



Council Meeting Agenda

Wednesday, May 18, 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**
 - March 2016 Council Meeting Minutes (Attachment 1)
 - February and March 2016 Financial Reports (Attachment 2)
 - Personnel Policies (Attachment 3)
 - Resolution #02-2016 - CFGIS (Attachment 4)
- III. Public Comments**
- IV. Brownfields Grants** – Donna Gray-Banks, Community Resource Coordinator, City of New Smyrna Beach
- V. Region 5 All-Hazards Incident Management Team (IMT)** – Mr. Alan Harris, Emergency Manager for Seminole County and Team Leader, Clermont
- VI. Executive Director’s Report**
 - FY 2015 – 2016 New Projects (Attachment 5)
 - Projects and Activities (Attachment 6)
 - Office Lease Options Update (Attachment 7)
 - 1st Annual Florida Coastal Zone Management Program Meeting
 - I-75 Relief Task Force
- VII. Chair’s Report**
- VIII. Sumter County** – Bradley Arnold, County Administrator
- IX. Brief County Updates** – County Representatives
- X. Announcements/Public Comments**
- XI. 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

March 2016 Council Meeting Minutes

EAST CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

COUNCIL MEETING MINUTES

MARCH 16, 2016 10:00 A.M.

COMMISSIONER LEE CONSTANTINE PRESIDING

In Attendance:

County Representatives:

Commissioner Timothy Sullivan, Lake County
Commissioner Scott Boyd, Orange County
Commissioner Bryan Nelson, Orange 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:

Commissioner Patty Sheehan, City of Orlando
Mayor Gary Bruhn, Tri-County League of Cities (Town of Windermere)
Vice Mayor Leigh Matusick, Volusia County League of Cities (City of DeLand)

Ex-Officio Members:

Ms. Heather Garcia, Florida Department of Transportation
Mr. Jeff Prather, Florida Department of Environmental Protection
Ms. Nancy Christman, St. Johns River Water Management District
Mr. William Graf, South Florida Water Management District
Mr. Jordan Smith for Mr. Russell Gibson, City of Sanford

Other Attendees:

Mr. Craig Schmidt, Lake County

Members not in Attendance:

Commissioner Andy Anderson, Brevard County
Commissioner Curt Smith, Brevard County
Commissioner Welton Cadwell, Lake County
Commissioner Cheryl Grieb, Osceola County
Commissioner Don Burgess, Sumter County
Councilwoman Deborah Denys, Volusia County
Commissioner Michael Holland, Lake County League of Cities (City of Eustis)
Commissioner Jose Alvarez, Tri-County League of Cities (City of Kissimmee)
Mayor David Mealar, Tri-County League of Cities (City of Lake Mary)
Ms. Jill Rose, Orange County
Mr. Jose A. Rivas, Orange County
Mr. John Lesman, Seminole County
Ms. Laura Kelley, Central Florida Expressway Authority (CFX)

ECFRPC Staff in Attendance:

Attorney Jerry Livingston
Mr. Lelia Hars
Mr. Luis Nieves-Ruiz
Ms. Pegge Parker

Mr. Hugh Harling, Jr.
Mr. P.J. Smith
Ms. Tara McCue

I. Call to Order and General Business

Commissioner Constantine called the meeting to order at 10:08 a.m. Ms. Pegge Parker called the roll and announced a quorum was present. The Pledge of Allegiance was led by Commissioner Horan.

II. Consent Agenda

- Commissioner Constantine asked if there were any discussions, deletions or additions to the minutes from the January 2016 Council Meeting minutes. As there were no objections, Vice Mayor Matusick 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.
- Mr. Harling discussed the December 2015 and January 2016 Financial Reports. Commissioner Constantine stated that a major goal of the Council was to be conservative with expenses and not to use the reserves to balance the budget. As of this time, the budget reflects that we are \$8,000 to the good, which includes payments to the two staff members who have PTO hours in excess of the new limit of 225 hours, and back payment to FRCA. Mr. Harling also confirmed that as of last week, we have had a staff reduction of one employee due to current workload. A budget amendment will be submitted to the Executive Committee in one of the next meetings to reflect this change. Commissioner Horan made a motion to approve the Financial Reports with a second from Mayor Bruhn. A vote was taken and passed unanimously.
- Mr. Harling stated that since there were no additional comments received on the 2015 Annual Report that had been submitted at the last Council Meeting, a final approval was requested. Commissioner Horan made a motion to approve and Commissioner Sullivan seconded. A vote was taken and passed unanimously.
- Commissioner Constantine welcomed new Council members Councilman Doug Daniels and Councilwoman Deb Denys from Volusia County and welcomed back Commissioner Viviana Janer from Osceola County. Also attending is Mr. Jordan Smith, alternate for Mr. Russell Gibson, City of Sanford.

III. Public Comments

There were no public comments at this time.

IV. Water Bill Update – Mr. Jeff Prather, Florida Department of Environmental Protection

Mr. Prather gave an overview of the Central District and how the DEP is a resource for each of the six Regulatory Districts. He also discussed the Water Bill of 2016 highlights which include the Florida Springs and Aquifer Protection Act, the Northern Everglades and Estuaries Protection Program and Consumptive Use Permits, as well as minimum flow and levels, BMAP's, monitoring and reporting on water quality and quantity, and on conservation lands.

V. ECFRPC Presentations

- Route Condition Analysis Tool – Mr. PJ Smith, Senior GIS Analyst/Urban Designer, discussed the need to re-look at transportation networks. The Route Condition Analysis Tool analyzes roadways for accessibility, safety, and other parameters to help determine appropriate countermeasures to improve roadways for pedestrians. The ultimate purpose for this tool is to correct the issue of dangerous roadways for pedestrians. This tool was developed for the Safe Routes to School portal and included the collection and development of data which focused on transportation safety and access for bicyclists and pedestrians but it can be applied towards many other areas including safe routes to trails and transit. By collecting data sets from the counties, cities, and FDOT, we were able to create a very comprehensive roadway GIS data set. The end product uses for the Route Condition Analysis Tool include roadway improvement needs, identification of secondary routes to trails and connection options, corridor studies, master planning, and for many other uses. Ms. Tara McCue, ECFRPC, stated that currently the tool is available for Lake and Volusia counties. The RPC does not have funding for Orange, Osceola, Seminole, Sumter and Brevard counties. She stated we did apply for Orange County but did not get the award, and any assistance to identify possible funding for the other counties, would be welcome. The estimate per county for funding would depend upon how much roadway there is. We are working to get on the MetroPlan agenda as well as others.
- 2016 Hazmat Symposium – Ms. Michelle Cechowski, Emergency Preparedness Manager, reported on the 4th Annual Hazardous Materials Training Symposium held January 20-22, 2016 in Daytona Beach. Highlights included ten hands-on trainings, 32 classroom trainings, 181 hours of training, with 51 instructors, including 12 from out of state, who all donated their time. There was a 68% increase from last year's attendance with the ECFLEPC showing the largest participation for all the Districts. There was also a statewide Hazmat Competition for Individual and Team Awards.
- City of Kissimmee Medical Arts District – Mr. Luis Nieves-Ruiz, Economic Development Program Manager, gave a presentation about the recently completed strategic plan for the Kissimmee Medical Arts District. The City hired the ECFRPC to provide inventory of medical establishments within the District, identify health care businesses for recruitment and develop economic incentives program. The project is divided into three parts: Existing Conditions Analysis – It provides an overview of the land use characteristics of the study area including land uses and property entitlements. It also analyzed some of the City's plans and documents as they relate to the Medical District; Medical Profile – It includes an inventory of medical services within the study area. It also compares Medical District with other similar districts across the Metro Orlando region; Implementation - Staff used a case study methodology to identify how other medical districts across the nation address branding/identity, uses and zoning regulations, and economic incentives. Based on the above information, Mr. Nieves-Ruiz developed a series of targeted economic incentives to attract new medical businesses to Kissimmee's Medical District. These incentives include reductions in the development fees charged to medical practices and reimbursement of building permit and equipment expenses among others. The Kissimmee City Commission held a workshop on February 26 to discuss the new incentive program and should give final approval sometime in April.

- Vice Mayor Leigh Matusick requested at the earlier Executive Board meeting to add an item to the Agenda as an urgent request. On March 31st, the Florida Greenways and Trails Council will be looking at prioritizing trails for funds to go into the SunTrails System. St. Johns River-to-Sea Loop is part of the beginning of the Coast-to-Coast Connector and it goes through five counties: Brevard, Volusia, Putnam, Flagler and St. Johns. It comes down to the Volusia/Brevard county line to start our portion of the Coast-to-Coast Connector. In order to get on the SunTrails System and be eligible for funds, we're trying to get Letters of Support and/or a Resolution sent to DEP to make sure that St. Johns River-to-Sea Loop does get included. If the trails are not on this new prioritized list, they won't be considered for state funding for the SunTrails System. An earlier Resolution was issued by the Council when the St. Johns River-to-Sea Loop was first started so we would just need an updated Resolution to send to DEP. Commissioner Constantine stated that this was an "urgent" request due to the deadline date of March 31st. Mr. Jerry Livingston stated that we need to pass a motion identifying the Resolution request as an urgent item because it was not currently on the agenda and not previously published. Once the motion is passed, a request for a Resolution can be added to the agenda and then it can be considered for adoption. Commissioner Sheehan made a motion to adopt the item as an urgent matter due to timing. Mayor Bruhn seconded the motion. It was voted on and passed. Vice Mayor Matusick made a motion to approve this Resolution and Commissioner Sheehan seconded. It was voted on and passed.

VI. Executive Director's Report

Mr. Harling gave an overview of five of the projects the staff is working on now.

- **Coast-to-Coast Trails** – The Coast-to-Coast Connector project is a partnership with Tampa Bay RPC. Three public workshops were conducted in January and a webinar at the end of March will present the design ideas and asset information. The RPCs have been using GIS to map assets along the corridor for eco-tourism and economic opportunities.
- **Osceola County Housing Study** – Staff has been working with Osceola County to finish the Housing Analysis. Inventory, market trends and demographics were analyzed and 12 census tracts and two CRAS were looked at specifically to address potential for mixed income housing to aid low income transition housing needs. The report should be completed in the next couple months.
- **Indian River Lagoon, Phase 2** – The RPC is in year two of DEO funding for the Indian River Lagoon project. This year we completed analysis of sea level rise impacts on the five counties and their outfalls that are in proximity to the lagoon. The staff is also developing a report on Best Management Practices for outfall maintenance and working to update last year's water quality database. We are working with the Treasure Coast RPC as they conduct an economic evaluation for the Indian River Lagoon as they look at various industries that are lagoon based. The final report will be completed by July.
- **River to Sea TPO** – We just entered into a contract with the River to Sea TPO to utilize the sea level data we modeled in the previous project to assess transportation facilities in Volusia and Flagler Counties. We will provide research discussion on the impacts of sea level rise on groundwater storage which impacts flooding issues.
- **I-75 Relief Task Force** – Mr. Harling stated that he attended the latest meeting in February. Discussions included the work plan, identifying areas of avoidance and minimization, analysis methodology, and freight and logistics, as well as the purpose and need of the project and

plans for public input and open houses. Representatives from FDOT and consultants were there as well as the counties, RPCs and others.

- **Projects and Activities** – Mr. Harling provided an overview on current, ongoing and prospective projects and activities for January and February 2016. A handout was provided with more specific information for each of these projects.

VII. Chair's Report

- Mr. Harling discussed last week's FRCA meeting in Tallahassee. South Florida RPC worked to put together a scope of work with DEO for an economic development project and budget for inclusion in the legislative budget in which each RPC would get a portion of the funding. However, this was on the Governor's veto list. Also, Commissioner Constantine stated that we did not ask for a specific line item for the RPCs in the budget this year since it has been vetoed four years in a row. We will continue to do the projects that are necessary.
- Commissioner Constantine stated that the lease for this office is up the end of September so the Executive Director is in the process of researching other offices and will update the Council at the next meeting.
- Attachment five shows the latest update on Bills from FRCA for review.

VIII. Brief County Updates – County Representatives

- Lake County – Commissioner Sullivan commented on the Route Condition Analysis Tool as far as the Safe Routes to School program and how it's been a tremendous help as they move forward in coordinating with the school system on how to spend limited resources, especially in the area of sidewalks. It also ties into the FDOT Complete Streets Program.
- Orange County – Commissioner Boyd gave an update on growth and connections within the county including the Wellness Way Corridor linking both 429, Southwest Orange, to Highway 27 and it's Feasibility Study.
- Osceola County – Commissioner Janer stated they have selected a planner to come up with a master plan for FARM, which is located by the Advanced Manufacturing Center on SR 192 near the Florida Turnpike. They are hopeful they will get funding for the Advanced Manufacturing Center. Poinciana Valencia Community College is coming in and getting a second round of funding for that in conjunction with Lynx and FDOT to address connectivity in that area. GDP for Osceola County was 5.6%.
- Seminole County – Commissioner Horan reported that the 2015 GDP for Seminole County is 3.4%, higher than the Florida average of 3.2% for growth. Other items of interest for Seminole County include: Altamonte Springs just approved providing subsidies and discounts with Uber for travelers within Altamonte Springs to connect with the SunRail system; and, the Sports Complex will be opening in May with over 40 events already booked. Commissioner Constantine discussed state funding of \$500,000 received by FWC for bear management with 60% guaranteed to go to the counties that have implemented a bear management program. As of now, Seminole County is the only county that has a bear management program which includes bear resistant cans.

- Volusia County – Commissioner Doug Daniels stated that water is the big issue, both quantity and quality, and that they have joined the Indian River Lagoon Council. They are moving forward with plans to clean up the Lagoon and trying to get additional funding from the government. In Volusia County proper, the problem is mainly septic tanks. They pollute the Lagoon and are expensive to upgrade or replace, so money is needed from the State to help take care of the problem. The homeless situation continues to be an issue and the County would be interested in hearing from other counties on how they handle the situation. They have reviewed the Housing First model that Orlando has for short term shelters and this appears to be a good option for the direction for Volusia to proceed. Volusia County is in need of economic planning and would like to reach out to the RPC for some assistance. Commissioner Constantine agreed that the purpose of the RPC is to lend assistance to all the counties and offer solutions. He also stated Seminole County spent \$100,000 on a Homeless Task Force Report that is coming out in April and will share it when it's available. He agreed that the State will have to address the ongoing septic tank problem which is an issue for the entire state.
- St. Johns River Water Management District – Ms. Nancy Christman stated that on March 8th the St. Johns River Water Management District adopted April as Water Conservation month. They are contacting all the local governments asking them to adopt their own proclamations to show a commitment to water conservation and also to get the word out to citizens that their governments think it's important and to raise awareness that citizens should conserve water on a daily basis. Also, the spring cost share program has just opened and information is available on the district website.

IX. Announcements/Public Comments

- The ECFRPC was awarded the DEP Coastal Partnership Initiative Grant to pilot new tools in the FDOT Sea Level Scenario Sketch Planning Tool in Volusia County. It will look at Storm Surge on top of sea level rise.
- There were no public comments at this time.

X. Adjournment

There being no further business before the Council, Commissioner Constantine adjourned the meeting at 12:00 p.m.

ATTACHMENT 2

February and March 2016 Financial Reports

Financial Forecast

Statement of Condition as of February 29, 2016

Cash-in-bank on February 1, 2016		\$1,045,226.01
Deposits and Interest - February 2016	\$81,817.11	
Checks Issued - February 2016	<u>-\$149,133.86</u>	
Cash-in-bank on February 29, 2016		<u>\$977,909.26</u>

Financial Forecast for March 2016

Operating Cash March 1, 2016		\$977,909.26
Accounts Payable on March 1, 2016		<u>-28,090.68</u>
Net Operating Cash for March 1, 2016		\$949,818.58

Anticipated Revenue/Expense for March 2016:		
Accounts Receivables (Revenues)	\$122,711.18	
Accounts Payables (Expenditures)	<u>-\$125,350.13</u>	
Net Anticipated Revenue/Expense		<u>-\$2,638.95</u>
Anticipated Operating Cash for April 1, 2016		<u>\$947,179.63</u>

	Budget	1/31/2016	Actual	Current	Under (Over)	41.67%
		Year to Date	February	Year to Date		
Personnel						
Salaries & Wages (Permanent)	673,723	247,719	65,481	313,200	360,523	46.5%
Fringe Benefits	298,854	107,679	27,494	135,174	163,680	45.2%
Outside /Temporary Services	20,000	4,081	1,434	5,515	14,485	27.6%
Unemployment	-	-	-	-	-	-
Total Personnel	992,577	359,480	94,409	453,889	538,688	45.7%
Overhead						
Annual Audit/Audit Preparation	25,000	1,045	-	1,045	23,955	4.2%
Computer Ops (General)	30,000	2,107	753	2,860	27,140	9.5%
Depreciation/Use Charge	13,000	2,659	665	3,323	9,677	25.6%
Equipment & Software over \$500(General)	12,000	1,399	-	1,399	10,601	11.7%
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	3,916	1,920	5,836	14,164	29.2%
Insurance	12,000	4,346	1,154	5,500	6,500	45.8%
Inter-Regnl Bd Rel (travel/training)	2,000	2,595	-	2,595	(595)	129.8%
Legal Counsel	40,000	13,336	3,334	16,670	23,330	41.7%
Library/Publications/Subscriptions	2,500	93	13	106	2,394	4.2%
Office Supplies	6,000	1,054	304	1,358	4,642	22.6%
Pension Fund Mgmt. Fee	1,400		-		1,400	0.0%
Postage	2,000	222	92	313	1,687	15.7%
Professional Dues	36,809	19,294	2,548	21,842	14,967	59.3%
Recruiting	100		-		100	0.0%
Rent	120,768	40,256	10,064	50,320	70,448	41.7%
Office Maintenance	1,500		-		1,500	0.0%
Staff Training	7,500	379	500	879	6,621	11.7%
Telephone & Communications	4,000	1,950	492	2,442	1,558	61.1%
Staff Travel	20,000	8,424	2,434	10,858	9,142	54.3%
Advertising	170		-		170	0.0%
Contingencies	20,000				20,000	0.0%
Hmep Training	44,000		-		44,000	0.0%
EM Exercise Expense		14,810	-	14,810	(14,810)	
EM Workshop Expense		52,502	-	52,502	(52,502)	
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		20,000	20,000	80,000	20.0%
Web site maintenance	10,500	2,625	-	2,625	7,875	25.0%
Storage-Off Site Records	3,000	887	228	1,115	1,885	37.2%
Meeting Expenses	3,500	380	74	454	3,046	13.0%
Miscellaneous supplies		233	-	233	(233)	
Data fees			-		-	
REMI Annual Maintenance	21,000	6,867	1,717	8,583	12,417	40.9%
Total Overhead	570,597	181,870	46,292	228,162	342,435	40.0%
Total Expenditures	1,563,174	541,350	140,701	682,051	881,123	43.6%

Project:	31016	31115	31216	31516	31407	31612	31714	31814	32307	34016	34412	34515	34915	35115	35315	35715	35815
General	General	Unfunded Mandates	LEPC Staff Support	Haz Mat Emrg Preparesness	DRI Reviews	Safe Routes to School Webpage	FOOT CEGIS	USDC ED/ACEDS	Regional Evacuation Study	Volusia Cty Proj Maint	HUD	Regional USAR Coordinator	Kissimmee Housing Study	Regional Haz Mat Coordinator	Kissimmee Medical/Arts	Osceola Housing Study	Hospital Needs Assessment
REVENUES																	
Revenues Paid:																	
Member Assessments	573,881.00																
Member REM Contributions																	
Federal																	
State																	
Local																	
DRI Fees					1,259.20												
Other	4,225.60																
Pension forfeiture																	
Total Revenues Received	578,106.60	0.00	0.00	0.00	1,259.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,027.84	10,743.13	23,923.49
Account Receivables:																	
Member Assessments				70,723.46				10,795.40		6,616.95		41,514.24	13,012.08				
Federal								10,795.40									
State																	
Local/Other																	
Total Accounts Receivables	578,106.60	0.00	0.00	70,723.46	1,259.20	0.00	0.00	21,592.79	0.00	6,616.95	0.00	41,514.24	13,012.08	45,065.23	4,027.84	29,397.70	23,923.49
EXPENDITURES																	
Salaries	89,332.29	26,001.59	8,067.13	8,920.42	633.74	2,789.09	2,792.93	9,486.26	97.55	4,807.50	403.44	20,353.69	6,537.37	21,599.80	2,318.54	14,778.15	8,207.13
Fringe Benefits (Pool)	39,919.04	11,691.81	3,085.20	3,414.16	284.97	1,254.13	1,255.86	3,874.35	43.86	360.18	181.41	9,152.18	2,939.57	9,712.50	968.35	6,645.10	3,690.39
Indirect Cost (Pool)	47,902.98	13,969.88	4,133.64	4,571.43	340.49	1,496.49	1,500.56	4,840.51	52.41	1,915.24	216.75	10,935.43	3,512.34	11,604.93	1,218.18	7,939.86	4,409.45
Unemployment Comp																	
Audit Fees																	
Advertising/Regional Promotion																	
Computer Operations	1,110.08																
Dues	758.13		100.00														
Equipment																	
Equipment under \$500	492.23																
Software over \$500	1,398.80																
Graphics	1,060.77	212.52	758.75	260.92		1.40	11.00	48.65				152.34	22.80	1,373.20		51.24	76.76
Board Member Travel	2,168.19	427.05															
Legal	16,670.00																
Office Supplies	217.16	30.00															
Postage	48.07	3.40	34.69	8.35				17.36									
Publications	93.38		12.74														
Recruiting																	
Rent																	
Equipment Rent & Maintenance																	
Staff Training	335.00		250.00					293.65									
HMEP Training																	
Emergency Mgmt Exercise Exp																	
Overtime/Backfill reimbursement																	
Taxes, Sales/Property																	
Telephone																	
Travel	636.57	2,899.84	4,446.47	836.38				69.65								48.34	9.01
Temporary Labor/Outside Services																	
Interest Expense																	
DATA Fees																	
Consultants																	
GIS Coordination																	
Emergency Mgmt Workshop Expense																	
Overtime/Backfill reimbursement																	
Meeting Expenses	401.39	32.68															
Miscellaneous supplies																	
REMI Annual Maintenance	2,621.00							3,262.34									1,500.00
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 Shubertg UF sub-recipient																	
TOTAL EXPENDITURES	205,165.08	55,268.57	20,899.62	70,723.46	1,259.20	5,543.11	8,185.35	21,592.79	193.82	7,082.92	801.60	41,514.24	13,012.08	45,065.23	4,505.07	29,654.57	18,191.74

East Central Florida Regional Planning Council
Financial Report February 2016

Project	35915 LCSO Hazardous Condition Analysis	36015 Sumter Hazard Analysis	36115 Osceola Hazard Analysis	36215 Eatonville CRA	36316 Orange County Food Project	36416 I-Drive Economic Impact Analysis	36516 THIRA	36616 Sumter County Exercise	36716 DEP/TBRPC Coast to Coast	36816 Volusia County Hiz Mat Drill 2015	36916 DEO/ Indian River Lagoon	37016 FDOH-Lake local distribution site exercise	37116 Suiter GIS Atlas	37516 Osceola County Hurricane Exercise	Total
REVENUES															
Revenues Paid:															
Member Assessments															573,881.00
Member REMI Contributions															0.00
Federal								9,119.50				7,912.00			17,031.50
State											18,000.00				18,000.00
Local				2,117.82											40,812.28
Other															1,259.20
Pension forfeiture															4,225.60
Total Revenues Received	0.00	0.00	0.00	2,117.82	0.00	0.00	0.00	9,119.50	0.00	0.00	18,000.00	7,912.00	0.00	0.00	655,209.58
Account Receivables:															0.00
Member Assessments															10,796.40
Federal	3,621.76	2,345.07	4,687.39			4,683.54		4,911.33	2,999.00						197,964.36
State					24,012.68	9,231.11				36,339.24			3,354.23		94,253.63
Local/Other															27,885.68
Total Accounts Receivables	3,621.76	2,345.07	4,687.39	2,117.82	24,012.69	9,231.11	4,683.54	9,119.50	4,911.33	2,999.00	54,339.24	7,912.00	3,354.23	0.00	986,109.55
EXPENDITURES															
Salaries	1,822.08	1,184.21	2,595.02	1,317.32	12,361.90	4,013.94	2,512.14	148.58	2,388.43	2,081.71	17,653.75	14.86	1,688.15	49.24	276,657.95
Fringe Benefits (Pool)	819.31	433.45	785.22	592.34	5,138.73	1,790.66	826.16	52.03	1,073.97	705.76	5,200.00	5.20	759.09	22.14	118,742.03
Indirect Cost (Pool)	978.95	599.54	1,252.78	707.76	6,486.06	2,151.29	1,237.24	74.35	1,283.23	1,033.09	9,234.95	7.43	906.99	26.45	146,542.68
Unemployment Comp															0.00
Audit Fees															0.00
Advertising/Regional Promotion															0.00
Computer Operations															0.00
Dues															1,601.96
Equipment															856.13
Equipment under \$500															0.00
Software over \$500															482.23
Graphics						6.60	99.05	0.40	49.80	289.25	74.27				1,398.80
Board Member Travel		20.59	2.34	31.99											4,604.73
Legal															2,595.24
Office Supplies															16,670.00
Postage	1.42										1.64				282.08
Publications															116.15
Recruiting															106.12
Rent															0.00
Equipment Rent & Maintenance															0.00
Staff Training															0.00
EMEP Training												6,880.00			878.65
Emergency Mgmt Exercise Exp								7,930.00							14,810.00
Over-the-backfill reimbursement															0.00
Taxes, Sales/Property															0.00
Telephone															436.33
Travel		107.28	50.83		26.00	48.62	8.95	21.11	115.90	201.30	110.74				10,857.85
Temporary Labor/Outside Services															0.00
Interest Expense															0.00
DATA Fees															0.00
Consultants															20,000.00
GIS Coordination															0.00
Emergency Mgmt Workshop Expense															0.00
Overtime/Backfill reimbursement															0.00
Meating Expenses						20.00									454.07
Miscellaneous supplies															0.00
REMI Annual Maintenance						1,200.00									8,563.34
Web Site Maintenance															233.24
Web Site Upgrade															2,625.00
Office Maint/Printing															0.00
HUD DeBarry 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 Shimborg UF sub-recipient															0.00
TOTAL EXPENDITURES	3,621.76	2,345.07	4,687.39	2,649.41	24,012.69	9,231.11	4,683.54	8,226.47	4,911.33	4,334.72	54,339.24	6,907.49	3,354.23	97.83	682,050.73

Financial Forecast

Statement of Condition as of March 31, 2016

Cash-in-bank on March 1, 2016		\$977,909.26
Deposits and Interest - March 2016	\$122,711.18	
Checks Issued - March 2016	<u>-\$153,440.81</u>	
Cash-in-bank on March 31, 2016		<u>\$947,179.63</u>

Financial Forecast for April 2016

Operating Cash April 1, 2016		\$947,179.63
Accounts Payable on April 1, 2016		<u>-28,255.62</u>
Net Operating Cash for April 1, 2016		\$918,924.01

Anticipated Revenue/Expense for April 2016:		
Accounts Receivables (Revenues)	\$103,790.50	
Accounts Payables (Expenditures)	<u>-\$98,035.98</u>	
Net Anticipated Revenue/Expense		<u>\$5,754.52</u>
Anticipated Operating Cash for May 1, 2016		<u>\$924,678.53</u>

March2016FiscalBudgetvsActual.xls

	Budget	2/29/2016	Actual	Current	Under (Over)	50.00%
		Year to Date	March	Year to Date		
Personnel						
Salaries & Wages (Permanent)	673,723	313,200	65,167	378,368	295,355	56.2%
Fringe Benefits	298,854	135,174	27,388	162,562	136,292	54.4%
Outside /Temporary Services	20,000	5,515	1,443	6,958	13,042	34.8%
Unemployment	-	-	-	-	-	-
Total Personnel	992,577	453,889	93,998	547,887	444,690	55.2%
Overhead						
Annual Audit/Audit Preparation	25,000	1,045	-	1,045	23,955	4.2%
Computer Ops (General)	30,000	2,860	663	3,523	26,477	11.7%
Depreciation/Use Charge	13,000	3,323	665	3,988	9,012	30.7%
Equipment & Software over \$500(General)	12,000	1,399	-	1,399	10,601	11.7%
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	5,836	1,179	7,015	12,985	35.1%
Insurance	12,000	5,500	649	6,150	5,851	51.2%
Inter-Regnl Bd Rel (travel/training)	2,000	2,595	-	2,595	(595)	129.8%
Legal Counsel	40,000	16,670	3,334	20,004	19,996	50.0%
Library/Publications/Subscriptions	2,500	106	69	175	2,325	7.0%
Office Supplies	6,000	1,358	316	1,673	4,327	27.9%
Pension Fund Mgmt. Fee	1,400		1,260	1,260	140	90.0%
Postage	2,000	313	33	347	1,654	17.3%
Professional Dues	36,809	21,842	2,448	24,291	12,518	66.0%
Recruiting	100		-		100	0.0%
Rent	120,768	50,320	10,064	60,384	60,384	50.0%
Office Maintenance	1,500		-		1,500	0.0%
Staff Training	7,500	879	110	989	6,511	13.2%
Telephone & Communications	4,000	2,442	433	2,875	1,125	71.9%
Staff Travel	20,000	10,858	1,212	12,070	7,930	60.3%
Advertising	170		-		170	0.0%
Contingencies	20,000				20,000	0.0%
Hmep Training	44,000		-		44,000	0.0%
EM Exercise Expense		14,810	3,081	17,891	(17,891)	
EM Workshop Expense		52,502	(6,563)	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	20,000	-	20,000	80,000	20.0%
Web site maintenance	10,500	2,625	-	2,625	7,875	25.0%
Storage-Off Site Records	3,000	1,115	242	1,357	1,643	45.2%
Meeting Expenses	3,500	454	1,204	1,658	1,842	47.4%
Miscellaneous supplies		233	-	233	(233)	
Data fees			-		-	
REMI Annual Maintenance	21,000	8,583	1,717	10,300	10,700	49.0%
Total Overhead	570,597	228,162	22,115	250,277	320,320	43.9%
Total Expenditures	1,563,174	682,051	116,114	798,165	765,009	51.1%

East Central Florida Regional Planning Council
Financial Report March 2016

REVENUES	Project:	31016	31115	31216	31516	31612	31714	31814	32307	34016	34412	34515	34915	35115	35315	35715	35815
		General	Untfunded Mandates	LEPC Staff Support	Haz Mat Emrg Preparedness	Safe Routes to School Webpage	FDOT CEGIS	USDC ED/ACEDS	Regional Evacuation Study	Volusia Cty Proj Mgmt	HUD	Regional USAR Coordinator	Kissimmee Housing Study	Regional Haz Mat Coordinator	Kissimmee Medical/Arts	Osceola Housing Study	Hospital Needs Assessment
Revenues Paid:																	
Member Assessments		573,981.00															
Member REMI Contributions																	
Federal					61,452.63												
Slate				11,361.11													
Local																	
DRI Fees					3,001.71												
Other		5,110.93															
Pension forfeiture																	
Total Revenues Received		578,991.93	0.00	11,361.11	61,452.63	3,001.71	0.00	0.00	0.00	6,446.70	0.00	0.00	0.00	0.00	4,027.84	10,743.13	23,923.49
Account Receivables:																	
Member Assessments																	
Federal					2,984.78			14,228.34									
Slate				13,691.95				14,228.34					13,072.08				
Local/Other																	
Total Accounts Receivables		578,991.93	0.00	25,053.06	64,417.41	3,001.71	0.00	28,456.68	0.00	6,446.70	0.00	49,113.57	13,072.08	45,065.23	4,027.84	35,733.18	23,923.49
EXPENDITURES																	
Salaries		106,443.74	32,385.82	10,129.01	9,127.81	1,520.69	4,023.26	11,872.79	96.04	4,807.50	397.20	24,275.68	6,436.43	25,725.41	2,285.80	17,950.54	8,421.88
Fringe Benefits (Pool)		47,243.28	14,459.92	3,949.63	3,468.19	678.97	1,796.34	4,893.32	42.88	361.21	177.95	10,838.78	2,873.79	11,486.11	947.06	6,014.72	3,760.28
Indirect Cost (Pool)		56,039.54	17,081.25	5,133.47	4,592.86	802.05	2,121.98	6,113.39	50.65	1,884.66	209.50	12,803.68	3,394.77	13,568.36	1,178.79	9,467.66	4,441.96
Unemployment Comp																	
Audit Fees																	
Advertising/Regional Promotion		1,467.53															
Computer Operations		1,467.53															
Dues		908.54		100.00													
Equipment																	
Equipment under \$500		492.23															
Software over \$500		1,396.80															
Graphics		1,412.79	586.07	874.44	261.32	1.40	11.00	59.25				152.94	22.80	1,534.29		60.04	78.96
Board Member Travel		2,165.19	427.05														
Legal		20,004.00															
Office Supplies		397.52	30.00														
Postage		48.07	13.80	38.31	8.35		17.38										
Publications		140.42	22.12	12.74													
Recruiting																	
Rent																	
Equipment Rent & Maintenance																	
Staff Training		445.00		250.00				293.65									
HMEP Training																	
Emergency Mgmt Exercise Exp																	
Overtime/Backfill reimbursement																	
Taxes, Sales/Property																	
Telephone		664.90	3,557.52	4,565.46	810.08			227.89				526.19		812.57		48.34	8.01
Travel												516.40					
Temporary Labor/Outside Services																	
Interest Expense																	
DATA Fees																	
Consultants																	
GIS Coordination																	
Emergency Mgmt Workshop Expense					45,999.15												
Overtime/Backfill reimbursement																	
Meal Expenses		525.26	1,112.68														
Miscellaneous supplies		2,621.00			209.65			4,979.01									1,500.00
REMI Annual Maintenance																	
Web Site Maintenance																	
Web Site Upgrade																	
Office Maint/Printing																	
HUD DeBarry sub-recipient																	
HUD Seminole County sub-recipient																	
HUD Longwood sub-recipient																	
HUD Orange County sub-recipient																	
HUD Orlando sub-recipient																	
HUD Shimsberg UF sub-recipient																	
TOTAL EXPENDITURES		242,419.81	69,676.23	25,053.06	64,417.41	3,001.71	5,421.80	28,456.68	189.57	7,053.37	784.05	49,113.57	12,727.79	53,161.66	4,411.65	35,733.18	18,511.09

East Central Florida Regional Planning Council
Financial Report March 2016

Project:	35915 LCSH Hazardous Condition Analysis	36015 Sumter Hazard Analysis	36115 Osceola Hazard Analysis	36215 Eatonville CRA	36316 Orange County Food Project	36416 I-Drive Economic Impact Analysis	36616 THIRA	36616 Sumter County Exercise	36716 DEPT/BRPC Coast to Coast to	36816 Volusia County Haz Mat Drill 2015	36916 DEO/ Indian River Lagoon	37016 FDOH-Lake local distribution site exercise	37116 Sunter GIS Atlas	37216 SRRC/Coastal Flood Hazard Resiliency	37416 FDEM/SHSP Exercises	
REVENUES																
Revenues Paid:																
Member Assessments																
Member REMI Contributions																
Federal																
State																
Local					18,000.00			9,119.50			18,000.00	7,912.00				
DRI Fees				2,117.82												
Other																
Pension for/forlura																
Total Revenues Received	0.00	0.00	0.00	2,117.82	18,000.00	0.00	0.00	9,119.50	0.00	0.00	18,000.00	7,912.00	0.00	0.00	0.00	0.00
Account Receivables:																
Member Assessments																
Federal	3,542.51	3,345.68	6,746.59													
State					6,534.78		7,080.07		8,982.44	2,999.00	42,953.88					4,582.30
Local/Other						18,381.02										
Total Accounts Receivables	3,542.51	3,345.68	6,746.59	2,117.82	24,534.78	18,381.02	7,080.07	9,119.50	8,982.44	2,999.00	60,953.88	7,912.00	0.00	0.00	0.00	4,582.30
EXPENDITURES																
Salaries	1,793.94	1,710.84	3,654.33	1,295.97	12,713.17	8,665.90	3,779.00	148.39	4,452.94	2,077.93	21,153.14	14.84				64.03
Fringe Benefits (Pool)	800.97	647.17	1,194.19	579.08	5,235.12	3,855.12	1,325.30	51.65	1,988.19	700.12	8,658.11	5.17				28.59
Indirect Cost (Pool)	946.18	859.80	1,767.91	684.06	6,544.44	4,565.51	1,861.17	72.94	2,348.62	1,012.96	10,870.02	7.30				33.77
Unemployment Comp																
Audit Fees																
Advertising/Regional Promotion																
Computer Operations																
Dues																
Equipment																
Equipment under \$500																
Software over \$500																
Graphics						7.20	105.65	0.40	76.79	289.25	142.21					8.48
Board Member Travel		20.59	2.34	31.99												
Legal																
Office Supplies																
Postage	1.42															
Publications																
Recruiting																
Rent																
Equipment Rent & Maintenance																
Staff Training																
HMEP Training																
Emergency Mgmt Exercise Exp								7,930.00								
Overtime/backfill reimbursement																
Taxes, Sales/Property																
Telephone																
Travel	107.28		119.92		42.05	67.29	8.95	21.11	115.90	201.30	110.74					
Temporary Labor/Outside Services																
Interest Expense																
DATA Fees																
Consultants																
GIS Coordination																
Emergency Mgmt Workshop Expens																
Overtime/backfill reimbursement																
Meeting Expenses						20.00										
Miscellaneous supplies																
REMI Annual Maintenance										23.59						
Web Site Maintenance																
Web Site Upgrade																
Office Maint/Printing																
Office Maint/Printing																
HUD DeBarry sub-recipient																
HUD Seminole County sub-recipient																
HUD Longwood sub-recipient																
HUD Orange County sub-recipient																
HUD Orlando sub-recipient																
HUD Shimborg UF sub-recipient																
TOTAL EXPENDITURES	3,542.51	3,345.68	6,746.59	2,592.10	24,534.78	18,381.02	7,080.07	8,224.49	FALSE	4,305.15	60,953.88	6,907.31	4,582.30	134.87	0.09	0.09

East Central Florida Regional Planning Council
 Financial Report March 2016

Project:	37516 Osceola County Hurricane Exercise	37616 Jewish Federation CEMP	37716 Sumter County EMAP Support	Total
REVENUES				
Revenues Paid:				
Member Assessments				573,881.00
Member RE/MI Contributions				0.00
Federal				84,930.83
State				47,361.11
Local				40,812.28
DRI Fees				3,001.71
Other				5,110.93
Pension forfeiture				0.00
Total Revenues Received	0.00	0.00	0.00	755,097.86
Account Receivables:				0.00
Member Assessments				14,228.34
Federal				144,068.21
State				76,192.69
Local/Other	1,877.97	2,083.47	2,083.47	51,914.81
Total Accounts Receivables	0.00	1,877.97	2,083.47	1,041,501.91
EXPENDITURES				
Salaries	48.48	961.38	1,170.11	334,672.32
Fringe Benefits (Pool)	21.65	386.31	321.18	143,052.30
Indirect Cost (Pool)	25.57	491.40	543.77	174,191.71
Unemployment Comp				0.00
Audit Fees				0.00
Advertising/Regional Promotion				0.00
Computer Operations				1,959.41
Dues				1,008.54
Equipment				0.00
Equipment under \$500				492.23
Software over \$500				1,398.80
Graphics	2.80	23.29		5,766.38
Board Member Travel				2,595.24
Legal				20,004.00
Office Supplies				462.44
Postage				154.89
Publications				175.28
Recruiting				0.00
Rent				0.00
Equipment Rent & Maintenance				0.00
Staff Training				988.65
HMIEP Training				0.00
Emergency Mgmt Exercise Exp	3,081.00			17,481.00
Overtime/Backfill reimbursement				0.00
Taxes, Sales/Property				0.00
Telephone				526.19
Travel		15.59	48.41	12,069.71
Temporary Labor/Outside Services				0.00
Interest Expense				0.00
DATA Fees				0.00
Consultants				20,000.00
GIS Coordination				0.00
Emergency Mgmt Workshop Expans				45,998.15
Overtime/Backfill reimbursement				0.00
Meeting Expenses				1,657.94
Miscellaneous supplies				233.24
REMI Annual Maintenance				10,300.01
Web Site Maintenance				2,625.00
Web Site Upgrade				0.00
Office Miami/Painting				0.00
HUD DeBarry 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 Shinnberg UF sub-recipient				0.00
TOTAL EXPENDITURES	3,179.50	1,877.97	2,083.47	798,164.43

ATTACHMENT 3

Personnel Policies

PROPOSED
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ELECTRONIC USE - REVISED

Red-Line Draft
Final Draft

EAST-CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
USE-OF-COMPUTER, INTERNET, E-MAIL AND ELECTRONICS SYSTEMS

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SECTION XXX – ELECTRONIC USE POLICY

A. Purpose

The purpose of this policy is to set forth guidelines for use of the East Central Florida Regional Planning Council's computers, Internet, e-mail, and other electronic systems, which shall collectively be referred to as "electronic communications systems." This policy is inclusive of all authorized users of RPC computer equipment, which includes employees (temporary, permanent, seasonal, part time and full time), Council members, committee members, interns, and contractors. All ECFRPC employees and interns are required to sign an employee agreement concerning the computer use policy.

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B. General Statement of Policy

RPC computers and electronic systems shall be used to promote the RPC's mission, goals, and objectives, and shall be consistent with RPC policies. RPC electronic communications systems may be used for research, business communications and other uses relevant to RPC business.

Use of RPC computers, e-mail, and Internet access is a privilege. Failure to comply with this policy could result in any one or more of the following: suspension or cancellation of access privileges; payment for damage and repairs; discipline, up to and including termination; and civil or criminal liability.

C. Authorized Users

RPC employees assigned a user ID and password are the only persons authorized to use RPC computers. The only exception to this rule involves authorized contractors hired by the RPC and given a user ID and password for limited network access.

Employees shall not give their passwords to anyone except the ~~Director of Operations~~ Executive Director ~~Manager of Financial Affairs~~. If an employee must access another user's computer system, access will be provided by the ~~Director of Operations~~ Executive Director.

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D. Unacceptable Uses

Unacceptable uses of RPC computers, e-mail, or Internet resources or accounts include, but are not limited to, the following:

1. Deliberately accessing, reviewing, uploading, downloading, storing, printing, posting, transmitting, receiving or distributing pornographic, obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful or sexually explicit material; materials or information that use language or images inappropriate or disruptive to the business environment; materials that use language or images that advocate violence or discrimination toward other people such as hate literature, or that may constitute illegal harassment or discrimination.

2. Knowingly or recklessly posting false or defamatory information about a person or organization, harassing another person, or engaging in personal attacks, including attacks based on unlawful discrimination.
3. Engaging in any illegal act or violating any local, state, or federal statute or law.
4. Vandalizing, damaging, or disabling the property of another person or organization; deliberately attempting to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means; tampering, modifying, or changing the RPC's computer software, hardware, or wiring; and using RPC computers in such a way as to disrupt the use of the system by other users.
5. Gaining unauthorized access to information resources, RPC computers or any other system throughout the RPC; accessing another person's materials, information, or files without the direct permission of that person; logging in through another person's account; or using computer accounts, access codes, or network identification other than those assigned to the user without authorization.
6. Violating copyright laws or licensing agreements, or using another person's property without authorization, including downloading or exchanging pirated software or copying software to or from any RPC computer.

If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the incident to the Director of Operations Executive Director. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. A user may also, in certain rare instances, access otherwise unacceptable materials if necessary to complete a job function, and if so, shall be done with the prior approval of the director of Operations Executive Director.

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E. No Expectation of Privacy

1. All e-mail should be considered public record. The RPC controls use of RPC computers, e-mail, and Internet resources. Users should expect no privacy in the contents of e-mail or personal files on RPC computers, as all materials and files may be accessed by the RPC at any time.
2. Employees shall not lock files with passwords.
3. Routine maintenance and monitoring of RPC computers may lead to a discovery that a user has violated this policy, another RPC policy, or the law.
4. An individual investigation or search will be conducted if RPC officials have a reasonable suspicion that the search will uncover a violation of law or RPC policy.
5. The RPC will cooperate fully with local, state, and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with RPC policies.

F. RPC Software

Software is automatically protected by federal copyright law from the moment of its creation. Federal copyright law makes it illegal to copy a piece of software for any reason other than as a backup without permission of the copyright holder.

For the RPC's purpose, illegal or unauthorized software is defined as any software that has not been approved by the ~~Director of Operations~~Executive Director, and/or any software for which the RPC has not purchased a license. Copying of illegal or unauthorized software to any system can result in contracting a virus, which can spread and cause serious damage to any or all systems. All RPC software contains a license identifier linked to the RPC and should not be used by any other person or entity.

1. Copying of RPC software is not allowed. Absolutely no software is to be copied from the network to a floppy disk or any other system.
2. Copying of unauthorized software to the network or to any RPC computer is not allowed. Absolutely no illegal or unauthorized software is to be loaded onto any RPC system.
3. Absolutely no illegal software is to be loaded onto any RPC computer. The ~~director of Operations~~Executive Director must approve all software.
4. Any software that may be unique to your specific function within the RPC and that may need to be installed only on your system still must be approved by the ~~director of Operations~~Executive Director.
5. New Software Purchases: All software purchased for use on any RPC computer must be pre-approved by the ~~Director of Operations~~Executive Director for validity, compatibility and licensing. Software purchases will not be approved without the signature of the ~~Director of Operations~~Executive Director.
6. Software spot-checking: The ~~Director of Operations~~Executive Director or his/her designee has the authority to audit, without notice, any RPC computer for unauthorized use and illegal software installations.

Any illegal or unauthorized software will be removed immediately and will be reported, detailing the specific location of the incident, the type of software, and any damages that may have resulted from the illegal installation.

G. RPC Hardware

1. **New Hardware Purchases:** The ~~Director of Operations~~Executive Director must approve all new purchases of computer and/or related peripheral equipment. Hardware purchases will not be approved without the signature of the ~~Director of Operations~~Executive Director.
2. **Personal Use of RPC Computer/Peripherals:** Personal use of RPC computers and/or related peripheral equipment ~~is not allowe~~ is discouraged and should be kept to a minimum. Employees may not remove equipment from RPC property or employee's work area unless authorized by the ~~Director of Operations~~Executive Director.

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3. **Moving Computer Equipment:** Moving of computer equipment within the RPC shall first be cleared through the ~~Director of Operations~~Executive Director. When possible, the ~~Director of Operations~~Executive Director, or his/her designee shall move or supervise moving to ensure proper installation and configuration of the equipment.
4. **User to Maintain Equipment in Good Working Condition:** Users should routinely clean computer equipment (dust, clean keyboard, mouse, and monitor) to maintain equipment in good working condition.
5. **Policies to Prevent Damage to Equipment:**
 - A. Beverage containers and food shall not be placed near computers, keyboards, mice, printers, or any other computer equipment.
 - B. Eating and/or drinking over computer equipment shall not be permitted.
 - C. Plants should not be located above or near any computer equipment.

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H. Internet Use Agreement

1. Employees are responsible for properly using the Internet.
2. The Internet Use Agreement form shall be read and signed by the employee before access will be authorized.
3. Employees may not remove their name or domain information from postings or access anonymously to conceal their identity.
4. Employees may not lend out their e-mail accounts to other people.
5. Employees may not allow non-employees to access the Internet through RPC facilities.
6. Spamming is the automated sending of messages to large numbers of newsgroups or people simultaneously. This is different from a legitimate e-mailing list because spamming is indiscriminate and unsolicited. Spamming is strictly prohibited.
7. The Internet and e-mail should not become a distraction that prevents employees from getting their work done.

I. Limitation of RPC Liability

Employee's use RPC computers at their own risk. The RPC will not be responsible for legal or financial obligations arising through unauthorized use of RPC computers, e-mail, Internet, or electronic communications systems.

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J- Employee Agreement for Use of Computers, Internet, E-mail, and Electronic Systems

I agree to read and abide by the policies relating to acceptable use of the RPC's computers, e-mail, Internet resources, and electronic systems. I further understand that violations of the policies above may constitute termination of employment or other disciplinary actions as deemed necessary. Should I commit any violation, my access privileges may be revoked, disciplinary action may be taken, up to and including termination, and I may face legal consequences.

User's Full Name (please print)

User's Signature

Date

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Section XXXX – Electronic Use Policy

A. Purpose

The purpose of this policy is to set forth guidelines for use of the East Central Florida Regional Planning Council's computers, Internet, e-mail, and other electronic systems, which shall collectively be referred to as "electronic communications systems." This policy is inclusive of all authorized users of RPC computer equipment, which includes employees (temporary, permanent, seasonal, part time and full time), Council members, committee members, interns, and contractors. All ECFRPC employees and interns are required to sign an employee agreement concerning the computer use policy.

B. General Statement of Policy

RPC computers and electronic systems shall be used to promote the RPC's mission, goals, and objectives, and shall be consistent with RPC policies. RPC electronic communications systems may be used for research, business communications and other uses relevant to RPC business.

Use of RPC computers, e-mail, and Internet access is a privilege. Failure to comply with this policy could result in any one or more of the following: suspension or cancellation of access privileges; payment for damage and repairs; discipline, up to and including termination; and civil or criminal liability.

C. Authorized Users

RPC employees assigned a user ID and password, are the only persons authorized to use RPC computers. The only exception to this rule involves authorized contractors hired by the RPC and given a user ID and password for limited network access.

Employees shall not give their passwords to anyone except the Manager of Financial Affairs. If an employee must access another user's computer system, access will be provided by the Executive Director.

D. Unacceptable Uses

Unacceptable uses of RPC computers, e-mail, or Internet resources or accounts include, but are not limited to, the following:

- a. Deliberately accessing, reviewing, uploading, downloading, storing, printing, posting, transmitting, receiving or distributing pornographic, obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful or sexually explicit material; materials or information that use language or images inappropriate or disruptive to the business environment; materials that use language or images that advocate violence or discrimination toward other people such as hate literature, or that may constitute illegal harassment or discrimination.
- b. Knowingly or recklessly posting false or defamatory information about a person or organization, harassing another person, or engaging in personal attacks, including attacks based on unlawful discrimination.
- c. Engaging in any illegal act or violating any local, state, or federal statute or law.
- d. Vandalizing, damaging, or disabling the property of another person or organization; deliberately attempting to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means; tampering, modifying, or changing the RPC's computer software, hardware, or wiring; and using RPC computers in such a way as to disrupt the use of the system by other users.

- e. Gaining unauthorized access to information resources, RPC computers or any other system throughout the RPC; accessing another person's materials, information, or files without the direct permission of that person; logging in through another person's account; or using computer accounts, access codes, or network identification other than those assigned to the user without authorization.
- f. Violating copyright laws or licensing agreements, or using another person's property without authorization, including downloading or exchanging pirated software or copying software to or from any RPC computer.

If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the incident to the Executive Director. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. A user may also, in certain rare instances, access otherwise unacceptable materials if necessary to complete a job function, and if so, shall be done with the prior approval of the Executive Director.

E. No Expectation of Privacy

- a. All e-mail should be considered public record. The RPC controls use of RPC computers, e-mail, and Internet resources. Users should expect no privacy in the contents of e-mail or personal files on RPC computers; as all materials and files may be accessed by the RPC at any time.
- b. Employees shall not lock files with passwords.
- c. Routine maintenance and monitoring of RPC computers may lead to a discovery that a user has violated this policy, another RPC policy, or the law.
- d. An individual investigation or search will be conducted if RPC officials have a reasonable suspicion that the search will uncover a violation of law or RPC policy.
- e. The RPC will cooperate fully with local, state, and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with RPC policies.

F. RPC Software

Software is automatically protected by federal copyright law from the moment of its creation. Federal copyright law makes it illegal to copy a piece of software for any reason other than as a backup without permission of the copyright holder.

For the RPC's purpose, illegal or unauthorized software is defined as any software that has not been approved by the Executive Director, and/or any software for which the RPC has not purchased a license. Copying of illegal or unauthorized software to any system can result in contracting a virus, which can spread and cause serious damage to any or all systems. All RPC software contains a license identifier linked to the RPC and should not be used by any other person or entity.

- a. Copying of RPC software is not allowed. Absolutely no software is to be copied from the network to a floppy disk or any other system.
- b. Copying of unauthorized software to the network or to any RPC computer is not allowed. Absolutely no illegal or unauthorized software is to be loaded onto any RPC system.
- c. Absolutely no illegal software is to be loaded onto any RPC computer. The Executive Director must approve all software.
- d. Any software that may be unique to your specific function within the RPC and that may need to be installed only on your system still must be approved by the Executive Director.

- e. **New Software Purchases:** All software purchased for use on any RPC computer must be pre-approved by the Executive Director for validity, compatibility and licensing. Software purchases will not be approved without the signature of the Executive Director.
- f. **Software spot-checking:** The Executive Director, or his/her designee, has the authority to audit, without notice, any RPC computer for unauthorized use and illegal software installations.

Any illegal or unauthorized software will be removed immediately and will be reported, detailing the specific location of the incident, the type of software, and any damages that may have resulted from the illegal installation.

G. RPC Hardware

- a. **New Hardware Purchases:** The Executive Director must approve all new purchases of computer and/or related peripheral equipment. Hardware purchases will not be approved without the signature of the Executive Director.
- b. **Personal Use of RPC Computer/Peripherals:** Personal use of RPC computers and/or related peripheral equipment is discouraged and should be kept to a minimum. Employees may not remove equipment from RPC property or employee's work area unless authorized by the Executive Director.
- c. **Moving Computer Equipment:** Moving of computer equipment within the RPC shall first be cleared through the Executive Director. When possible, the Executive Director or his/her designee shall move or supervise moving to ensure proper installation and configuration of the equipment.
- d. **User to Maintain Equipment in Good Working Condition:** Users should routinely clean computer equipment (dust, clean keyboard, mouse, and monitor) to maintain equipment in good working condition.

H. Policies to Prevent Damage to Equipment

- a. Beverage containers and food shall not be placed near computers, keyboards, mice, printers, or any other computer equipment.
- b. Eating and/or drinking over computer equipment shall not be permitted.
- c. Plants should not be located above or near any computer equipment.

I. Internet Use Agreement

- a. Employees are responsible for properly using the Internet.
- b. The Internet Use Agreement form shall be read and signed by the employee before access will be authorized.
- c. Employees may not remove their name or domain information from postings or access anonymously to conceal their identity.
- d. Employees may not lend out their e-mail accounts to other people.
- e. Employees may not allow non-employees to access the Internet through RPC facilities.
- f. Spamming is the automated sending of messages to large numbers of newsgroups or people simultaneously. This is different from a legitimate e-mailing list because spamming is indiscriminate and unsolicited. Spamming is strictly prohibited.
- g. The Internet and e-mail should not become a distraction that prevents employees from getting their work done.

J. Limitation of RPC Liability

Employees use RPC computers at their own risk. The RPC will not be responsible for legal or financial obligations arising through unauthorized use of RPC computers, e-mail, Internet, or electronic communications systems.

COUNCIL CREDIT CARD – NEW POLICY

Final Draft

SECTION XXXX – COUNCIL CREDIT CARD POLICY

A. Background

This policy sets out the acceptable and unacceptable uses of the Council credit card.

The use of the credit card is a privilege, which the Council may withdraw in the event of serious or repeated abuse. The credit card must be used for business purposes only in conjunction with the employee's job duties. The credit card shall not be used for any non-business, non-essential purpose, i.e., for any personal purchase or any other transaction that is not authorized or needed to carry out their duties.

Employees are required to submit a purchase request for approval by the Executive Director prior to making any purchase with the Council's credit card. Employees are also required to turn in the receipt to the Director of Financial Affairs upon completion of the purchase.

If any employee uses a Council credit card for personal purchases in violation of this policy, the cost of such purchase(s) will be considered an advance of future wages payable to that employee, and will be recovered in full from the employee's next paycheck. In addition to financial responsibility and liability for wage deductions, any purchases an employee makes with a Council credit card in violation of this policy will result in disciplinary action, up to and possibly including termination of employment, depending upon the severity and repeat nature of the offense.

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B. Agreement for Wage Deductions Associated with Improper Use of Council-Issued Credit Card

i, (employee's name), hereby certify that I understand and agree to abide by the Council's policy regarding use of the Council-issued credit card, a copy of which I have received, and which has been explained to me. I agree that if I make any personal purchases (i.e., transactions for the benefit of anyone or anything other than the Council) in violation of that policy, the amount of such purchases is an advance of future wages payable to me, that the Council may deduct that amount from my next paycheck, and that if there is a balance remaining after such deduction, the Council may deduct the balance of the wage advance from my future paychecks until the amount is repaid in full.

I further agree that if I make any non-personal transactions in violation of the policy in question, i.e., incur financial liability on the Council's part that is not within the scope of my duties or my authorization to make business-related purchases, I am financially responsible for any such expenses and agree to reimburse the Council.

Signature of Employee

Date

Employee's Name - Printed

Director of Financial Affairs

Date

DRUG AND ALCOHOL USE POLICY - REVISED

Red-Line Draft
Final Draft

SECTION XXX - EAST CENTRAL FLORIDA REGIONAL PLANNING COUNCIL DRUG AND ALCOHOL USE POLICY

— DRUG FREE WORKPLACE POLICY

A. Background Statement of Drug and Alcohol Dangers

Drug abuse affects absenteeism, productivity, health and accident claims, morale of other workers and employee turnover. The cost of drug abuse has been currently estimated at more than \$10 billion per year.

Beneath the statistics of lost time, money and productivity, there is a great potential for human suffering. People who abuse chemicals tend to be very erratic in their behavior toward others. Their relationships tend to become increasingly strained the more preoccupied they become by their drug of choice. This can be intensely painful to family members and particularly destructive to children in their formative years.

A. B. Purpose

The purpose of this policy is to help employees avoid the dangers of drugs and alcohol in the workplace and to inform them of the consequences of drug use in the workplace.

B. C. Policy Statement

It shall be the policy of the East Central Florida Regional Planning Council that its workplace shall be drug and alcohol-free in compliance with the Drug-free Workplace Act of 1988 (PL 100-690, Title V, Subtitle D-). This publication provides details of this policy provides, a statement on dangers of drugs and alcohol use in the workplace and is the basis of a form each employee is required to sign assuring compliance.

While on the ECFRPC premises and while conducting business-related activities off the premises, no employee may use, possess, distribute, sell or be under the influence of alcohol or illegal drugs.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the work place.

D. Drug and Alcohol Testing

In order to maintain the safety and efficiency of its operations and to protect employees and the public, ECFRPC employees may be required to submit to drug and/or alcohol testing if there is a cause for reasonable suspicion of substance abuse. Employees who refuse substance testing under these circumstances will be terminated. The ECFRPC will select a licensed laboratory which will perform the drug and/or alcohol testing in accordance with any applicable federal or state regulations.

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The following is a list of some, but not all circumstances, which could be indicators of a substance abuse problem and considered reasonable suspicion:

- Observed alcohol or drug abuse during work hours
- Apparent physical state of impairment
- Incoherent mental state
- Marked changes in personal behavior that are otherwise explained
- Deteriorating work performance that is not attributed to other factors
- Accidents or other actions that provide reasonable cause to believe the employee may be under the influence of drugs or alcohol

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~~Each employee of the East Central Florida Regional Planning Council shall be required to sign a statement certifying that he or she has read the policy and that he or she shall not engage in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the workplace of the East Central Florida Regional Planning Council. Controlled substances are those described in this statement.~~

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G. D. Employee Responsibilities

Each employee of the East Central Florida Regional Planning Council shall be required to sign a statement certifying that he or she has read the policy and that he or she shall not engage in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the workplace of the East Central Florida Regional Planning Council.

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Each employee is hereby instructed that he or she shall notify the Executive Director within five days of any criminal drug statute conviction for a violation in the workplace. Within 30 days, the Executive Director must take action as appropriate.

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Any employee violating the terms of this policy statement is subject to disciplinary action pursuant to the personnel rules of the East Central Florida Regional Planning Council.

Drugs (controlled substances) and Potential for Abuse

Barbiturates (Nembutal, Seconal, Amytal, Tuinal, etc.)— These are central nervous system depressants that are highly addictive both mentally and physically; they have a high potential for causing overdose reactions and severe and dangerous withdrawal complications.

Minor Tranquilizers (Librium, Valium, etc.)— These have an effect similar to barbiturates and alcohol but are less powerful in their effect and less likely to produce physical and psychological dependency, although psychological dependency is still very common among users.

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Narcotics (Opium, Morphine, Heroin).—These drugs act upon the central nervous system and parasympathetic nervous system to reduce pain, induce sleep and give a general calming effect. They are very physically and psychologically addicting and, because of the haphazard manner in which they are manufactured and sold, frequently used in excess.

Stimulants (Amphetamines, Cocaine).—These are drugs that affect the central nervous system causing increased alertness and activity and bringing on a feeling of confidence and well-being. They cause psychological dependency, but their ability to cause physical dependency is not clear. They can have negative psychological effects when overused.

Hallucinogens (LSD, Mescaline, Psilocybin, PCP, etc.) these drugs act upon the central nervous system and produce changes in perception with accompanying excitement to the user. They are not likely to cause psychological or physical dependency. They are somewhat unreliable in their and may cause extreme anxiety reactions or panic states in some users.

Marijuana.—The active ingredient in marijuana is THC, which is sometimes classified as an hallucinogen. The actual amount of this chemical in marijuana is quite low, however; and hallucinations are rare. It generally has an intoxicating effect and may heighten sensory perception, especially auditory perception. There are almost not observable physical effects due to marijuana use. It can produce a psychological dependence somewhat similar to caffeine and has no potential for physical dependence.

(Certification on next page)

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DRUG AND ALCOHOL-FREE WORKPLACE CERTIFICATION

The East Central Florida Regional Planning Council has certified that it will provide a drug and alcohol-free workplace. A copy of this policy has been furnished to each employee.

The policy states that the unlawful manufacturing, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace. ~~Controlled substances are described in the East Central Florida Regional Planning Council's policy statement which has been provided.~~

The policy statement requires an employee, as a condition of employment, to notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such a conviction.

The employee is aware that drug and alcohol abuse violations occurring in the workplace will have penalties of appropriate personnel action up to termination, and the employee may be required to participate and satisfactorily complete an appropriate drug or alcohol-abuse assistance or rehabilitation program.

This policy statement advises the employee of the dangers of drug and alcohol abuse in the workplace.

I acknowledge receiving a copy of this policy statement. I have read the statement. I understand and will comply with this policy.

My workplace is: East Central Florida Regional Planning Council
309 Cranes Roost Blvd. Suite 2000
Altamonte Springs, FL 32701

Signed: _____ Date: _____

Name (type or print): _____

Title: _____

Supervisor's Name: _____

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SECTION XXX - DRUG AND ALCOHOL USE POLICY

A. Statement of Drug and Alcohol Dangers

Drug abuse affects absenteeism, productivity, health and accident claims, morale of other workers and employee turnover. The cost of drug abuse has been currently estimated at more than \$10 billion per year.

Beneath the statistics of lost time, money and productivity, there is a great potential for human suffering. People who abuse chemicals tend to be very erratic in their behavior toward others. Their relationships tend to become increasingly strained the more preoccupied they become by their drug of choice. This can be intensely painful to family members and particularly destructive to children in their formative years.

B. Purpose

The purpose of this policy is to help employees avoid the dangers of drugs and alcohol in the workplace and to inform them of the consequences of drug use in the workplace.

C. Policy Statement

It shall be the policy of the East Central Florida Regional Planning Council that its workplace shall be drug and alcohol free in compliance with the Drug-free Workplace Act of 1988 (PL 100-690, Title V, Subtitle D). This policy provides a statement on dangers of drugs and alcohol use in the workplace and is the basis of a form each employee is required to sign assuring compliance.

While on the ECFRPC premises and while conducting business-related activities off the premises, no employee may use, possess, distribute, sell or be under the influence of alcohol or illegal drugs.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the work place.

D. Drug and Alcohol Testing: In order to maintain the safety and efficiency of its operations and to protect employees and the public, ECFRPC employees may be required to submit to drug and/or alcohol testing if there is a cause for reasonable suspicion of substance abuse. Employees who refuse substance testing under these circumstances will be terminated. The ECFRPC will select a licensed laboratory which will perform the drug and/or alcohol testing in accordance with any applicable federal or state regulations.

The following is a list of some, but not all circumstances, which could be indicators of a substance abuse problem and considered reasonable suspicion:

- Observed alcohol or drug abuse during work hours
- Apparent physical state of impairment

- Incoherent mental state
- Marked changes in personal behavior that are otherwise explained
- Deteriorating work performance that is not attributed to other factors
- Accidents or other actions that provide reasonable cause to believe the employee may be under the influence of drugs or alcohol

E. Employee Responsibilities

Each employee of the East Central Florida Regional Planning Council shall be required to sign a statement certifying that he or she has read the policy and that he or she shall not engage in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the workplace of the East Central Florida Regional Planning Council.

Each employee is hereby instructed that he or she shall notify the Executive Director within five days of any criminal drug statute conviction for a violation in the workplace. Within 30 days, the Executive Director must take action as appropriate.

Any employee violating the terms of this policy statement is subject to disciplinary action pursuant to the personnel rules of the East Central Florida Regional Planning Council.

(Certification on next page)

DRUG AND ALCOHOL FREE WORKPLACE CERTIFICATION

The East Central Florida Regional Planning Council has certified that it will provide a drug and alcohol free workplace. A copy of this policy has been furnished to each employee.

The policy states that the unlawful manufacturing, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace. The policy statement requires an employee, as a condition of employment, to notify the employer of any criminal drug statue conviction for a violation occurring in the workplace no later than five days after such a conviction.

The employee is aware that drug and alcohol abuse violations occurring in the workplace will have penalties of appropriate personnel action up to termination, and the employee may be required to participate and satisfactorily complete an appropriate drug or alcohol abuse assistance or rehabilitation program.

This policy statement advises the employee of the dangers of drug and alcohol abuse in the workplace.

I acknowledge receiving a copy of this policy statement. I have read the statement. I understand and will comply with this policy.

My workplace is: East Central Florida Regional Planning Council
309 Cranes Roost Blvd. Suite 2000
Altamonte Springs, FL 32701

Signed: _____ Date: _____

Name (type or print): _____

Title: _____

Supervisor's Name: _____

**SHORT AND LONG TERM DISABILITY
INSURANCE - REVISED**

Red-Line Draft
Final Draft

3) Short and Long Term Disability Insurance

- a. All regular full-time and regular part-time employees who work at least thirty (30) hours per week are provided with short and long-term disability insurance. The limits of short and long-term disability insurance coverage at any particular time are as prescribed and in conformance with existing IRS Codes and ECFRPC Board authorization.
- b. Coverage is effective on the first day of the third month after the month of hire for eligible employees (i.e., if an employee starts on June 10th, his or her health coverage would start on the first day of the third month after June, or September 1st).
- c. At no time will the combined total of disability payment paid leave, holiday and regular time exceed the amount of the employee's routine scheduled wage.
- ~~b.d.~~ An employee does not earn accrued benefits (i.e. paid leave) while on disability unless such disability benefit is being supplemented with accrued leave, in which case they will accrue a pro-rated share of paid leave based on the amount of leave they are using. In addition, the law prohibits payroll deductions, so employees should make arrangements to pay for benefits normally provided through payroll deductions or these benefits may be lost (i.e. insurance, wage garnishments, etc.)

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3) Short and Long Term Disability Insurance

- a. All regular full-time and regular part-time employees who work at least thirty (30) hours per week are provided with short and long-term disability insurance. The limits of short and long-term disability insurance coverage at any particular time are as prescribed and in conformance with existing IRS Codes and ECFRPC Board authorization.
- b. Coverage is effective on the first day of the third month after the month of hire for eligible employees (i.e., if an employee starts on June 10th, his or her health coverage would start on the first day of the third month after June, or September 1st).
- c. At no time will the combined total of disability payment, paid leave, holiday and regular time exceed the amount of the employee's routine scheduled wage.
- d. An employee does not earn accrued benefits (i.e. paid leave) while on disability unless such disability benefit is being supplemented with accrued leave, in which case they will accrue a prorated share of paid leave based on the amount of leave they are using. In addition, the law prohibits payroll deductions, so employees should make arrangements to pay for benefits normally provided through payroll deductions or these benefits may be lost (i.e., insurance, wage garnishments, etc.).

TRAVEL - REVISED

Red-Line Draft

Final Draft

EAST CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

TRAVEL POLICY

Section XXX – Travel Policy

A. Mandatory Seat Belt Use

All seated occupants of Council-owned, leased or rented vehicles and all personal vehicles operated on Council business shall properly use the seat belts or occupant restraint system provided. Failure to use seat belts or occupant restraint system shall be considered improper use of a vehicle and shall subject employees to disciplinary action. If an accident occurs resulting in injury to an employee, and the employee is not using the seat belts or occupant restraint system provided, and failure to use the seat belts or occupant restraint system contributes to injuries received, the employee's workers' compensation benefits may be reduced under the provisions of Section 440.09(4), Florida Statutes.

B. Operation of Vehicles in a Safe and Courteous Manner

All Council-owned, leased, or rented vehicles and all personal vehicles operated on Council business shall at all times be operated in a safe and courteous manner. Failure to operate vehicles in a safe and courteous manner shall be considered improper use of a vehicle and shall subject employees to disciplinary action.

C. Operation of Vehicles in Compliance with Federal, State, and Local Laws

All Council-owned, leased, or rented vehicles and all personal vehicles operated on Council business shall operate in compliance with all applicable federal, state and local laws and ordinances. Failure to comply with federal, state or local laws and ordinances shall be considered improper use of a vehicle and shall subject employees to disciplinary action. All fines and penalties resulting from failure to comply with federal, state or local laws and ordinances are the personal responsibility of the vehicle operator.

D. General Policy/General Reimbursement

1. It is the intent of East Central Florida Regional Planning Council (the "Council") to reimburse travel as authorized by Section 112.061, Florida Statutes ~~except as set forth below and this policy.~~
2. Council members and employees traveling on official business are expected to exercise the same care in incurring official expenses that any prudent person exercises when traveling for personal reasons.
3. It is the responsibility of the traveler to be familiar with this travel policy and be knowledgeable of the reimbursable expenses.
4. The Executive Director must approve travel by employees or by authorized persons not employed or under contract by the Council who are called upon to contribute time and services as consultants or advisors or participants when the travel is on behalf of the Council.

E. Allowable Expenses – Staff

1. Meal allowances ~~for employees~~ shall be as set forth in Florida Statutes. Reimbursement rates ~~as of at date of~~ this policy are:

Breakfast \$6.00
Lunch \$11.00

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September 9, 2015

Dinner \$19.00

2. Reimbursement charges for airfare shall be determined pursuant to Section 112.061, Florida Statutes. Generally this authorizes the lowest available coach fare. Receipts and boarding passes must be submitted.
3. Actual charges for rental cars, verified by original receipt or legible copy of receipt.
4. Other expenses, which may be reimbursed, include:
 - Registration fees – receipt required.
 - Tolls and parking fees – receipt required.
 - Taxi fares – receipt required for all fares. Tip on taxi service is allowed, not to exceed 15% of fare.
 - Hotel at single occupancy room rate – an itemized statement of charges and paid receipt required. Room service meals are reimbursable under provisions for meal allowances. Use of food and beverage dispensers and rental of movies in hotel rooms is not reimbursable.
 - Business telephone calls or on-line access charges for use of computer or fax – receipt or documentation required as well as justification.
 - Vicinity mileage from the office to the destination or to the airport if applicable. Mileage will
 - ~~be~~ ~~be~~ reimbursed at rates as outline in 112.061, Florida Statutes.
 - Airport parking – receipt is required. Travelers will be reimbursed for up to ten (10) days parking at the airport. However, this parking is discouraged, and instead, car pooling or rides to and from the airport are suggested. Park and ride is also preferred. Airport parking out of town will be reimbursed as needed.

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5. Mileage reimbursement for local travel will be reimbursed at rates as outlined in 112.061, Florida Statutes.
 - The starting and ending point for travel will be the ECFRPC office unless your home is closer to your destination and due to timing of the event you will be traveling to or from your home instead of the office. (If home to event is farther distance, use the office to event mileage.)
 - The most direct route should be utilized for reimbursement purposes. Deviation from this route at the travelers discretion will not be reimbursed unless it is for circumstances outside their control (i.e. road closure, traffic, or the like).

Allowable Expenses – Council officials and others as authorized by the Executive Director

September 9, 2015

1. Actual, necessary and reasonable costs of travel, meals, single-occupancy lodging, presentations, token gifts (such as pins and medallions), and entertainment expenses of officials having a direct connection with promoting the Council. Other persons or guests may be authorized by the Executive Director. All expenses must be documented to include receipts and business justification.
2. Presentation, promotional and advertising expenses. Original receipts are required.
3. Expenditures can also include business association meals; taxi and airport limousine fares and tips up to 15%; ferry fares and bridge, road and tunnel tolls; storage and parking fees; mandatory valet parking; telephone, telegraph, facsimile and telex charges related to Council business; charges for traveler's checks; foreign currency exchange fees; and maps of the area traveled. Advertising and promotions include cooperative ventures with airline, rental cars, hotels; and attraction and convention and visitors' bureaus.
4. Food, beverages, including alcohol, gratuities associated with meetings, dinners, promotions, cocktail parties, and similar events, whether catered or provided at the Council or other facility or private location, provided that attendance at said event is for the specific purpose of soliciting economic development for the Council. Original receipts are required and justification must be included.
5. Reimbursement for food and beverage expenditures under this section is for actual costs, as verified by original receipt, and requires approval of the Executive Director.
6. Tips up to 15% of food and beverage are reimbursable unless calculated as part of the bill, in which case a maximum tip of 20% is allowable.
7. Actual charges for rental cars are reimbursable. Receipts are required. Justification must be approved by the Executive Director if a rental car larger than mid-size is used or if a rental car is driven fewer than 20 miles.

Policies and Procedures for Reimbursement

1. All reimbursable expenses must be reported on an approved Travel Voucher. Receipts are required for all expenditures except for meals as noted in the Florida Statutes or as referenced in this policy.
2. Reimbursement shall be made after the travel takes place.
3. Cash advances must be approved by the Executive Director and should be requested two (2) weeks in advance from the Manager of Financial Affairs. The Manager of Financial Affairs should be notified of the expected return date. Expenses from the cash advance must be reported with receipts within five (5) working days of the last day of the travel and, if cash is unused, it must be returned to the Manager of Financial Affairs within five (5) working days in the form of a personal check, money order or cash. Travel advances will not be issued for less than \$250.00 and may not exceed 100% of the estimated cost of the trip. No advance will be issued if a previous advance is outstanding. The Manager of Financial Affairs should notify the Executive Director of any cash advance outstanding over five (5) working days from the expected date of return.
- 4.3. Pre-registration is encouraged because Council payment is required for hotel reservations to ensure waiver of sales tax charges. The traveler is responsible for making their hotel reservations.
- 5.4. A credit card bill must be substantiated by receipts attached and a full explanation of the charge provided on the travel voucher.
- 6.5. Travelers using a credit card shall not be reimbursed for any item that is not used for a public business purpose.
- 7.6. There is no reimbursement for travel and/or meals that are complimentary or covered in a registration or other similar fee.

September 9, 2015

7. If any traveler wishes to alter plans for personal business, the traveler must pay any additional cost of transportation.

8.

Section XXXX - Travel

A. Mandatory Seat Belt Use

All seated occupants of Council-owned, leased or rented vehicles and all personal vehicles operated on Council business shall properly use the seat belts or occupant restraint system provided. Failure to use seat belts or occupant restraint system shall be considered improper use of a vehicle and shall subject employees to disciplinary action. If an accident occurs resulting in injury to an employee, and the employee is not using the seat belts or occupant restraint system provided, and failure to use the seat belts or occupant restraint system contributes to injuries received, the employee's workers' compensation benefits may be reduced under the provisions of Section 440.09(4), Florida Statutes.

B. Operation of Vehicles in a Safe and Courteous Manner

All Council-owned, leased, or rented vehicles and all personal vehicles operated on Council business shall at all times be operated in a safe and courteous manner. Failure to operate vehicles in a safe and courteous manner shall be considered improper use of a vehicle and shall subject employees to disciplinary action.

C. Operation of Vehicles in Compliance with Federal, State, and Local Laws

All Council-owned, leased, or rented vehicles and all personal vehicles operated on Council business shall operate in compliance with all applicable federal, state and local laws and ordinances. Failure to comply with federal, state or local laws and ordinances shall be considered improper use of a vehicle and shall subject employees to disciplinary action. All fines and penalties resulting from failure to comply with federal, state or local laws and ordinances are the personal responsibility of the vehicle operator.

D. General Reimbursement

1. It is the intent of East Central Florida Regional Planning Council (the "Council") to reimburse travel as authorized by Section 112.061, Florida Statutes and this policy.
2. Council members and employees traveling on official business are expected to exercise the same care in incurring official expenses that any prudent person exercises when traveling for personal reasons.
3. It is the responsibility of the traveler to be familiar with this travel policy and be knowledgeable of the reimbursable expenses.
4. The Executive Director must approve travel by employees or by authorized persons not employed or under contract by the Council who are called upon to contribute time and services as consultants or advisors or participants when the travel is on behalf of the Council.

E. Allowable Expenses

1. Meal allowances shall be as set forth in Florida Statutes. Reimbursement rates as of the date of this policy are:
 - Breakfast \$6.00
 - Lunch \$11.00
 - Dinner \$19.00

2. Reimbursement charges for airfare shall be determined pursuant to Section 112.061, Florida Statutes. Generally this authorizes the lowest available coach fare. Receipts and boarding passes must be submitted.
3. Actual charges for rental cars, verified by original receipt or legible copy of receipt.
4. Other expenses, which may be reimbursed, include:
 - Registration fees – receipt required.
 - Tolls and parking fees – receipt required.
 - Taxi fares – receipt required for all fares. Tip on taxi service is allowed, not to exceed 15% of fare.
 - Hotel at single occupancy room rate – an itemized statement of charges and paid receipt required. Room service meals are reimbursable under provisions for meal allowances. Use of food and beverage dispensers and rental of movies in hotel rooms is not reimbursable.
 - Business telephone calls or on-line access charges for use of computer or fax – receipt or documentation required as well as justification.
 - Vicinity mileage from the office to the destination or to the airport if applicable. Mileage will be reimbursed at rates as outlined in 112.061, Florida Statutes.
 - Airport parking – receipt is required. Travelers will be reimbursed for up to ten (10) days parking at the airport. However, this parking is discouraged, and instead, carpooling or rides to and from the airport are suggested. Park and Ride is also preferred. Airport parking for out of town will be reimbursed as needed.
5. Mileage reimbursement for local travel will be reimbursed at rates as outlined in 112.061, Florida Statutes.
 - The starting and ending point for travel will be the ECFRPC office unless your home is closer to your destination and due to timing of the event you will be traveling to or from your home instead of the office. (If home to event is farther distance, use the office to event mileage.)
 - The most direct route should be utilized for reimbursement purposes. Deviation from this route at the traveler's discretion will not be reimbursed unless it is for circumstances outside their control (i.e. road closure, traffic, or the like).

F. Policies and Procedures for Reimbursement

1. All reimbursable expenses must be reported on an approved Travel Voucher. Receipts are required for all expenditures except for meals as noted in the Florida Statutes or as referenced in this policy.
2. Reimbursement shall be made after the travel takes place.
3. Pre-registration is encouraged because Council payment is required for hotel reservations to ensure waiver of sales tax charges. The traveler is responsible for making their hotel reservations.
4. A personal credit card must be used for incidental charges when checking into a hotel.

5. A credit card bill must be substantiated by receipts attached and a full explanation of the charge provided on the travel voucher.
6. Travelers using a credit card shall not be reimbursed for any item that is not used for a public business purpose.
7. There is no reimbursement for travel and/or meals that are complimentary or covered in a registration or other similar fee.
8. If any traveler wishes to alter plans for personal business, the traveler must pay any additional cost of transportation.

DRAFT

WORKERS' COMPENSATION - REVISED

Red-Line Draft

Final Draft

Section 7 – Worker’s Compensation

A. Worker’s Compensation

- 1) An employee shall immediately report any injury or accident occurring on Council time to his or her supervisor or person in charge. The ~~Division Director~~Supervisor shall file a Notice of Injury and Accident/Injury Investigation Report Form with the Manager of Financial Affairs by 2 PM the next work day.
- 2) If an employee is injured or involved in an accident while on Council time, the employee ~~shall~~may be required to submit to drug testing, as per the Council’s drug-free workplace policy.
- 3) As provided for in Chapter 440.12 (1) FS, no Workers’ Compensation payments shall be allowed for the first seven (7) calendar days of a work-related disability. An employee may use his or her paid leave during this period and charge against his or her accrued paid leave one (1) day for each day absent except as provided for in the State of Florida Workers’ Compensation Law, Section 440.15 (11) FS.
- 4) If the disability extends beyond seven (7) calendar days, on the eighth (8th) calendar day, the employee will receive Workers’ Compensation payments at a rate established in the Regional Planning Council’s Workers’ Compensation Insurance (as amended) (with a maximum amount as established under Chapter 440.12 (2)(b), FS). The employee may elect to charge against his or her accrued paid leave, on a proportionate basis, the difference between the Workers’ Compensation payment and his or her regular pay in order to receive full pay. After twenty-one (21) calendar days, Workers’ Compensation goes back and picks up the first seven (7) days.
- 5) At no time will the combined total of Workers’ Compensation payment, paid leave, holiday, and regular time exceed the amount of the employee’s routine scheduled wage.
- 6) An employee does not earn accrued benefits (i.e. paid leave) while on Workers’ Compensation unless such Workers’ Compensation benefit is being supplemented with accrued leave, in which case they will accrue a prorated share of paid leave based on the amount of leave they are using. In addition, the law prohibits payroll deductions, so employees should make arrangements to pay for benefits normally provided through payroll.

B. Safety/First Aid Procedures

- 1) Prevention of accidents and injuries to employees and the general public shall be integrated totally into all aspects of the working environment. The Executive Director, or his/her designee, has the responsibility for implementing, administering, monitoring and evaluating the safety program. Success depends on the alertness and the personal commitment of all. All levels of management and supervisory staff will be held accountable to maintain a safe and healthy environment for all its employees, and to ensure that all safety rules and regulations, and precautions are adhered to.

- 2) The East Central Florida Regional Planning Council provides information to employees about workplace safety and health issues through internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.
- 3) Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor or the Executive Director. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.
- 4) However, in the event an accident should happen or an illness should occur, contact the Executive Director and/or CALL 911, if required. If a minor injury occurs while you are on the job, there is a first aid kit located in the storage cabinet in the kitchen. If the injury is serious, someone will provide transportation to the hospital emergency room.
~~If an accident or illness should occur, no matter how slight, notify the Executive Director along with your immediate supervisor so that appropriate medical treatment can be administered. The transfer of any body fluid (blood, saliva, urine, etc.) may pass on viruses (such as AIDS). Please use extreme caution to avoid contact with all body fluids. Each first aid kit contains plastic gloves. Please be sure to use them. If this is not possible, use a strong disinfectant, such as Lysol or liquid bleach, to clean up afterwards.~~
- 5) On the job injuries will be handled in accordance with the Workers' Compensation laws. Any employee who is injured while on the job must notify the Executive Director immediately to be eligible for coverage provided under the Workers' Compensation Act. As part of our Drug Free Workplace, you may also be required to submit to drug testing if you are injured on the job.

Section 7 – Worker’s Compensation

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DRAFT

ATTACHMENT 4

Resolution #02-2016 - CFGIS



East Central Florida Regional Planning Council

309 Cranes Roost Blvd. Suite 2000, Altamonte Springs, FL 32701
Phone 407.262.7772 • Fax 407.262.7788 • www.ecfrpc.org

Hugh W. Harling, Jr. P.E.
Executive Director

Resolution #02-2016

RESOLUTION ADOPTED AT A MEETING OF THE EAST CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

WHEREAS, I certify that I am Chair of the Organization duly organized under the laws of the State of Florida.

WHEREAS, the following is a true and correct copy of a resolution duly adopted at a meeting of the East Central Florida Regional Planning Council on the 18th day of May 2016, at which a majority of voting members was present, constituting a quorum, notice of said meeting having been given in accordance with the Bylaws:

NOW, THEREFORE BE IT RESOLVED, that the East Central Florida Regional Planning Council (ECFRPC) is authorized to enter into an amendment of the Joint Participation Agreement between ECFRPC and the Florida Department of Transportation (FDOT) for the addition of tasks and funding for CFGIS.

Adopted by the East Central Florida Regional Planning Council at a regular meeting, assembled in Altamonte Springs, on the eighteenth day of May 2016.

Attest:

EAST CENTRAL FLORIDA
REGIONAL PLANNING COUNCIL:

Lee Constantine
Chair, ECFRPC

Hugh W. Harling, Jr.
Executive Director

Executive Committee

Chair

Lee Constantine
County Commissioner
Seminole County

Vice Chair

Welton Cadwell
County Commissioner
Lake County

Secretary

Leigh Matusick
Vice Mayor
Volusia County League
of Cities

Treasurer

Jill Rose
Gubernatorial Appointee
Orange County

Member at Large

Garry Breedon
County Commissioner
Sumter County

Serving Brevard, Lake, Orange, Osceola, Seminole, Sumter, and Volusia Counties

ATTACHMENT 5

FY 2015-2016 New Projects

Work Program Updates As Of March 1, 2016
New Confirmed Projects Since Work Program Adoption

Budget Line	Project	Total Contract Amount	Total ECFRPC Amount	Dates	Confirmed	Pending in Original Work	Description
29	Orange County Food Production Strategic Plan	\$ 30,000.00	\$ 30,000.00	Sept 2015- May 2016	X	X	In partnership with Orange County and Good Food Central Florida, the project will develop a strategic plan for Orange County's food production industry which will include a profile of Orange County's food production industry, which is comprised of agriculture, food manufacturing, and distribution establishments. The second part of the project will examine the local zoning/land use regulations of the County's six largest jurisdictions to identify the number and type of food uses allowed in our area. Finally, the ECRPC will use the findings of these sections to identify barriers to the development of the food production industry and include recommendations for the strengthening of this sector.
28	Indian River Lagoon Study	\$ 155,000.00	\$ 55,000.00	Sept 2015- May 2016	X	X	Develop economic valuation analysis of the Indian River Lagoon, update current database including nutrient and maintenance information, analyze impacts of sea level rise on outfalls, and develop a storm water maintenance best practice strategy plan.
31	Coast to Coast Inventory and Design Overlay	\$ 41,000.00	\$ 41,000.00	Sept 2015- May 2016	X	X	Identify the key natural and cultural resources along the route that should be celebrated by trail users, and develop a unifying design overlay to the Coast to Coast Connector that will provide recognition and continuity of the trail from the user's perspective. Includes map atlases, database, final report, and 5 stakeholder workshops
30	FDOT/CFGIS Contract	\$ 53,421.00	\$ 48,171.00	October 2015-June 2016	X	X	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.
26	Sumter County Hazards Analysis	\$ 5,434.00	\$ 5,434.00	July 2015-June 2016	X		Conduct Hazards Analysis for Sumter County to ensure emergency managers and first responders have current accurate information available for planning purposes and for incident response.
27	Osceola County Hazards Analysis	\$ 4,370.00	\$ 4,370.00	July 2015-June 2016	X		Conduct Hazards Analysis for Sumter County to ensure emergency managers and first responders have current accurate information available for planning purposes and for incident response.
14	Sumter County Disaster Recovery Exercise	\$ 9,119.50	\$1,189.50	October - December 2015	X		Provide services, materials, and necessary personnel to execute a tabletop disaster recovery exercise
16	Lake County Local Distribution Site Exercise	\$ 7,912.00	\$1,032.00	October - December 2015	X		Evaluate and document the Department of Health in Lake County local distribution site exercise and deliver HSEEP compliant after-action report/improvement plan within 30 days of the event.

Work Program Updates As Of March 1, 2016
New Confirmed Projects Since Work Program Adoption

Budget Line	Project	Total Contract Amount	Total ECFRPC Amount	Dates	Confirmed	Pending in Original Work	Description
44	Economic Impact of the InternationDrive District	\$ 24,950.00	\$ 24,950.00	Sept 2015- May 2016	X		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.
42	Lake County School District Hazardous Walking Conditions Analysis	\$ 8,500.00	\$ 8,500.00	August 2015 - October 2015	X		Utilizing the Existing Route Conditon Analysis Tool, update Lake County School District Hazardous Walking Conditions based on the updated 2015 Gabby's Law update. Also determine choke points, the effected population, and other information for submittal to the state.
43	City of Eatonville, CRA Research	\$ 5,000.00	\$ 5,000.00	August 2015 - October 2015	X		Provide GIS analysis, urban design, land use, and technical abilities as an imbedded planner to the Town of Eatonville through December 31, 2015. The project entails community visioning, logistical support, capacity building and strategic resource allocation analysis to leverage the ability of the struggling Eatonville CRA to flourish into the future. This project is closely tied to the Eatonville Healthy Community Analysis completed in 2014, taking many of the strategies identified in that report to more specific levels.
45	Sumter County Emergency Response GIS Atlas	\$ 13,000.00	\$ 13,000.00	October 2015-May 2015	X		Develop a GIS Atlas for Sumter County Emergency Services with all avaiable and QC'ed data, including existing and planned subdivisions and roadways. Collect, update and QC all available data.
13	UASI THIRA	\$ 15,000.00	\$ 15,000.00	October 2015-December 2015	X		Coordinate the Threat Hazard Identification and Risk Assessment (THIRA) 2015 update with Orange County, Lake County, Osceola County, Seminole County, Volusia County, Brevard County, City of Orlando, and the Central Florida Intelligence Exchange (CFIX). Compile stakeholder responses into one Univeral Reporting Tool (URT) and submit to the State of Florida and FEMA. Create a regional Gap Analysis report for the Orlando/Orange County UASI.
15	Volusia County OEM HazMat Response Drill	\$ 2,999.00	\$ 2,999.00	October 2015-December 2015	X		Provide services, materials, and necessary personnel to execute a three-day hazardous materials response full scale exercise
12	SHSGP Exercise Grant	\$ 135,000.00	\$95,000.00	March 2016- March 2017	X		State of Florida issued grant to conduct three exercises
17	Trainers and Tools – Resiliency	\$ 10,000.00	\$ 10,000.00	February 2016- March 2017	X		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.
18	Osceola County Hurricane Exercise	\$ 25,000.00	\$4,460.00	February 2016 - June 2016	X		Provide services, materials, and necessary personnel to execute a two-day hurricane-based functional exercise

Work Program Updates As Of March 1, 2016
New Confirmed Projects Since Work Program Adoption

Budget Line	Project	Total Contract Amount	Total ECFRPC Amount	Dates	Confirmed	Pending in Original Work	Description
19	River to Sea TPO Sea Level Rise Analysis	\$ 5,000.00	\$ 5,000.00	March 2016-June 2016	X		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, shelters, transportation facilities and others. Deliverables will include shapefiles as well as a final report which will also provide research on the need to further assess these vulnerabilities as impacts to water table are not included in the original analysis
46	Jewish Federation of Greater Orlando CEMP	\$ 7,000.00	\$ 7,000.00	March 2016-May 2016	X		Create a Comprehensive Emergency Management Plan (CEMP) for the Maitland complex to include the offices, the Community Center, the Holocaust Center, the Preschool, and the K-8 school.
48	Sumter County EMAP Support	\$ 9,000.00	\$ 9,000.00	March 2016 - July 2016	X		Support and service Sumter County as they prepare for the Emergency Management Accreditation Program (EMAP) process
20	DEP Coastal Partnership Initiative Grant - Volusia	\$ 15,000.00	\$ 15,000.00	July 2016 - June 2017	X		Partner with Volusia County EM, UF, and FDOT to pilot the Sea Level Scenario Sketch Planning Tool updates including floodplains and storm surge relative to sea level rise.
21	SRES Volume 1 Update	\$ 15,000.00	\$ 15,000.00	May 2016-June 2016	X		Update Volume 1 of SRES 2010 with new data and analysis
49	Sumter County TTX	\$ 8,500.00	\$ 8,500.00	April 2016 - June 2016	X		Provide services, materials, and necessary personnel to execute a tabletop continuity of operations (COOP) exercise
69	Osceola County Route Condition Tool	\$ 17,760.00	\$ 17,760.00				Expand route condition analysis tool to Osceola County and put into interactive mapping tool on Safe Routes Portal.
Total New Project Funding as of May 2016		\$ 605,205.50	\$ 442,365.50				

New Pending Projects Since Work Program Adoption

	Project	Contract Amount	ECFRPC Amount	Dates	Confirmed	Pending in
68	Bithlo Community Health Indicators	\$ 10,000.00	\$ 10,000.00			
67	US HUD Choice Neighborhoods Planning And Action Grant	\$ 60,000.00	\$ 60,000.00			
Total		\$ 70,000.00	\$ 70,000.00			

ATTACHMENT 6

Projects and Activities



March/April 2016 Project Updates and Activities Council Meeting Date May 18, 2016

**March/April 2016 Overview
Projects: New, Completed, Pending
Council Meeting Date: May 18, 2016**

NEW PROJECTS

- Sumter County COOP TTX – April 2016 – June 2016 - \$8500
- Orange County/Rollins College TTX – May 2016 – September 2016 - \$8500
- SRES Vulnerability Summary Updates – May 2016-July 2016 - \$15,000

COMPLETED PROJECTS

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

PENDING PROJECT SCOPES/GRANTS

- Seminole County Emergency Management Whole Community TTX - \$3,150
- Seminole County Whole Community TTX Logistics - \$3,150
- Orange County Office of Emergency Management & Rollins College TTX - \$8,500
- Osceola County Route Condition Analysis Tool - \$17,780



March/April 2016 Project Updates and Activities Council Meeting Date May 18, 2016

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

COMPLETED PROJECTS

The Economic Impact of Pepin Academies New Projects- \$350 – April 2016

Project Description- Calculate the economic impact of new charter school opening in the Tampa area

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

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

Activities

- Three days of a full scale exercise conducted successfully.

Orange/Orlando UASI 2015 THIRA - \$15,000 – October 2015 – March 1, 2016

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

Activities

- Both reports are complete.

ONGOING PROJECTS AND PROGRAMS

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

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

Activities

- Finalized all data
- Coordination with Sumter County EM on finalized data and atlas format
- Began finalizing formatting and development of atlas and appendix

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

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

Activities

- assessment of CFGIS Clearinghouse and tools/platform research
- Met with consultant and FDOT for CFGIS refinement meeting
- Budget and scope development
- Assisted with Coordination of Smart Growth America Complete Street Training



March/April 2016 Project Updates and Activities Council Meeting Date May 18, 2016

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

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

- Partner meetings and Conference Calls
- Updated all existing data with newly released data

Orange County Food Production Strategic Plan - \$30,000 - DEO Technical Assistance Grant – September 2015 - May, 2016

Project Description: Develop an economic strategic plan for Orange County's food production sector (agriculture, manufacturing, and distribution) industries. The first part of the project will be an analysis of the local food production industry. This analysis will serve as a basis to evaluate the strength of the local food system. Staff will then evaluate the local zoning/land use regulations for the County's largest jurisdictions to identify regulations that pertain to the food production sector. This process will help to identify the barriers for growth of this sector. Finally, based on the previous analyses, the ECFRPC will develop a set of strategies to strengthen the food production system, allow for more access to local foods, and create additional job opportunities for food entrepreneurs.

Activities

- Completed Deliverable 2 and submitted it to DEO

The Economic Impact of the International Drive District - \$24,950 - International Drive Improvement District - September 20015 - May 2016

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 Existing Conditions Analysis
- Presented results of Existing Conditions Analysis to International Drive Improvement District Board on March 30, 2016

Economic Development District (EDD)

Activities

- Meeting with Bill Spivey, Executive Director of the Florida Development Finance Corporation to discuss REMI model
- Meeting with Erin Shaefer and Samantha Parks from DEO



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- Attended 2016 EDA Conference held from April 7-8
- Attended Kissimmee Medical Arts District Press Conference at City of Kissimmee
- Attended Good Food Central Florida meetings for March and April

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

Activities

- Quarterly HazMatters Update provided to the State
- Attended next state quarterly meeting in St. Petersburg, FL on April 6 – 8, 2016

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

Activities

- Planning of training courses related to the transportation of hazardous materials
- 2016 Hazardous Materials Symposium planning committee
- 5th Annual Hazardous Materials Symposium in January 2017

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

Activities

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

Sumter County OEM COOP Exercise - \$8,500 – April 2016 – June, 2016

Project Description – Create and coordinate a Tabletop Exercise for Continuity of Operations via Homeland Security Exercise and Evaluation Program (HSEEP) standards.

Activities

- Began coordination

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

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)

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

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

Activities

- Final draft is currently under for county review



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Develop of Regional Impact (DRI)

- Harmony DRI/NOPC – Deletion of 3,000+ acres from the DRI completed and rescission application received.
- Orange Lake Country Club DRI/NOPC – Changing various land uses and intensities.

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

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

Activities

- Team Conference Calls
- Reviewed graphics for signage and design overlay
- C2C Leadership Team conference call
- Continued to finalize data

Indian River Lagoon Outfall Analysis – Total \$155,000 (ECFRPC \$55,000) – September 2015 – May 2016 – DEO

Project Description – Develop economic valuation analysis of the Indian River Lagoon, update current database including nutrient and maintenance information, analyze impacts of sea level rise on outfalls, and develop a storm water maintenance best practice strategy plan.

Activities

- Ran model and completed analysis of sea level rise on the 5 Indian River Lagoon Counties.
- Developed report and map of findings and delivered to DEO for review
- Developed draft report and modeling on BMPs for outfall maintenance for the Indian River Lagoon and delivered to DEO for review.

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

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

- Attended Training for all regional planning Councils with NOAA and UF Geoplan
- Coordinated with Brevard Emergency Management and IFAS for hosting training and working on the vulnerability assessment for nuisance flooding.
- CanVis Training

PENDING PROJECT SCOPES/GRANTS

- Seminole County Emergency Management Whole Community TTX - \$3,150
- Seminole County Whole Community TTX Logistics - \$3150
- Orange County Office of Emergency Management & Rollins College TTX - \$8,500
- Osceola County Route Condition Analysis Tool - \$17,780



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AGENCY MEETINGS/WORKSHOPS

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

- C2C Leadership Team conference call
- Webinar- Climate Vulnerability Tools
- Meeting with DeBary – Station Area Master Plan
- Meeting with St. Cloud – planning and visioning
- Meeting with City of Casselberry – Active Transportation/Trail connections
- Emergency Management Meetings: Orlando Health Full Scale Exercise Evaluators, Florida Division of Emergency Management (regional quarterly meeting), State Emergency Response Commission (SERC) meeting, Orange County Local Mitigation Strategy Working Group, Transportation Security Agency (TSA) Multi-Modal Quarterly Workshop; UCF's Emergency Management and Homeland Security Advisory Board Quarterly meeting.

EXECUTIVE DIRECTOR MEETINGS

March

Central FL Commuter Rail Commission Public Meeting
FRCA Partners/Business/Partners Board Meeting
ECFRPC Executive/Council Meetings
Tri-County League of Cities Meeting
Indian River Lagoon Meeting - Sebastian
Tri-County League of Cities
River-to-Sea TPO Meeting
REMI Model Meeting
Smart Growth America – Longwood Public Workshop
FDOT Public Meeting – Center Hill

April

Meeting with DEO (Erin Schaefer, Samantha Parks)
I-75 Task Force Meeting
ASCE – 32nd Annual Water Resources Seminar
Casselberry Meeting with City Manager and Commissioner
St. Cloud Meeting with City Manager and Mayor
FRCA – Executive Directors Conference Call
Tri-County League of Cities
River-to-Sea TPO Meeting
FDOT Public Meeting – SR 520, Indian River
City of Kissimmee, Medical Arts District Press Conference

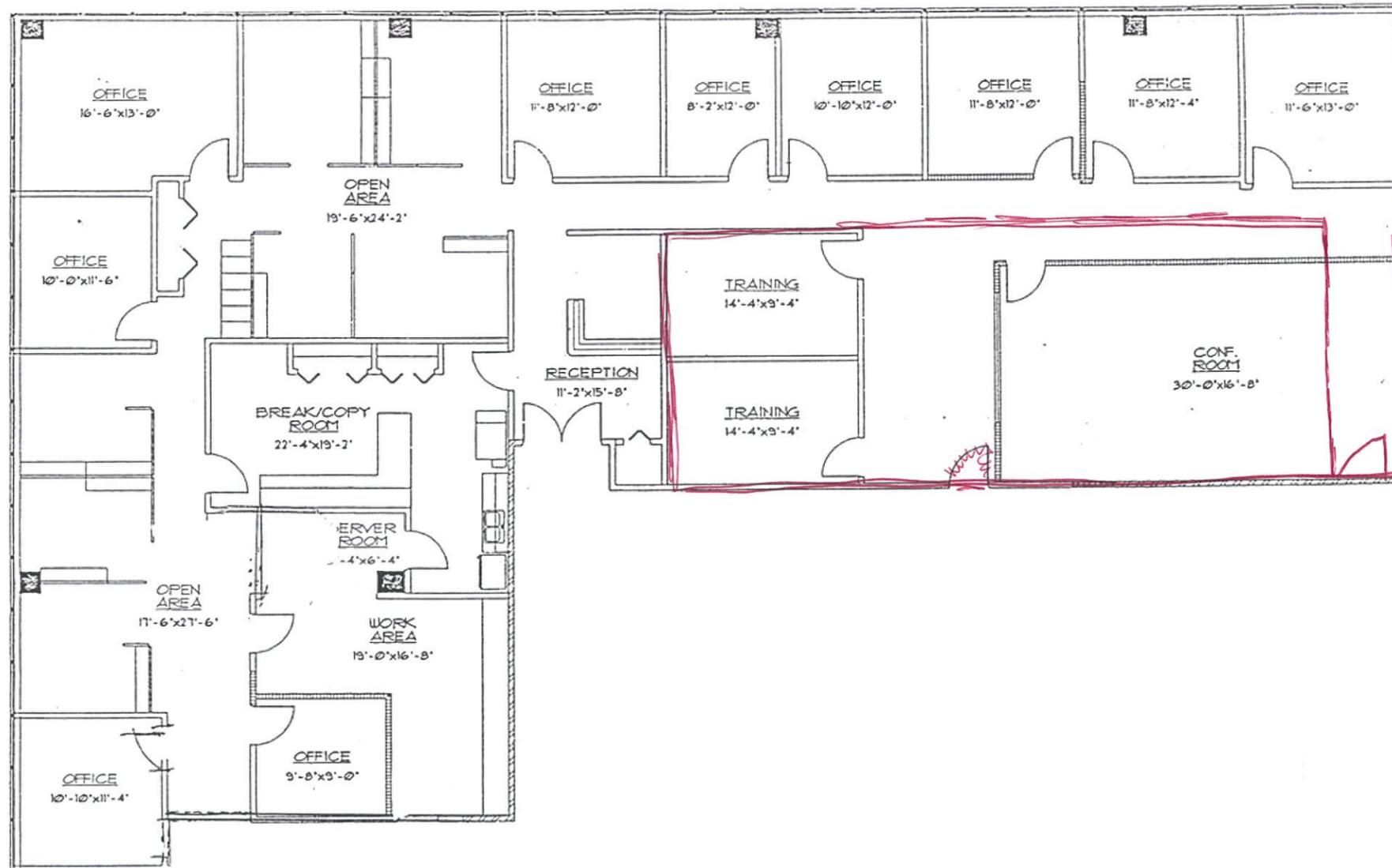
ATTACHMENT 7

Office Lease Options

Sanlando Center 2180

2180 West State Road 434 Longwood, Florida 32779

Suite 6100 - 5,370 RSF



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Exhibit A

Suite 235 – 5,475 RSF

