asked if anyone from the Council would like to serve on the Nomination Committee. Mayor Bruhn and Commission Grieb agreed to be on the Nomination Committee. Mr. Livingston explained that the Nominating Committee would meet immediately before the next Council meeting.
- Commissioner Constantine gave an update on the last FRCA meeting. Mr. Harling stated that FRCA had awarded Commissioner Constantine a volleyball instead of a plaque, as a unique award to serve as their appreciation for his service as President of FRCA. Ms. Barbara Sheen Todd was voted to serve as the next President. Commissioner Constantine will serve as First Past President.

- Commissioner Constantine stated that there was a request by the Orange County Commission to make a presentation on Lake Pickett and the land use applications. Commissioner Boyd introduced Mr. John Weiss, Department Director for the Community Environmental and Development Services Department and Mr. Greg Gologowski, Chief Planner with the Planning Division. After the presentation, which described the Lake Pickett Study area proposals, it was decided that the RPC would facilitate a meeting between Seminole County, Oviedo and Orange County to further the discussion before the next Council meeting. Public comments were given by Mr. Richard Mueller, private citizen, regarding traffic studies in East Orange County and Mr. Jay Zenbauer, Chuluota Community Association and Lake Pickett Lake Owners Association, regarding the Lake Pickett development. Mr. Jerry Livingston clarified that this discussion falls under Brief County Updates and that no action is being taken by the Council as this was not an Agenda item.

VIII. Brief County Updates – County Representatives

- Except as stated above, no additional items were reported at this time.

IX. Announcements/Public Comments

- No other items to report at this time.

X. Proposed Next Meeting: September 14, 2016

- As this is not the next normal meeting date, it was suggested to Council to adjust their calendars accordingly.

XI. Adjournment

There being no further business before the Council, Commissioner Constantine adjourned the meeting at 12:30 p.m.

Financial Forecast

Statement of Condition as of June 30, 2016

Cash-in-bank on June 1, 2016		\$831,032.38
Deposits and Interest - June 2016	\$97,266.26	
Checks Issued - June 2016	<u>-\$143,072.23</u>	
Cash-in-bank on June 30, 2016		<u>\$785,226.41</u>

Financial Forecast for July 2016

Operating Cash July 1, 2016		\$785,226.41
Accounts Payable on July 1, 2016		<u>-26,509.71</u>
Net Operating Cash for July 1, 2016		\$758,716.70

Anticipated Revenue/Expense for July 2016:		
Accounts Receivables (Revenues)	\$149,780.81	
Accounts Payables (Expenditures)	<u>-\$164,429.77</u>	
Net Anticipated Revenue/Expense		<u>-\$14,648.96</u>
Anticipated Operating Cash for August 1, 2016		<u>\$744,067.74</u>

	Budget	5/31/2016	Actual	Current	Under (Over)	75.00%
		Year to Date	June	Year to Date		
Personnel						
Salaries & Wages (Permanent)	673,723	492,320	58,638	550,958	122,765	81.8%
Fringe Benefits	298,854	215,832	26,830	242,662	56,192	81.2%
Outside /Temporary Services	20,000	9,843	1,447	11,290	8,710	56.5%
Unemployment	-	-	-	-	-	-
Total Personnel	992,577	717,995	86,915	804,910	187,667	81.1%
Overhead						
Annual Audit/Audit Preparation	25,000	1,045	15,865	16,910	8,090	67.6%
Computer Ops (General)	30,000	15,761	586	16,347	13,653	54.5%
Depreciation/Use Charge	13,000	5,318	665	5,982	7,018	46.0%
Equipment & Software over \$500(General)	12,000	2,147	1,127	3,274	8,726	27.3%
Equipment & Software under \$500(General)		492	-	492		
Equipment Maintenance/Rental	1,300		-		1,300	0.0%
Equipment Lease/Sales Taxes	50		-		50	0.0%
Graphics/Outside Printing	20,000	9,431	1,185	10,616	9,384	53.1%
Insurance	12,000	8,458	1,154	9,613	2,387	80.1%
Inter-Regnl Bd Rel (travel/training)	2,000	2,687	-	2,687	(687)	134.4%
Legal Counsel	40,000	26,672	3,334	30,006	9,994	75.0%
Library/Publications/Subscriptions	2,500	235	36	271	2,229	10.8%
Office Supplies	6,000	2,038	428	2,466	3,534	41.1%
Pension Fund Mgmt. Fee	1,400	1,260	-	1,260	140	90.0%
Postage	2,000	465	104	570	1,430	28.5%
Professional Dues	36,809	29,187	2,448	31,636	5,173	85.9%
Recruiting	100		-		100	0.0%
Rent	120,768	80,512	10,064	90,576	30,192	75.0%
Office Maintenance	1,500		-		1,500	0.0%
Staff Training	7,500	2,729	1,325	4,054	3,446	54.1%
Telephone & Communications	4,000	3,746	274	4,020	(20)	100.5%
Staff Travel	20,000	17,892	3,455	21,347	(1,347)	106.7%
Advertising	170		-		170	0.0%
Contingencies	20,000				20,000	0.0%
Hmep Training	44,000		18,050	18,050	25,950	41.0%
EM Exercise Expense		17,891	19,665	37,556	(37,556)	
EM Workshop Expense		45,939	-	45,939	(45,939)	
Overtime/Backfill reimbursement			-		-	
GIS Coordination	3,000		-		3,000	0.0%
GIS Data Collection	1,500		-		1,500	0.0%
Consultants - DRI	6,000		-		6,000	0.0%
Consultants - IRL	100,000	60,000	40,000	100,000	-	100.0%
Web site maintenance	10,500	2,625	-	2,625	7,875	25.0%
Storage-Off Site Records	3,000	1,833	235	2,068	932	68.9%
Meeting Expenses	3,500	1,879	46	1,925	1,575	55.0%
Miscellaneous supplies		233	-	233	(233)	
Data fees			3,245	3,245	(3,245)	
REMI Annual Maintenance	21,000	13,733	1,717	15,450	5,550	73.6%
Total Overhead	570,597	354,209	125,009	479,218	91,379	84.0%
Total Expenditures	1,563,174	1,072,204	211,924	1,284,128	279,046	82.1%

East Central Florida Regional Planning Council
Financial Report June 2016

	31016	31115	31216	31516	31407	31612	31714	31814	32307	33516	34016	34412	34515	34915	35115	35315	35715	
			FY16	FY16		Safe Routes	FDOT	USDC	Regional	SRES	Volusia Cty	HUD	Regional	Kissimmee	Regional	Kissimmee	Osceola	
Project:	General	Unfunded	LEPC Staff	Haz Mat Emrg	DRI	to School	CFGIS	EDA/CEDS	Evacuation		Proj Mgmt		Coordinator	Housing	Haz Mat	Medical/Arts	Housing	
		Mandates	Support	Preparedness	Reviews	Webpage			Study				USAR	Study	Coordinator		Study	
REVENUES																		
Revenues Paid:																		
Member Assessments	573,881.00																	
Member REMI Contributions																		
Federal				61,452.63				31,380.90			6,446.70		54,747.14		53,161.64			
State			22,577.10															
Local														6,184.84		4,027.84	10,743.13	
DRI Fees					6,166.65													
Other	7,697.64																	
Pension forfeiture																		
Total Revenues Received	581,578.64	0.00	22,577.10	61,452.63	6,166.65	0.00	0.00	31,380.90	0.00	0.00	6,446.70	0.00	54,747.14	6,184.84	53,161.64	4,027.84	10,743.13	
Account Receivables:																		
Member Assessments								31,380.90										
Federal				25,942.16					1,238.22				15,523.23		20,694.19			
State			14,206.91				25,851.36											
Local/Other														6,644.91			22,000.00	
Total Accounts Receivables	581,578.64	0.00	36,784.01	87,394.79	6,166.65	0.00	25,851.36	62,761.80	0.00	1,238.22	6,446.70	0.00	70,270.37	12,829.75	73,855.83	4,027.84	32,743.13	
EXPENDITURES																		
Salaries	143,831.50	42,254.06	17,453.76	9,640.65	3,037.37	2,706.44	8,085.53	23,908.24	94.66	610.02	4,807.50	391.47	33,843.59	6,424.03	34,701.18	2,255.71	19,130.41	
Fringe Benefits (Pool)	65,247.59	19,254.04	7,308.51	3,797.31	1,384.05	1,233.25	3,684.36	9,835.04	43.13	277.97	362.40	178.38	15,421.61	2,927.26	15,812.39	952.57	8,717.21	
Indirect Cost (Pool)	82,461.35	24,258.95	9,766.30	5,299.97	1,743.83	1,553.82	4,642.07	13,308.44	54.34	350.23	2,039.02	224.75	19,430.33	3,688.17	19,922.69	1,265.35	10,983.18	
Unemployment Comp																		
Audit Fees																		
Advertising/Regional Promotion																		
Computer Operations	5,490.37						6,800.00	500.00										191.88
Dues	1,359.77		100.00															
Equipment	1,126.78																	
Equipment under \$500	492.23																	
Software over \$500	1,398.80																	
Graphics	2,111.61	596.08	1,000.89	1,528.39	1.40	1.40	14.40	91.17					155.20	23.00	2,169.54		95.02	
Board Member Travel	2,168.19	519.05																
Legal	30,006.00																	
Office Supplies	620.44	30.00		69.84											34.92			
Postage	49.00	13.80	48.21	9.50				54.18										
Publications	187.46	22.12	25.48					35.95										
Recruiting																		
Rent																		
Equipment Rent & Maintenance																		
Staff Training	1,705.18		1,205.00	805.00				338.65										
HMEP Training				18,050.00														
Emergency Mgmt Exercise Exp																		
Overtime/Backfill reimbursement																		
Taxes, Sales/Property																		
Telephone													789.74					
Travel	1,703.66	4,618.87	8,336.14	2,045.33				1,316.12					629.90		1,215.11		48.34	
Temporary Labor/Outside Services																		
Interest Expense																		
DATA Fees								3,245.00										
Consultants																		
GIS Coordination																		
Emergency Mgmt Workshop Expense				45,939.15														
Overtime/Backfill reimbursement																		
Meeting Expenses	742.16	1,162.68																
Miscellaneous supplies				209.65														
REMI Annual Maintenance	2,621.00							10,129.01										
Web Site Maintenance							2,625.00											
Web Site Upgrade																		
Office Maint/Painting																		
HUD DeBary sub-recipient																		
HUD Seminole County sub-recipient																		
HUD Longwood sub-recipient																		
HUD Orange County sub-recipient																		
HUD Orlando sub-recipient																		
HUD Shimerberg UF sub-recipient																		
TOTAL EXPENDITURES	343,323.09	92,729.65	45,244.29	87,394.79	6,166.65	5,494.91	25,851.36	62,761.80	192.13	1,238.22	7,208.92	794.60	70,270.37	13,062.46	73,855.83	4,473.63	39,166.04	

East Central Florida Regional Planning Council
Financial Report June 2016

	35815	35915	36015	36115	36215	36316	36416	36516	36616	36716	36816	36916	37016	37116	37216	
	Hospital	LCSD Hazardous	Sumter	Osceola	Eatonville	Orange	I-Drive	THIRA	Sumter	DEP/TBRPC	Volusia County	DEO/	FDOH-Lake local	Sunter	SFRC/Coastal	
Project:	Needs	Condition	Hazard	Hazard	CRA	County	Economic	Impact Analysis	County	Coast to	Haz Mat	Indian River	distribution	GIS Atlas	Flood Hazard	
	Assessment	Analysis	Analysis	Analysis		Food Project			Exercise	Coast to	Drill 2015	Lagoon	site exercise		Resiliency	
REVENUES																
Revenues Paid:																
Member Assessments																
Member REMI Contributions																
Federal		4,170.38							9,119.50		2,999.00		7,912.00			
State						23,000.00						95,000.00				
Local	23,923.49				2,117.82											
DRI Fees																
Other																
Pension forfeiture																
Total Revenues Received	23,923.49	4,170.38	0.00	0.00	2,117.82	23,000.00	0.00	0.00	9,119.50	0.00	2,999.00	95,000.00	7,912.00	0.00	0.00	
Account Receivables:																
Member Assessments																
Federal			5,434.00	4,370.00				10,929.77		36,000.00						4,670.27
State						7,000.00						60,000.00				
Local/Other	10,590.13							24,950.00							9,287.48	
Total Accounts Receivables	10,590.13							24,950.00							9,287.48	
	34,513.62	4,170.38	5,434.00	4,370.00	2,117.82	30,000.00	24,950.00	10,929.77	9,119.50	36,000.00	2,999.00	155,000.00	7,912.00	9,287.48	4,670.27	
EXPENDITURES																
Salaries	15,766.31	1,768.09	2,874.07	3,547.80	1,278.28	16,099.06	10,015.19	5,483.29	142.09	18,226.32	1,997.07	29,796.65	14.21	4,533.88	2,239.18	
Fringe Benefits (Pool)	7,184.28	805.67	1,198.14	1,183.74	582.48	6,884.12	4,549.20	2,144.07	50.79	8,305.24	689.59	12,334.74	5.08	2,065.97	1,020.33	
Indirect Cost (Pool)	9,051.77	1,015.10	1,606.09	1,866.14	733.88	9,064.63	5,744.24	3,008.25	76.07	10,464.12	1,059.63	16,616.73	7.61	2,603.00	1,285.56	
Unemployment Comp																
Audit Fees																
Advertising/Regional Promotion																
Computer Operations	900.00															
Dues																
Equipment																
Equipment under \$500																
Software over \$500																
Graphics	103.25		39.15	2.34	31.99		7.20	239.50	0.40	177.62	289.25	291.34		84.63	35.11	
Board Member Travel																
Legal																
Office Supplies								33.37								
Postage		1.42	18.89	7.90						40.14		37.04				
Publications																
Recruiting																
Rent																
Equipment Rent & Maintenance																
Staff Training																
HMEP Training																
Emergency Mgmt Exercise Exp									7,930.00				6,880.00			
Overtime/Backfill reimbursement																
Taxes, Sales/Property																
Telephone																
Travel	8.01		107.28	119.92		48.40	126.48	21.29	21.11	140.91	201.30	110.74			90.09	
Temporary Labor/Outside Services																
Interest Expense																
DATA Fees																
Consultants												100,000.00				
GIS Coordination																
Emergency Mgmt Workshop Expend																
Overtime/Backfill reimbursement																
Meeting Expenses								20.00								
Miscellaneous supplies											23.59					
REMI Annual Maintenance	1,500.00							1,200.00								
Web Site Maintenance																
Web Site Upgrade																
Office Maint/Painting																
HUD DeBary sub-recipient																
HUD Seminole County sub-recipient																
HUD Longwood sub-recipient																
HUD Orange County sub-recipient																
HUD Orlando sub-recipient																
HUD Shimerberg UF sub-recipient																
TOTAL EXPENDITURES	34,513.62	3,590.28	5,843.62	6,727.84	2,626.63	32,096.21	21,662.31	10,929.77	8,220.46	37,354.35	4,260.43	159,187.24	6,906.90	9,287.48	4,670.27	

East Central Florida Regional Planning Council
Financial Report June 2016

	37416	37516	37616	37716	37816	37916	38016	38216	
	FDEM/SHSGP	Osceola County	Jewish	Sumter County	Volusia	Sumter County	Seminole County	Osceola County	
Project:	Exercises	Hurricane	Federation	EMAP.Support	TPO SLR	COOP TTX	Whole Community	Route Condition	Total
		Exercise	CEMP				TTX	Tool	
REVENUES									
Revenues Paid:									
Member Assessments									573,881.00
Member REMI Contributions									0.00
Federal									231,389.89
State									140,577.10
Local			5,250.00			8,500.00			60,747.12
DRI Fees									6,166.65
Other									7,697.64
Pension forfeiture									0.00
Total Revenues Received	0.00	0.00	5,250.00	0.00	0.00	8,500.00		0.00	1,020,459.40
Account Receivables:									0.00
Member Assessments									31,380.90
Federal	1,270.70	21,784.93			5,000.00		3,150.00		156,007.47
State									107,058.27
Local/Other			1,750.00	7,059.46					82,281.98
Total Accounts Receivables									0.00
	1,270.70	21,784.93	7,000.00	7,059.46	5,000.00	8,500.00	3,150.00	0.00	1,397,188.02
EXPENDITURES									
Salaries	623.34	565.39	7,239.91	3,937.48	3,058.23	1,563.21	244.62		484,189.79
Fringe Benefits (Pool)	282.04	257.63	3,006.87	1,055.37	1,393.55	690.15	111.47		212,237.59
Indirect Cost (Pool)	357.08	324.60	4,041.35	1,969.19	1,755.79	888.73	140.44		274,672.79
Unemployment Comp									0.00
Audit Fees									0.00
Advertising/Regional Promotion									0.00
Computer Operations									13,882.25
Dues									1,459.77
Equipment									1,126.78
Equipment under \$500									492.23
Software over \$500									1,398.80
Graphics	7.09	44.28	32.92	0.60	26.00	218.69	0.20		9,419.66
Board Member Travel									2,687.24
Legal									30,006.00
Office Supplies									788.57
Postage	1.15								281.23
Publications									271.01
Recruiting									0.00
Rent									0.00
Equipment Rent & Maintenance									0.00
Staff Training									4,053.83
HMEP Training									18,050.00
Emergency Mgmt Exercise Exp		20,540.00				61.94	2,144.50		37,556.44
Overtime/Backfill reimbursement									0.00
Taxes, Sales/Property									0.00
Telephone									789.74
Travel		53.03	46.36	96.82	37.34	150.36	16.62	37.29	21,346.82
Temporary Labor/Outside Services									0.00
Interest Expense									0.00
DATA Fees									3,245.00
Consultants									100,000.00
GIS Coordination									0.00
Emergency Mgmt Workshop Expense									45,939.15
Overtime/Backfill reimbursement									0.00
Meeting Expenses									1,924.84
Miscellaneous supplies									233.24
REMI Annual Maintenance									15,450.01
Web Site Maintenance									2,625.00
Web Site Upgrade									0.00
Office Maint/Painting									0.00
HUD DeBary sub-recipient									0.00
HUD Seminole County sub-recipient									0.00
HUD Longwood sub-recipient									0.00
HUD Orange County sub-recipient									0.00
HUD Orlando sub-recipient									0.00
HUD Shimberg UF sub-recipient									0.00
TOTAL EXPENDITURES	1,270.70	21,784.93	14,367.41	7,059.46	6,270.91	3,573.08	2,657.85	37.29	1,284,127.78

Financial Forecast

Statement of Condition as of July 31, 2016

Cash-in-bank on July 1, 2016		\$785,226.41
Deposits and Interest - July 2016	\$149,780.81	
Checks Issued - July 2016	<u>-\$190,939.48</u>	
Cash-in-bank on July 31, 2016		<u><u>\$744,067.74</u></u>

Financial Forecast for August 2016

Operating Cash August 1, 2016		\$744,067.74
Accounts Payable on August 1, 2016		<u>-26,439.39</u>
Net Operating Cash for August 1, 2016		\$717,628.35

Anticipated Revenue/Expense for August 2016:		
Accounts Receivables (Revenues)	\$105,407.12	
Accounts Payables (Expenditures)	<u>-\$61,432.88</u>	
Net Anticipated Revenue/Expense		<u>\$43,974.24</u>
Anticipated Operating Cash for September 1, 2016		<u><u>\$761,602.59</u></u>

	Budget	6/30/2016	Actual	Current	Under (Over)	83.33%
		Year to Date	July	Year to Date		
Personnel						
Salaries & Wages (Permanent)	762,001	550,958	79,125	630,083	131,918	82.7%
Fringe Benefits	336,096	242,662	28,868	271,530	64,566	80.8%
Outside /Temporary Services	20,000	11,290	4,621	15,911	4,089	79.6%
Unemployment	-	-	-	-	-	-
Total Personnel	1,118,097	804,910	112,613	917,523	200,574	82.1%
Overhead						
Annual Audit/Audit Preparation	25,000	16,910	6,500	23,410	1,590	93.6%
Computer Ops (General)	18,000	16,347	574	16,921	1,079	94.0%
Depreciation/Use Charge	9,000	5,982	665	6,647	2,353	73.9%
Equipment & Software over \$500(General)	4,000	3,274	-	3,274	726	81.8%
Equipment & Software under \$500(General)	1,000	492	103	595	405	59.5%
Equipment Maintenance/Rental	-	-	-	-	-	-
Equipment Lease/Sales Taxes	-	-	-	-	-	-
Graphics/Outside Printing	16,000	10,616	1,147	11,763	4,237	73.5%
Insurance	12,000	9,613	1,154	10,767	1,233	89.7%
Inter-Regnl Bd Rel (travel/training)	2,600	2,687	317	3,005	(405)	115.6%
Legal Counsel	40,000	30,006	3,334	33,340	6,660	83.4%
Library/Publications/Subscriptions	1,000	271	245	516	484	51.6%
Office Supplies	4,000	2,466	132	2,598	1,402	64.9%
Pension Fund Mgmt. Fee	1,400	1,260	-	1,260	140	90.0%
Postage	1,000	570	66	636	364	63.6%
Professional Dues	40,241	31,636	2,448	34,084	6,157	84.7%
Recruiting	-	-	-	-	-	-
Rent	120,768	90,576	10,064	100,640	20,128	83.3%
Office Maintenance	500	-	-	-	500	0.0%
Staff Training	7,500	4,054	95	4,149	3,351	55.3%
Telephone & Communications	4,000	4,020	177	4,197	(197)	104.9%
Staff Travel	20,000	21,347	3,976	25,323	(5,323)	126.6%
Advertising	170	-	-	-	170	0.0%
Contingencies	-	-	-	-	-	-
Hmep Training	24,000	18,050	-	18,050	5,950	75.2%
EM Exercise Expense	51,000	37,556	3,516	41,072	9,928	80.5%
EM Workshop Expense	46,000	45,939	-	45,939	61	99.9%
Overtime/Backfill reimbursement	-	-	-	-	-	-
GIS Coordination	-	-	-	-	-	-
GIS Data Collection	-	-	-	-	-	-
Consultants - DRI	-	-	-	-	-	-
Consultants - IRL	100,000	100,000	-	100,000	-	100.0%
Web site maintenance	10,500	2,625	5,250	7,875	2,625	75.0%
Storage-Off Site Records	3,000	2,068	242	2,309	691	77.0%
Meeting Expenses	2,000	1,925	90	2,015	(15)	100.8%
Miscellaneous supplies	-	233	-	233	(233)	-
Data fees	-	3,245	-	3,245	(3,245)	-
REMI Annual Maintenance	21,000	15,450	1,717	17,167	3,833	81.7%
Moving Expenses	20,000	-	-	-	20,000	0.0%
Total Overhead	605,679	479,218	41,812	521,030	84,649	86.0%
Total Expenditures	1,723,776	1,284,128	154,425	1,438,553	285,223	83.5%

East Central Florida Regional Planning Council
Financial Report July 2016

	31016	31115	31216	31217	31516	31407	31612	31714	31814	32307	33516	34016	34412	34515	34915	35115	35315
			FY16	FY17	FY16		Safe Routes	FDOT	USDC	Regional	SRES	Volusia Cty	HUD	Regional	Kissimmee	Regional	Kissimmee
		Unfunded	LEPC Staff	LEPC Staff	Haz Mat Emrg	DRI	to School	CFGIS	EDA/CEDS	Evacuation		Proj Mgmt		USAR	Housing	Haz Mat	Medical/Arts
Project:	General	Mandates	Support	Support	Preparedness	Reviews	Webpage			Study				Coordinator	Study	Coordinator	
REVENUES																	
Revenues Paid:																	
Member Assessments	573,881.00																
Member REMI Contributions																	
Federal					64,417.41				31,380.90			6,446.70		62,572.45		64,702.45	
State			22,577.10														
Local															6,184.84		4,027.84
DRI Fees						9,221.54											
Other	8,201.45																
Pension forfeiture																	
Total Revenues Received	582,082.45	0.00	22,577.10	0.00	64,417.41	9,221.54	0.00	0.00	31,380.90	0.00	0.00	6,446.70	0.00	62,572.45	6,184.84	64,702.45	4,027.84
Account Receivables:																	
Member Assessments									36,742.81								
Federal					26,287.76				5,361.91		11,204.11			7,636.78		11,411.38	
State			14,206.91	6,752.36				37,368.05									
Local/Other															6,644.91		
Total Accounts Receivables	582,082.45	0.00	36,784.01	6,752.36	90,705.17	9,221.54	0.00	37,368.05	73,485.62	0.00	11,204.11	6,446.70	0.00	70,209.23	12,829.75	76,113.83	4,027.84
EXPENDITURES																	
Salaries	164,959.96	51,342.45	17,539.70	2,171.06	10,880.52	4,563.46	2,699.05	11,224.69	28,596.65	94.40	5,545.42	4,807.50	390.41	33,970.26	6,406.48	35,979.67	2,250.09
Fringe Benefits (Pool)	73,067.20	22,831.90	7,159.81	965.47	4,250.30	2,029.36	1,200.26	4,991.60	11,461.56	41.98	2,466.04	363.94	173.61	15,106.52	2,848.95	16,000.10	927.55
Indirect Cost (Pool)	94,856.32	29,559.27	9,843.02	1,249.94	6,029.79	2,627.32	1,553.92	6,462.36	15,963.62	54.35	3,192.65	2,060.87	224.77	19,557.61	3,688.39	20,714.49	1,266.32
Unemployment Comp																	
Audit Fees																	
Advertising/Regional Promotion																	
Computer Operations	5,664.65								6,800.00	500.00							
Dues	1,510.18		100.00														
Equipment	1,126.78																
Equipment under \$500	595.06																
Software over \$500	1,398.80																
Graphics	2,456.10	613.69	1,092.42		1,543.79	1.40	1.40	14.40	94.57					155.20	23.00	2,169.54	
Board Member Travel	2,168.19	836.52															
Legal	33,340.00																
Office Supplies	674.74	30.00			69.84											34.92	
Postage	49.47	13.80	48.21	3.57	9.50				54.18								
Publications	234.50	43.68	25.48	12.74					35.95								
Recruiting																	
Rent																	
Equipment Rent & Maintenance																	
Staff Training	1,800.18		1,205.00		805.00				338.65								
HMEP Training					18,050.00												
Emergency Mgmt Exercise Exp																	
Overtime/Backfill reimbursement																	
Taxes, Sales/Property																	
Telephone														789.74			
Travel	2,039.99	4,963.87	7,834.00	2,349.58	2,917.63				1,349.77					629.90		1,215.11	
Temporary Labor/Outside Services	3,170.00																
Interest Expense																	
DATA Fees									3,245.00								
Consultants																	
GIS Coordination																	
Emergency Mgmt Workshop Expense					45,939.15												
Overtime/Backfill reimbursement																	
Meeting Expenses	832.34	1,162.68															
Miscellaneous supplies					209.65												
REMI Annual Maintenance	2,621.00								11,845.67								
Web Site Maintenance								7,875.00									
Web Site Upgrade																	
Office Maint/Painting																	
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	392,565.46	111,397.86	44,847.64	6,752.36	90,705.17	9,221.54	5,454.63	37,368.05	73,485.62	190.73	11,204.11	7,232.31	788.79	70,209.23	12,966.82	76,113.83	4,443.96

East Central Florida Regional Planning Council
Financial Report July 2016

	35715	35815	35915	36015	36115	36215	36316	36416	36516	36616	36716	36816	36916	37016	37116	
	Osceola	Hospital	LCSD Hazardous	Sumter	Osceola	Eatonville	Orange	I-Drive	THIRA	Sumter	DEP/TBRPC	Volusia County	DEO/	FDOH-Lake local	Sumter	
Project:	Housing	Needs	Condition	Hazard	Hazard	CRA	County	Economic		County	Coast to	Haz Mat	Indian River	distribution	GIS Atlas	
	Study	Assessment	Analysis	Analysis	Analysis		Food Project	Impact Analysis		Exercise	Coast to	Drill 2015	Lagoon	site exercise		
REVENUES																
Revenues Paid:																
Member Assessments																
Member REMI Contributions																
Federal			4,170.38						15,000.00	9,119.50		2,999.00		7,912.00		
State				5,424.00	4,370.00		30,000.00				36,000.00		115,000.00			
Local	10,743.13	23,923.49				2,117.82										13,000.00
DRI Fees																
Other																
Pension forfeiture																
Total Revenues Received	10,743.13	23,923.49	4,170.38	5,424.00	4,370.00	2,117.82	30,000.00	0.00	15,000.00	9,119.50	36,000.00	2,999.00	115,000.00	7,912.00	13,000.00	
Account Receivables:																
Member Assessments																
Federal													40,000.00			
State																
Local/Other	22,000.00	12,862.07						24,950.00								
Total Accounts Receivables	22,000.00	12,862.07						24,950.00								
	32,743.13	36,785.56	4,170.38	5,424.00	4,370.00	2,117.82	30,000.00	24,950.00	15,000.00	9,119.50	36,000.00	2,999.00	155,000.00	7,912.00	13,000.00	
EXPENDITURES																
Salaries	19,078.13	16,963.90	1,763.27	2,948.74	3,545.53	1,274.79	16,058.31	10,761.11	7,977.64	142.09	20,080.11	1,996.84	29,724.17	14.21	8,927.24	
Fringe Benefits (Pool)	8,484.01	7,543.82	784.12	1,199.98	1,150.76	566.90	6,702.73	4,771.43	3,197.32	49.26	8,929.59	669.13	12,012.41	4.93	3,969.93	
Indirect Cost (Pool)	10,983.81	9,766.58	1,015.16	1,653.30	1,871.52	733.93	9,070.52	6,189.88	4,453.34	76.25	11,560.67	1,062.42	16,632.46	7.63	5,139.65	
Unemployment Comp																
Audit Fees																
Advertising/Regional Promotion																
Computer Operations	191.88	900.00														
Dues																
Equipment																
Equipment under \$500																
Software over \$500																
Graphics	95.02	103.25		39.15	2.34	31.99		7.20	262.04	0.40	177.79	289.25	291.34		84.63	
Board Member Travel																
Legal																
Office Supplies									33.37							
Postage			1.42	18.89	7.90						40.14		37.04			
Publications																
Recruiting																
Rent																
Equipment Rent & Maintenance																
Staff Training																
HMEP Training																
Emergency Mgmt Exercise Exp										7,930.00				6,880.00		
Overtime/Backfill reimbursement																
Taxes, Sales/Property																
Telephone																
Travel	48.34	8.01		107.28	119.92		48.40	126.48	355.73	21.11	140.91	201.30	110.74			
Temporary Labor/Outside Services																
Interest Expense																
DATA Fees																
Consultants													100,000.00			
GIS Coordination																
Emergency Mgmt Workshop Expense																
Overtime/Backfill reimbursement																
Meeting Expenses								20.00								
Miscellaneous supplies												23.59				
REMI Annual Maintenance		1,500.00							1,200.00							
Web Site Maintenance																
Web Site Upgrade																
Office Maint/Painting																
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	38,881.19	36,785.56	3,563.97	5,967.34	6,697.97	2,607.61	31,879.96	23,076.10	16,279.44	8,219.11	40,929.21	4,242.53	158,808.16	6,906.77	18,121.45	

East Central Florida Regional Planning Council
Financial Report July 2016

	37216	37416	37516	37616	37716	37816	37916	38016	38216	38316	38416	
	SFRC/Coastal	FDEM/SHSGP	Osceola County	Jewish	Sumter County	Volusia	Sumter County	Seminole County	Osceola County	Rollins	Hazard	
Project:	Flood Hazard	Exercises	Hurricane	Federation	EMAP.Support	TPO SLR	COOP TTX	Whole Community	Route Condition	College TTX	Analysis	Total
	Resiliency		Exercise	CEMP				TTX	Tool			
REVENUES												
Revenues Paid:												
Member Assessments												573,881.00
Member REMI Contributions												0.00
Federal			25,000.00					3,150.00				296,870.79
State												213,371.10
Local				5,250.00			8,500.00					73,747.12
DRI Fees												9,221.54
Other												8,201.45
Pension forfeiture												0.00
Total Revenues Received	0.00	0.00	25,000.00	5,250.00	0.00	0.00	8,500.00		0.00	0.00	0.00	1,175,293.00
Account Receivables:												0.00
Member Assessments												36,742.81
Federal	6,205.14	7,043.85				5,000.00						80,150.93
State										1,146.80	3,341.03	98,327.32
Local/Other				1,750.00	9,000.00				579.47			77,786.45
Total Accounts Receivables												0.00
	6,205.14	7,043.85	25,000.00	7,000.00	9,000.00	5,000.00	8,500.00	0.00	579.47	1,146.80	3,341.03	1,465,150.51
EXPENDITURES												
Salaries	3,009.24	1,668.66	563.85	7,228.26	5,161.85	3,303.55	3,390.16	402.78	256.23	564.61	1,651.56	551,878.60
Fringe Benefits (Pool)	1,338.20	740.05	250.74	2,922.66	1,345.25	1,469.08	1,485.46	179.12	113.95	251.08	734.45	236,752.51
Indirect Cost (Pool)	1,732.50	959.91	324.62	4,045.24	2,593.15	1,901.95	1,942.98	231.89	147.52	325.06	950.85	314,277.80
Unemployment Comp												0.00
Audit Fees												0.00
Advertising/Regional Promotion												0.00
Computer Operations												14,056.53
Dues												1,610.18
Equipment												1,126.78
Equipment under \$500												595.06
Software over \$500												1,398.80
Graphics	35.11	19.58	44.28	32.92	70.20	26.20	218.69	0.20			4.17	10,001.26
Board Member Travel												3,004.71
Legal												33,340.00
Office Supplies												842.87
Postage		3.76										287.88
Publications												352.35
Recruiting												0.00
Rent												0.00
Equipment Rent & Maintenance												0.00
Staff Training												4,148.83
HMEP Training												18,050.00
Emergency Mgmt Exercise Exp		3,515.67	20,540.00				61.94	2,144.50				41,072.11
Overtime/Backfill reimbursement												0.00
Taxes, Sales/Property												0.00
Telephone												789.74
Travel	90.09	136.22	53.03	49.39	96.82	74.68	150.36	16.62	61.77	6.05		25,323.10
Temporary Labor/Outside Services												3,170.00
Interest Expense												0.00
DATA Fees												3,245.00
Consultants												100,000.00
GIS Coordination												0.00
Emergency Mgmt Workshop Expen:												45,939.15
Overtime/Backfill reimbursement												0.00
Meeting Expenses												2,015.02
Miscellaneous supplies												233.24
REMI Annual Maintenance												17,166.67
Web Site Maintenance												7,875.00
Web Site Upgrade												0.00
Office Maint/Painting												0.00
HUD DeBary sub-recipient												0.00
HUD Seminole County sub-recipient												0.00
HUD Longwood sub-recipient												0.00
HUD Orange County sub-recipient												0.00
HUD Orlando sub-recipient												0.00
HUD Shimberg UF sub-recipient												0.00
TOTAL EXPENDITURES	6,205.14	7,043.85	21,776.52	14,278.47	9,267.27	6,775.46	7,249.59	2,975.11	579.47	1,146.80	3,341.03	1,438,553.19

	SANLANDO (LONGWOOD)	LYNX (DOWNTOWN)
Location	Sanlando Center 2180 W SR434 Suite 6100 Longwood FL 32779	Lynx 455 N. Garland Avenue Orlando, FL 32801
Owner Info	Emerson International	Lynx; FTA approval
Lease Term	5 yrs.	5 yrs.
Rent Escalation	3% annual escalation	3% annual (assumption)
Renewal Option	One (1) 5-year	One (1) 5-year
Utilities	Included: Electricity, HVAC, Janitorial, Maintenance	Included: Electricity, HVAC, Janitorial, Maintenance
SF	5,370	4,516
Cost per SF	\$15.00/SF	\$16.00/SF
# of offices	Ten (10) offices	Ten (10) offices (after Build-out)
Onsite Lunchroom	Harvard Café	No
Versatile Open Space	Yes	Yes
IT Room	Yes	Shared with Lynx
# of Conf. Rms. (CR)	one (1) large; one (1) open area CR	one (1) shared CR; one internal CR w/Build-out
Large Conf. Rm. SF	19' x 54'	Shared with Lynx
Tenant Improvements by Owner	INCLUDED: Demo two interior offices and BO large CR; new paint; new carpet, refinish countertops in the kitchen and reception; new double sink, cabinet modifications to accommodate our dishwasher, dishwasher installation and hot water	AS IS
Access to I-4	Yes	Yes
Access to Transit	Lynx	Lynx/SunRail

	SANLANDO (LONGWOOD)	LYNX (DOWNTOWN)
Parking	Ample, no charge	Grass surface lot for 13 reserved spaces for employees at no charge; 50 spaces at grass surface lot for Council meetings one day every other month, based on first come, first served, at no charge; Garage Available - \$74.55/car/mo; plus validation costs (hourly) for guests; extimatated \$3,600/yr. validation for guests (based on # of est. mtgs. x attendance)
Current Lease Extension	Three (3) month lease extension available at current rent of \$10,000/month x 3 = \$30,000	Three (3) month lease extension available at current rent of \$10,000/month + negotiated rate x 3 = TBD
Estimated First Year Rent (w/o Lease Extension)	Based on 5,370 SF: \$80,550	Based on 4,516 SF: \$73,256
Estimated Build-out Expenses	\$0	\$80,528

First Year Total based on 5,370 SF

Rent: \$80,550
 Estimated Build-out: \$0
 Moving Expenses: \$11,000
 Phones: \$5,000
 Moving IT: \$2,000
 Parking: No charge
\$98,550
 (plus Lease extension)

(without annual escalation)
 Second Year: \$80,550 (rent)
 Third Year: \$80,550 (rent)
 Fourth Year: \$80,550 (rent)
 Fifth Year: \$80,550 (rent)

FIVE YEAR TOTAL: \$420,750

First Year Total based on 4,516 SF

Rent: \$73,256
 Estimated Build-out: \$80,528*
 Moving Expenses: \$11,000
 Phones: \$5,000
 Moving IT: \$2,000
 Parking: est. \$3,600
TOTAL: \$175,384
 (plus Lease extension)

***Build Out Price Includes:**

Electrical: \$14,410
 Walls/Offices: \$66,118
 Total: \$80,528

(without annual escalation)
 Second Year: \$76,856 (rent/parking)
 Third Year: \$76,856 (rent/parking)
 Fourth Year: \$76,856 (rent/parking)
 Fifth Year: \$76,856 (rent/parking)

Five Year Total: \$482,808

Millennium Electric

4340 Edgewater Drive
Orlando, FL 32804-3280
Ph. (407)420-2001 Fax (407)425-3137

Proposal

Proposal Number: LYNXBUILDING	Effective Date: Aug 31, 2016
Job Name:	
Job Site:	
Job Phone: 407-262-7772	
Salesman: Chris Bach	

Quoted To:

East Central Florida Regional Planing
Chris Atkinson
309 Cranes Roost Blvd
Suite 2000
Altamonte Springs, Florida 32701

We hereby submit specifications and estimates for:

Lynx Building 4th Floor

Scope

- 1) Relocate existing fixtures as required to allow for installation of new modular walls.
- 2) Furnish and install (21) 2x2 fluorescent basket fixtures, exact locations to be coordinated with customer.
- 3) Furnish and install (7) Cat 5 Data drops into new modular walls
- 4) Furnish and install (7) Cat 5 VOIP drops into new modular walls
- 5) Furnish and install (7) Phone drops into new modular walls
- 6) Furnish and install (7) Modular 3 port face plates with jacks in new walls
- 7) Punch down data and phone cables in 4th floor network closet
- 8) Furnish required Switches / Occupancy sensors to control over head lights in new offices
- 9) Furnish and install (21) general purpose duplex receptacles in new offices
- 10) Permit

Exclusions

- 1) After hours night or weekend work
- 2) Engineered drawings
- 3) Repairs to any existing light fixtures
- 4) Proposal based on back boxes and chases through modular walls being "existing".

Payment to be made as follows:

WE PROPOSE Hereby to furnish material and labor in accordance with the above specifications, for the sum of:

\$14,410.00

All work is Guaranteed to be completed in a professional manner according to standard practices. Any alteration or deviation from the above specifications may result in an extra cost and will only be executed upon written orders. All work will be performed during normal working hours, Monday through Friday. Furthermore, unless specifically listed above; Painting, Sheet Rock Work; Concrete / Asphalt Cutting or Patching; or Utility Work; Fire Security Alarm; Data; Telephone wiring and equipment, are not included in this estimate.

Authorized
Signature: _____

This proposal may be withdrawn by contractor at any time prior to acceptance, and will become void if above work is not performed within thirty (30) days of effective date.

ACCEPTANCE OF PROPOSAL:

Signature: _____

Signature: _____

Check No: _____ Amount: _____

Date of Acceptance: _____



workscapes

INVESTMENT SUMMARY

Customer Name: East Central Florida Regional Planning Council
Contact Name: Chris Atkinson

Account Executive: Jay C Lovell
Phone: 407.575.0654
Proposal #:
Date: 8/31/2016

Customer Bill To Information
Customer Name: ECFRC
Contact Name: Chris Atkinson
Address: 309 Cranes Roost Blvd, suite 2000
City, State, Zip: Altamonte Springs, FL 32701
Phone: 407-262-7772 x 323
Fax: 352-678-9792
Email address: chris@ecfrc.org

Delivery Information
Customer Name: ECFRC
Contact Name: Chris Atkinson
Address: 455 North Garland Ave, Suite 400
City, State, Zip: Orlando, FL 32801
Phone: 407-262-7772 x 323
Fax: 352-678-9792
Email address: chris@ecfrc.org

151 LF DIRT walls, painted MDF, clear tempered glass, 7 wood doors, level 3 power and data locations, 1.26% GSA disc applied	\$	43,077.52
Freight Sav/ Cal	\$	5,980.00
Receiving Fees	\$	450.00
	\$	
	\$	
	\$	
Delivery & Installation; Normal Business Hours	\$	16,610.00
		Subtotal
Sales Tax (exempt)	\$	66,117.52
GRAND TOTAL	\$	66,117.52

Note: Credit Card payments will be processed 100% at time of order entry.

50% Deposit \$ 33,058.76
 Required for Order Entry

45% Payment \$ 33,058.76
 Invoiced Upon Shipping; Sales Tax Included

By signing this quote summary you approve the items included in this sale and have verified all fabrics, finishes, selections, and other options as applicable. You further acknowledge that you have reviewed and approved of drawings as applicable to this order and agree to Workscapes, Inc terms and conditions of sale. **Quote good for 30 days from above date.**

Accepted by (Printed Name):

Accepted by (Signature):

Date (mm/dd/year):

Confidential property of Workscapes intended for the client listed above and may not be forwarded, copied, or shared without written approval.

SECOND AMENDMENT TO LEASE AGREEMENT

THIS SECOND AMENDMENT TO LEASE AGREEMENT (this "**Second Amendment**") is made and entered into as of the date the last of Landlord and Tenant executes and delivers this Second Amendment to the other (the "**Second Amendment Effective Date**"), by and between **EMERSON INTERNATIONAL, INC.**, a Florida corporation ("**Landlord**"), and **EAST CENTRAL FLORIDA REGIONAL PLANNING COUNCIL**, a multipurpose regional governmental entity organized and operated pursuant to the provisions of S. 186.501, et. Seq., Florida Statutes ("**Tenant**").

WITNESSETH:

WHEREAS, Landlord and Tenant entered into that certain Lease Agreement, effective as of March 18, 2009 (the "**Lease Agreement**"), concerning the lease of that certain "**Premises**" as more particularly described in the Lease Agreement, as amended by that certain First Amendment to Lease Agreement, effective as of August 23, 2011 (the "**First Amendment**" and together with the Lease Agreement referred to herein as the "**Lease**"); and

WHEREAS, Landlord and Tenant are in the process of negotiating for Tenant to occupy space other than the Premises following the expiration of the Lease and, in connection therewith, are negotiating the Draft Lease (as hereinafter defined).

1. **Agreement**. The terms and provisions of this Second Amendment shall be deemed effective upon the Second Amendment Effective Date (unless otherwise expressly provided).

2. **Draft Lease**. Landlord has provided to Tenant, for Tenant's review and approval, a draft of the proposed lease agreement for proposed new premises (the "**Draft Lease**"). Landlord and Tenant agree to cooperate in good faith to expedite the submission, review and any revisions of the Draft Lease. Notwithstanding the foregoing, if the Draft Lease has not been approved and executed by both parties (in their respective sole and absolute discretion) on or before September 30, 2016 (the "**Lease Termination Date**") and Tenant has not vacated the Premises in accordance with the Lease on or before the Lease Termination Date, then the Lease Term (under the Lease) shall automatically be extended on a month-to-month basis for a period ~~of~~ not to exceed three (3) months, to expire on December 31, 2016 (the "**Extension Date**") during which time Landlord and Tenant agree to continue to cooperate in good faith to expedite the submission, review and any revisions of the Draft Lease. If Landlord and Tenant approve and execute the Draft Lease, then the Lease Term (under the Lease) shall automatically be extended on a month-to-month basis at the then current Base Rent, until the Commencement Date (as such term will be defined in the Draft Lease) of the new premises. If Landlord and Tenant have not approved and executed the Draft Lease (in their respective sole and absolute discretion) on or before the expiration of the Extension Date, then Landlord shall be entitled to receive (and Tenant shall be obligated to pay) the current monthly Base Rent plus ten percent of the current monthly Base Rent ~~the holdover rent in accordance with Section 4.3 of the Lease from the Lease Termination Date~~ until the date on which Tenant vacates the Premises. ~~in accordance with the Lease Agreement. (in addition to all other rights provided to Landlord in the Lease with respect~~

~~to Tenant holding over), such holdover amount to be paid by Tenant as Additional Rent. Each party acknowledges and agrees that it has waived any other and all rights and/or remedies of whatsoever kind or nature with respect to the failure of the New Lease to be executed on or before the Lease Approval Date, either parties failure to execute, in its sole discretion, the proposed Draft Lease.~~

2. **Miscellaneous.** It is understood and agreed between the parties that this Second Amendment shall not constitute an offer, create an obligation between the parties, or be binding upon either Landlord or Tenant, unless and until one or more duplicates of this Second Amendment has been fully executed and delivered to the parties. Time is of the essence of this Second Amendment. This Second Amendment may be executed in one or more counterparts, all of which, when combined, shall constitute a single instrument. Copies (whether facsimile, pdf (portable document format), photostatic or otherwise) of signatures to this Second Amendment, and any amendment hereof, shall be deemed to be originals and may be relied on and shall be enforceable to the same extent as if they were originals, and may be electronically transmitted via email, facsimile or other electronic means. Except as otherwise modified by this Second Amendment, the Lease is hereby ratified and confirmed in all respects, and shall continue to be in full force and effect and binding upon Landlord and Tenant. In the event of any conflict or inconsistency among the terms of this Second Amendment and the terms of the Lease, the terms of this Second Amendment shall govern and control. Landlord and Tenant and the undersigned signatory executing on behalf of Landlord and Tenant each represent and warrant that Landlord and Tenant and the undersigned signatory executing this Second Amendment on behalf of Landlord and Tenant are duly authorized and empowered to enter into this Second Amendment ~~with Landlord.~~ to the Lease. Tenant represents and warrants to Landlord that Tenant, and its agents and representatives, have not employed, dealt with or negotiated with any broker in connection with this Second Amendment which will require the payment of a fee or commission on the part of the Landlord. Tenant agrees to and shall indemnify, protect, defend and hold Landlord harmless from and against any and all liability, damage, cost and expense (including, without limitation, reasonable attorneys' fees and disbursements) arising out of a claim for a fee or commission by any party claiming to have dealt with Tenant in connection with this Second Amendment or the transaction contemplated hereby. By entering into this Second Amendment, neither Landlord or Tenant shall be deemed to either: (i) waive or forgive any default, rent arrears or other condition with respect to the Lease or use of the Premises, whether or not in existence or known to either Landlord or Tenant as of the date hereof, or (ii) to consent in any matter as to which either Tenant's or Landlord's consent is required under the terms of the Lease, except such as may theretofore have been waived in writing or consented to in writing by Landlord or Tenant.

IN WITNESS WHEREOF, Landlord and Tenant have caused this Second Amendment to be duly executed as of the Second Amendment Effective Date.

WITNESSES:

Name: _____ Printed

Name: _____ Printed

WITNESSES:

Name: _____ Printed

Name: _____ Printed

LANDLORD:

EMERSON INTERNATIONAL, INC., a Florida corporation

By: _____

Its: _____

Date: _____, 2016

TENANT:

EAST CENTRAL FLORIDA REGIONAL PLANNING COUNCIL, a multipurpose regional governmental entity

By: _____

Its: _____

Date: _____, 2016



East Central Florida Regional Planning Council

Resolution #03-2016

*Support of the 2016 East Central Florida
Comprehensive Economic Development Strategy (CEDs)*

WHEREAS, the ECFRPC is a Florida Regional Planning Council mandated by FS 186.504 and in existence since 1962; and

WHEREAS, the ECFRPC serves the East Central Florida Region and its seven counties of Brevard, Orange, Osceola, Lake, Seminole, Sumter and Volusia; and

WHEREAS, the East Central Florida Region was designated as an Economic Development District (EDD) by the U.S. Economic Development Administration (EDA) in May 2005; and

WHEREAS, the ECFRPC has prepared the 2016 Comprehensive Economic Development Strategy (CEDs), for the East Central Florida Economic Development District; and

WHEREAS, the 2016 CEDs contains an updated list goals and objectives for the betterment of the region; and

WHEREAS, the availability of an approved CEDs and related annual updates are a condition for qualifying for grants for local economic development projects from the Economic Development Administration of the U.S. Department of Commerce

NOW, THEREFORE, the East Central Florida Regional Planning Council, on September 7, 2016 hereby accepts and recommends approval to the U.S. EDA the 2016 East Central Florida Comprehensive Economic Development Strategy (CEDs).

Attest:

EAST CENTRAL FLORIDA
REGIONAL PLANNING COUNCIL:

Lee Constantine
Chair, ECFRPC

Hugh W. Harling, Jr.
Executive Director



July/August 2016 Project Updates and Activities

Council Meeting Date September 7, 2016

July/August 2016 Overview

Projects: New, Completed, Pending

NEW PROJECTS

- Orange County/Rollins College TTX – May 2016 – November 2016 - \$8,500
- DEP CPI Volusia County Grant – July 2016 - June 2017 - \$20,000

COMPLETED PROJECTS

- Orange/Orlando UASI 2015 THIRA – October 2015 – July 2016 - \$15,000
- Sumter County EMAP - April 2016 – September 2016 - \$9,000
- Jewish Federation of Greater Orlando – April 2016 – August 2016 - \$7,000
- 2016 Safe Routes Regional GIS Data Update

PENDING PROJECT SCOPES/GRANTS

- DEO/West Melbourne – September 2016 – May 2017 - \$25,000
- DEO/TBRPC – C2C Trail Marketing – September 2016 – May 2017 - \$21,000
- St. Cloud Visioning – 2 years - \$105,890
- FH Hospital Winter Garden Phase 2 - \$1,000
- Route Condition Tool – Brevard, Seminole, and Orange County



July/August 2016 Project Updates and Activities Council Meeting Date September 7, 2016

This report contains **key** activities undertaken by the ECFRPC staff during the months of July and August 2016.

COMPLETED PROJECTS

Jewish Federation of Greater Orlando – April 2016 – August 2016 - \$7,000

Project Description: Create a Comprehensive Emergency Management Plan (CEMP) and Threat Hazard Identification and Risk Assessment (THIRA)

Activities

- Final deliveries complete

Sumter County EMAP Support – March 2016 – July 2016 - \$9,000

Project Description: Support and service Sumter County as they prepare for the Emergency Management Accreditation Program (EMAP) process

Activities

- Final deliveries complete

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

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

- Conducted some follow-up activities regarding THIRA and UASI funding

ONGOING PROJECTS AND PROGRAMS

R2CTPO Sea Level Rise Vulnerability Assessment – March – June 2016 - \$5,000

Project Description: Utilizing the data developed from the DEO Indian River Lagoon Sea Level Rise analysis deliverable, further assess the impact of sea level rise on various assets of the County including evacuation routes, transportation facilities and others.

Activities

- Completion of draft report

FDOT/CFGIS Contract – October 2015 - June 2017 - \$53,421

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

- Smart Growth America Complete Street Training #3
- Meeting with FDOT Route Condition Tool
- Safe Routes Data collection, development and quality checks



July/August 2016 Project Updates and Activities Council Meeting Date September 7, 2016

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

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 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

- Facilitated Economic Modeling meeting
- Research on modeling parameters
- Finalized CHNA and Hospital Reports

The Economic Impact of the International Drive District – International Drive Improvement District - September 20015 – TBD - \$25,000

Project Description: Determine the economic impact of the International Drive District by compiling land use, economic, and fiscal data provided by a variety of government and private agencies into one document. Use the REMI model to calculate the economic benefit that the I-Drive corridor brings to Orange County and East Central Florida region. Perform another REMI simulation to determine the economic impact of new infrastructure improvements in a 20-year horizon.

Activities

- Finished I-Drive visitation numbers
- Finished valuation simulation
- Working on investment project simulations
- Finished draft report

Economic Development District (EDD)

Activities

- Completed EDA Mid-Term Progress Report
- Started Regional Patent Analysis
- Meeting with Winter Park staff to discuss Food Production Strategic Plan findings-July 6
- Good Food Central Florida Meeting-July 21
- Brownfields Grant Debriefing-July 26
- Conference call with Visit Orlando and I-Drive Improvement District-August 2
- Keep Winter Park Beautiful Board Meeting Presentation-August 10
- CEDS Strategy Committee Meeting- August 16
- Technical Assistance call with City of Clermont-August 22
- Meeting with PPM Consultants to discuss Brownfield grant framework-August 25
- Technical Assistance Meeting with City of Deltona-August 30



July/August 2016 Project Updates and Activities Council Meeting Date September 7, 2016

Local Emergency Planning Committee (LEPC) – FDEM – July 1, 2016 – June 30, 2017 - \$59,000

Activities

- Attended quarterly meeting in July in St. Augustine

Hazardous Materials Emergency Preparedness (HMEP) – FDEM – October 1, 2015 – September 30, 2016 - \$94,961

Activities

- Planning of training courses related to the transportation of hazardous materials
- 2017 Hazardous Materials Symposium planning committee
- 5th Annual Hazardous Materials Symposium in January 2017

Rollins College Tabletop Exercise – June 2016 – November 2016 - \$8,500

Project Description: Create and coordinate a Tabletop Exercise for Rollins College via Homeland Security Exercise and Evaluation Program (HSEEP) standards.

Activities

- Initial Planning Meeting held on July 1

SHSGP Grant – March 2016 – March 2017 – \$135,000

Project Description: Create and coordinate three full-scale exercises via Homeland Security Exercise and Evaluation Program (HSEEP) standards

- Martin, St. Lucie, and Indian River Counties – subcontracted to TCRPC \$40,000
- Brevard and Volusia Counties – Wildfire with large animal rescue
- Lake, Orange, Osceola, Seminole – Alternate Medical Treatment Sites (AMTS)

Activities

- Initial Planning Meeting for Brevard/Volusia held on June 24
- Initial Planning Meeting for Lake, Orange, Osceola, Seminole scheduled for July 7

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

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

- Incorporated final comments and provided final document to Osceola County

Develop of Regional Impact (DRI)

- Summer Bay Notification of a Proposed Change to change land uses and add hospital. Letter sent to Lake County.
- Cagan Crossing Notification of a Proposed Change to remove land and lower number of units. Land being sold to Horton.
- Orange Lake Country Club Notification of a Proposed Change to add office and multi-family uses.
- Southchase Notification of a Proposed Change to add high density residential units and extend the buildout dates.



July/August 2016 Project Updates and Activities Council Meeting Date September 7, 2016

Route Condition Tool - \$17,760

Project Description: All attributes of all county roadways are built into a countywide roadway database. This database will be weighted and scored to determine roadway safety scores.

Trainers and Tools – Resiliency – February 2016 - March 2017 – SFRC - \$10,000

Project Description: Coordinate with all regional planning councils and participate in a Train the Trainer Workshop, provide pilot assistance using a tool and develop a unified coastal flood hazards assessment tool workshop, organize regional trainings and provide vulnerability assessment technical assistance to communities which participated in the training. Develop an evaluation and recommendations paper.

Activities

- Developed presentation and handouts, including a save the data, frequently asked questions and other resources for the training.
- Team conference calls.
- Confirmed training logistics

AGENCY MEETINGS/WORKSHOPS

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

- Smart Growth America Workshop for Complete Streets #3
- NOAA Green Infrastructure Workshop Coordination Calls
- People for Bikes Funding Webinar
- DEO Indian River Lagoon Deliverables Call
- Meeting with Valencia College
- Coastal Resiliency Webinar
- Route Condition Tool Meeting with FDOT
- Wekiva River Basin Commission Meeting
- Meeting with the Balmoral Group
- Lake Pickett Development Meeting
- Legal Implications of Sea Level Rise Workshop Coordination all
- Sanford Housing HUD Grant meeting
- Florida Sea Grant/Satellite Beach Conference Call
- Taught ICS400 to Task Force 4 members
- Quarterly SERC/TTF/LEPC meeting
- Evacuation and Re-Entry Planning
- East Central Florida LEPC quarterly meeting
- CAMEO (Computer-Aided Management of Emergency Operations) training



July/August 2016 Project Updates and Activities Council Meeting Date September 7, 2016

EXECUTIVE DIRECTOR MEETINGS

July

FRCA – Business/Policy Meetings (St. Pete)
Health Council
Webinar - GOV/QA Public Records Management Presentation
FDOT Access Management Public Hearing – Wekiva Parkway
FDOT Public Information Meeting SR 19 – Little Lake Harris Bridge
FDOT Roundabout Informational Meeting
Downtown Kissimmee Corridor Planning and Concept Development Study
New Office Location Visit: Lynx
FRCA Conference Call – Logos/Taglines
Project Advisory Group PD&E Study
ECFRPC Executive/Council Meetings
City of West Melbourne
ASCE: Save the St. Johns River
Executive Directors Advisory Council – Project Ideas
FDOT – Public Meeting SR 436 Concept Development Study

August

New Office Location Visit: Lynx
Holden Heights – Citizens Work Group Meeting
Lovelace Moore Stephens - Auditors
Webinar: ACOE SFWMC – Project Delivery Team Meeting for Lake Okeechobee
Valencia College – Growth Models
City of Apopka
Lake Pickett Discussion – Seminole County, Orange County, Oviedo
I-75 Task Force Meeting #7 (Ocala)
BioTech 13th Anniversary
Wekiva River Basin Commission Meeting
2016 CEDS Meeting
FRCA Business/Partners Meeting (Hollywood)
Lake Okeechobee Watershed Workshop (Jensen Beach)
Sanford Choice Grant Meeting
Votran/River-to-Sea TPO Meeting
Goldsboro Community Meeting



2017 Council Committee Meeting Schedule

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

January 18, 2017

March 15, 2017

May 17, 2017

July 19, 2017

September 20, 2017

November 15, 2017

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