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2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

## **MEETING NOTICE**

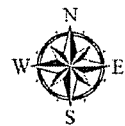
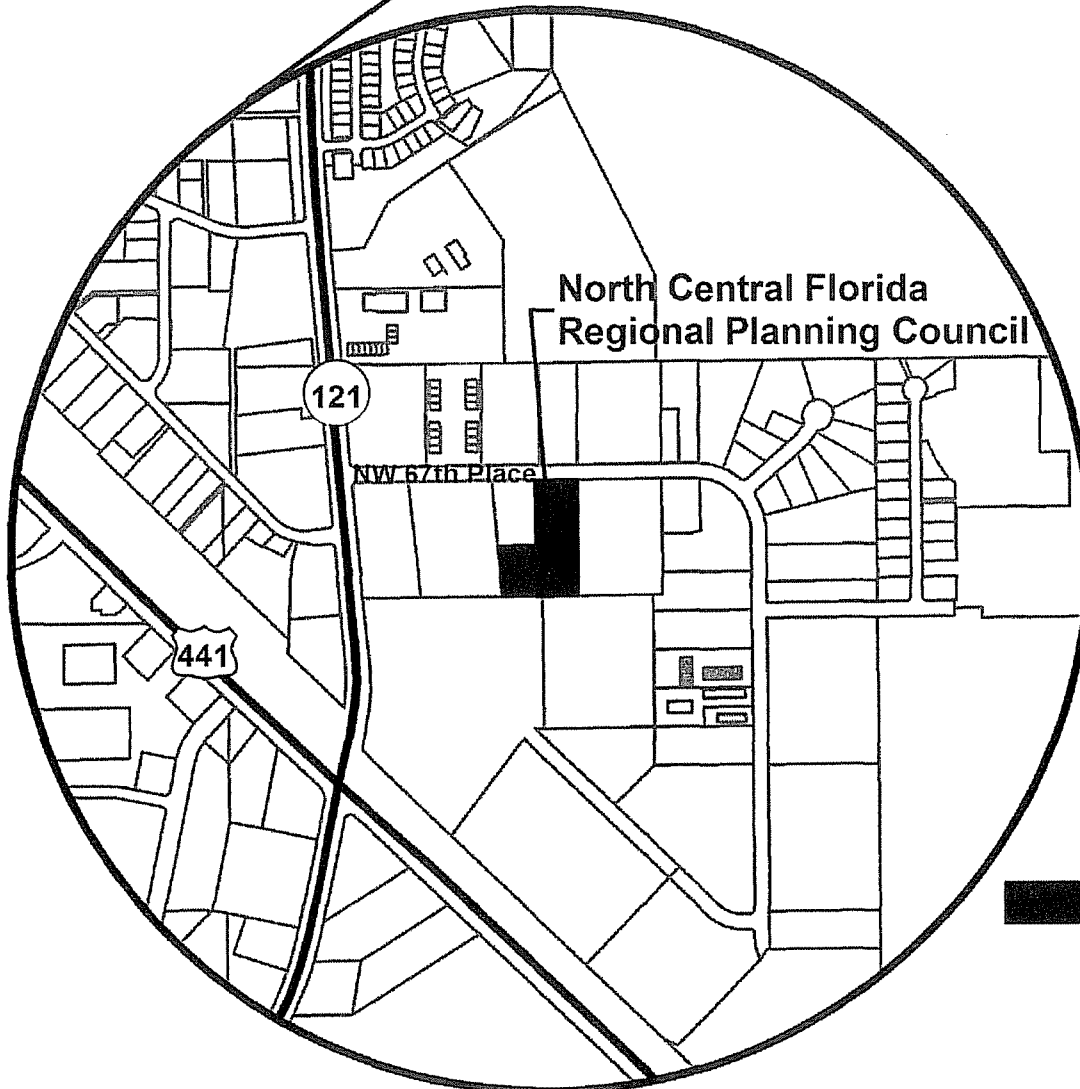
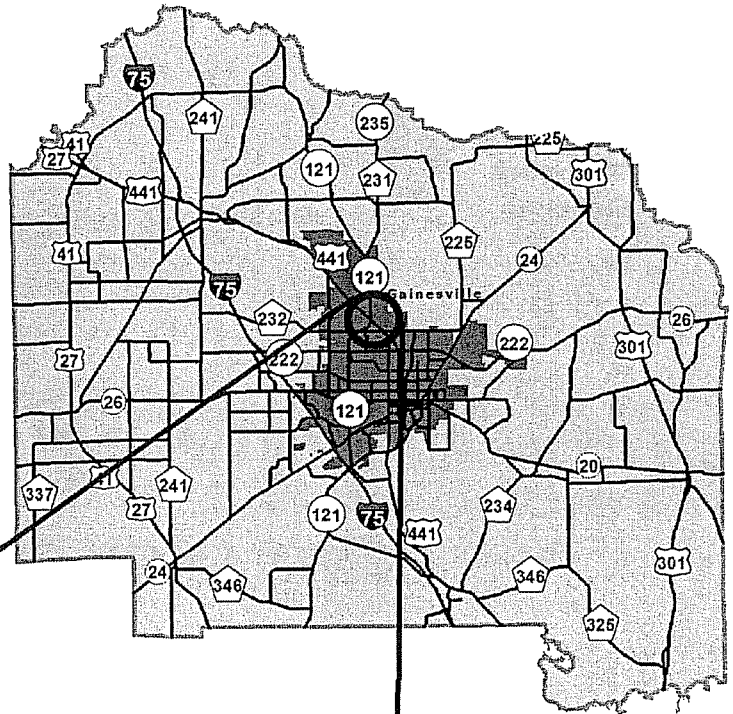
### **FINANCE COMMITTEE**

There will be a meeting of the Finance Committee of the North Central Florida Regional Planning Council on May 10, 2012. The meeting will be held at the North Central Florida Regional Planning Council, 2009 NW 67th Place, Gainesville, Florida at 12:00 p.m.

(Location Map on Back)

# North Central Florida Regional Planning Council 2009 NW 67th Place Gainesville, FL 32653-1603

Directions: From the intersection of State Road 121 (also known as Northwest 34th Street) and U.S. Highway 441 (also known as Northwest 13th Street) in the City of Gainesville head North onto State Road 121 (also known as Northwest 22nd Street), travel approximately 1,000 feet to NW 67th Place, turn right (East) onto NW 67th Place, travel approximately 1,000 feet and the North Central Florida Regional Planning Council is on the right.



1 inch = 1,000 feet

 North Central Florida  
Regional Planning Council





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## AGENDA

### FINANCE COMMITTEE

North Central Florida  
Regional Planning Council  
2009 NW 67th Place  
Gainesville, Florida

May 10, 2012  
12:00 p.m.

	<u>Page</u>
* I. APPROVAL OF MINUTES - January 26, 2012	5
* II. FISCAL YEAR 2012-13 BUDGET	7

\* See Attachment

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by coordinating growth management, protecting regional resources,  
promoting economic development and providing technical services to local governments.



FINANCE COMMITTEE  
MINUTES

Holiday Inn Hotel & Suites  
212 Southwest Commerce Boulevard  
Lake City, Florida

January 26, 2012  
5:30 p.m.

MEMBERS PRESENT

Garth Nobles, Jr., Chair  
James Montgomery, Vice-Chair  
Carolyn Spooner

OTHERS PRESENT

Kenrick Thomas

MEMBERS ABSENT

None

STAFF PRESENT

Scott R. Koons

The meeting was called to order by Chair Nobles at 5:50 p.m.

I. APPROVAL OF MINUTES - September 14, 2011

**ACTION:** Mr. Montgomery made the motion, with a second by Commissioner Spooner, to approve the minutes of the Finance Committee meeting held on September 14, 2011 as written. The motion carried unanimously.

II. REVIEW OF FISCAL YEAR 2010-11 AUDIT

Richard Powell of Powell & Jones, Certified Public Accountants, reviewed the Fiscal Year 2010-11 audit. Following discussion, the following action was taken.

**ACTION:** Commissioner Spooner made the motion, with a second by Mr. Montgomery, to recommend to the Council to accept the Fiscal Year 2010-11 Annual Audit prepared by Powell and Jones, Certified Public Accountants. The motion carried unanimously.

III. AUTHORIZE PAYMENT OF AUDITOR

**ACTION:** Mr. Montgomery made the motion, with a second by Commissioner Spooner, to recommend to the Council to authorize final payment for audit services to the auditor, Powell and Jones, Certified Public Accountants, for the preparation of the Fiscal Year 2010-11 Annual Audit. The motion carried unanimously.

The meeting was adjourned at 6:05 p.m.

\_\_\_\_\_  
Garth R. Nobles, Jr., Chair

5/10/12

\_\_\_\_\_  
Date





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May 3, 2012

TO: Finance Committee  
Garth Nobles, Jr., Chair  
James Montgomery, Vice-Chair  
Carolyn Spooner

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Fiscal Year 2012-13 Budget

RECOMMENDATION:

**Recommend to the Council approval of the Fiscal Year 2012-13 budget.**

BACKGROUND:

A meeting of the Finance Committee will be held on May 10, 2012, at 12:00 p.m. The meeting will be held at the Council offices. The purpose of the meeting is to consider a recommendation to the Council for the Fiscal Year 2012-13 budget. For your information, please find attached a proposed budget as prepared by staff.

As you can see, the anticipated expenditures for next year will be \$1,967,300 which is \$73,000 more than the current year budget.

As usual, almost all funds to be expended by the Council are received through contracts for services and grants. There is one exception: Member local governments pay dues, which are proposed to remain at \$0.30 per capita for the 31st year, and will produce approximately \$118,900, or approximately (\$4,700) less than last year.

The most significant policy decision that must be made with respect to the budget is related to personnel. There is provision for a total of 16 full-time staff positions, plus funds for part-time positions, which is the same number of positions budgeted for the current year. The budget includes a nonrecurring payment across the board for all employees, including the Executive Director, equal to two percent of the salary for each employee.

Overall, this budget provides for significant services to be rendered to member cities and counties. This is to be done by effectively using resources, and at the same time, ensuring that the Council remains in a sound financial condition.

If you have any questions concerning this matter, please do not hesitate to call me.

Attachment

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NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

PROPOSED BUDGET

FISCAL YEAR OCTOBER 1, 2012 - SEPTEMBER 30, 2013

Expenses by Line Item  
May 10, 2012

AUDIT

This item includes fees for audit performed by a certified public accounting firm for the Council.

**Indirect: \$15,000**

BUILDING DEBT SERVICE

This item includes the debt service payment on the promissory note for financing the purchase of the 7,550 square foot Council office building located at 2009 N.W. 67th Place, Gainesville, Florida.

**Indirect: \$44,600**

BUILDING OCCUPANCY AND GROUNDS

This item includes costs associated with maintaining the Council office building such as electricity, heat/air, water, sanitary sewer, custodial services, pest control services, lawn services, maintenance and repairs.

**Indirect: \$40,000**

CONTRACTUAL SERVICES

This item includes costs to be incurred through charges related to the transportation program and hazardous materials preparedness training program.

**Indirect: \$7,000**

**Direct: \$70,000**

DUES, PUBLICATIONS AND SUBSCRIPTIONS

This item includes membership dues in organizations such as National Association of Development Organizations, National Regional Councils Association, Florida Regional Councils Association, subscriptions to newspapers and periodicals, and books. The Florida Regional Councils Association costs pay for a cooperative program with other regional planning councils to maintain an intergovernmental affairs director in Tallahassee to work with state agencies and the Governor's Office, and a legislative liaison to work with the Legislature and the Governor's Office.

**Indirect: \$37,000**

**Direct: \$3,000**

FURNITURE AND EQUIPMENT

This item includes computer upgrades and replacement office furniture costing more than \$1,000.

**Direct: \$30,000**

INSURANCE AND BONDING

This item includes general liability/fire and casualty, workman's compensation and fidelity, and officers and directors liability insurance.

**Indirect: \$17,000**

LEGAL SERVICES AND PUBLIC NOTICES

This item includes expenses for required publication of legal notices. Also included are funds for legal services from the Council Attorney.

**Indirect: \$9,000**

**Direct: \$3,000**

MACHINE RENTAL/MAINTENANCE

This item includes lease of a postage meter and maintenance contract for a check writing machine.

**Indirect: \$6,000**

MEETING EXPENSES

This item includes expenses for Council and committee meetings.

**Indirect: \$17,000**

**Direct: \$2,000**

MOVING EXPENSES

This item includes costs for moving expenses of new employees and office furniture.

**Indirect: \$2,000**

OFFICE SUPPLIES

This item includes supplies for office use. Also included in this item is furniture, equipment and computer programs costing \$1,000 or less, computer program licenses, not purchased, such as Regional Economic Models, Inc., as well as maintenance and support costs for such programs.

**Indirect: \$40,000**

**Direct: \$1,000**



TRAVEL

This item includes automobile travel at the U. S. Internal Revenue Service rate, currently \$0.555 per mile, and per diem of \$80 per day (or \$36 a day for meals, plus lodging and air travel). These expenses are staff travel for program related meetings and attending training conferences and workshops, and Council members travel for attending Council meetings and conferences such as the Florida Regional Councils Association and the National Association of Development Organizations.

**Indirect: \$57,000**

**Direct: \$29,000**

ORIGINAL FLORIDA TOURISM TASK FORCE

This item includes all expenditures approved by and paid for by The Original Florida Tourism Task Force including travel writer familiarization tours and printing promotional material.

**Direct: \$42,000**

CONTINGENCY

This item includes funds for unanticipated expenditures.

**Direct: \$62,500**

INDIRECT COSTS

Indirect costs are defined by the U. S. Office of Budget and Management Circular A-87: Cost Principles for State, Local and Indian Tribal Governments as costs which are: (1) incurred for a common or joint purpose benefitting more than one cost objective, and (2) not readily assignable to the cost objective specifically benefitted, without effort disproportionate to the results achieved. All indirect costs are accumulated in a pool and distributed as charges to each program by use of an indirect cost rate. The indirect cost rate is the total indirect cost divided by total direct personnel dollars. Thus, indirect costs are distributed based upon the number of salary dollars used by each program. This method provides an equitable distribution of costs. The Indirect Rate for the 2012-13 Fiscal Year is estimated to be approximately 107 percent.

TABLE I  
 NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL  
 BUDGET - Proposed May 10, 2012  
 FISCAL YEAR OCTOBER 1, 2012 - SEPTEMBER 30, 2013

EXPENSES	INDIRECT EXPENSES	DIRECT EXPENSES	REVENUE	
Audit	\$15,000		Program Development	\$33,900
Building Debt Service	\$44,600		Regional Planning	
Building Occupancy & Grounds	\$40,000		State Planning & Review	\$30,000
Contractual Services	\$7,000	\$70,000	Developments of Regional Impact Review	\$15,000
Dues, Pubs., Subs. & Training	\$37,000	\$3,000	Public Safety & Regulatory Compliance	
Furniture & Equipment		\$30,000	Homeland Security Activities	\$57,000
Insurance & Bonding	\$17,000		Hazardous Waste Monitoring	\$39,500
Legal Services & Public Notices	\$9,000	\$3,000	Local Emergency Planning Committee	\$93,300
Machine Rental & Maintenance	\$6,000		Hazards Analyses	\$10,100
Meeting Expenses	\$17,000	\$2,000	Energy Resiliency & Assurance Studies	\$30,000
Moving Expenses	\$2,000		Transportation	
Office Supplies	\$40,000	\$1,000	Gainesville Urbanized Area Transportation Planning	\$614,400
Personnel	\$567,100	\$830,100	Gainesville Urbanized Area Mass Transit	\$170,000
Postage	\$4,000	\$9,000	Transportation Disadvantaged - Alachua County	\$22,200
Printing	\$3,000		Transportation Disadvantaged - Region	\$157,900
Recruiting	\$2,000		Economic Development	
Reproduction	\$12,000		Comp Econ Development Strategy & Technical Assistance	\$108,000
Telephone	\$6,000		Original Florida Tourism Task Force Staffing	\$35,000
Travel	\$57,000	\$29,000	Original Florida Tourism Task Force	\$42,000
Original Florida Tourism Task Force		\$42,000	Local Government Assistance	
Contingency		\$62,500	General Technical Services	\$20,000
			City & County Planning Services	\$313,000
			Community Development Block Grant Administration	\$176,000
Total Indirect Expenses	\$885,700			
Total Direct Expenses		\$1,081,600		
TOTAL EXPENSES (Direct & Indirect)		\$1,967,300	TOTAL REVENUE	\$1,967,300



TABLE II  
 NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL  
 REVENUE BY PROGRAM - Proposed May 10, 2012  
 FISCAL YEAR OCTOBER 1, 2012 - SEPTEMBER 30, 2013

REVENUE	FEDERAL FUNDS	STATE FUNDS	MEMBER DUES	MTPO* FUNDS	DEV OF REGIONAL IMPACT FEES	SERVICE CONTRACTS	TOURISM TASK FORCE FUNDS	OTHER INCOME	TOTAL	TOTAL BY PROGRAM	% TOTAL BY PROGRAM
PROGRAM DEVELOPMENT			\$23,900					\$10,000	\$33,900	\$33,900	2%
REGIONAL PLANNING											
State Planning & Review			\$30,000						\$30,000		
Developments of Regional Impact Review					\$15,000				\$15,000		
										\$45,000	2%
PUBLIC SAFETY & REGULATORY COM											
Homeland Security Activities						\$57,000			\$57,000		
Hazardous Waste Monitoring						\$39,500			\$39,500		
Local Emergency Planning Committee	\$52,400	\$40,900							\$93,300		
Hazards Analyses		\$10,100							\$10,100		
Energy Resiliency & Assurance Studies						\$30,000			\$30,000		
										\$229,900	12%
TRANSPORTATION											
Gainesville Urbanized Area Trans Planning				\$614,400					\$614,400		
Gainesville Urbanized Area Mass Transit				\$170,000					\$170,000		
Trans Disadvantaged - Alachua Co				\$22,200					\$22,200		
Trans Disadvantaged - Region		\$157,900							\$157,900		
										\$964,500	49%
ECONOMIC DEVELOPMENT											
Comp ED Strategy & Technical Assistance	\$63,000		\$45,000						\$108,000		
Original Florida Tourism Task Force Staffing		\$35,000							\$35,000		
Original Florida Tourism Task Force		\$5,000					\$37,000		\$42,000		
										\$185,000	9%
LOCAL GOVERNMENT ASSISTANCE											
General Technical Services			\$20,000						\$20,000		
City & County Planning Services						\$313,000			\$313,000		
Comm Dev Block Grant Administration						\$176,000			\$176,000		
										\$509,000	26%
TOTAL	\$115,400	\$248,900	\$118,900	\$806,600	\$15,000	\$615,500	\$37,000	\$10,000	\$1,967,300	\$1,967,300	100%

\* Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area





TABLE III  
 NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL  
 EXPENSES BY PROGRAM - Proposed May 10, 2012  
 FISCAL YEAR OCTOBER 1, 2012 - SEPTEMBER 30, 2013

TOTAL	EXPENSES	REGIONAL PLANNING			PUBLIC SAFETY & REGULATORY COMPLIANCE				ECONOMIC DEVELOPMENT				TRANSPORTATION		LOCAL GOVERNMENT ASSISTANCE			TOTAL	
		PROGRAM DEVELOP	STATE PLANNING & REVIEW	DEVELOPMENT OF REGIONAL IMPACT REVIEW	HOMELAND SECURITY	HAZARDOUS WASTE MONITORING	LOCAL EMERGENCY PLANNING COMMITTEE	HAZARDS ANALYSES	ENERGY RESILIENCY & ASSURANCE STUDIES	COMP ED STRATEGY & TECHNICAL ASSIST	TOURISM TASK FORCE STAFFING	TOURISM TASK FORCE	TRANS DISADVANT	GAINESVILLE URBANIZED AREA TRANS PLANNING	GAINESVILLE URBANIZED AREA MASS TRANSIT	GENERAL TECHNICAL SERVICES	LOCAL PLANNING SERVICES		COMMUNITY DEVELOPMENT BLOCK GRANT ADMIN
\$70,000	Contractual Services							\$31,000					\$39,000						\$70,000
\$3,000	Dues, Pubs., Subs. & Training	\$1,000						\$2,000											\$3,000
\$30,000	Furniture & Equipment	\$30,000																	\$30,000
\$3,000	Legal Services & Public Notices							\$1,500				\$1,500							\$3,000
\$2,000	Meeting Expenses	\$500						\$1,500											\$2,000
\$1,000	Office Supplies	\$1,000																	\$1,000
\$830,100	Personnel		\$12,300	\$6,800	\$24,600	\$17,400	\$24,600	\$4,100	\$14,300	\$50,300	\$16,800		\$83,700	\$259,700	\$81,900	\$8,700	\$142,200	\$82,700	\$830,100
\$9,000	Postage		\$400		\$300	\$300	\$200			\$100	\$200		\$1,500	\$500		\$100	\$4,000	\$1,400	\$9,000
\$29,000	Travel		\$2,500		\$5,500	\$2,000	\$6,000	\$500		\$3,000			\$2,000	\$2,500		\$1,000	\$500	\$3,500	\$29,000
\$42,000	Original FL Tourism Task Force																		\$42,000
\$62,500	Contingency	\$1,400	\$1,676	\$945	\$352	\$1,235	\$252	\$1,125	\$442	\$931	\$75		\$2,094	\$35,605	\$714	\$917	\$14,575	\$161	\$62,499
\$885,700	Indirect Costs*		\$13,124	\$7,255	\$26,248	\$18,565	\$26,248	\$4,375	\$15,258	\$53,669	\$17,925		\$89,306	\$277,095	\$87,386	\$9,283	\$151,725	\$88,239	\$885,701
\$1,967,300	TOTAL	\$33,900	\$30,000	\$15,000	\$57,000	\$39,500	\$93,300	\$10,100	\$30,000	\$108,000	\$35,000	\$42,000	\$180,100	\$614,400	\$170,000	\$20,000	\$313,000	\$176,000	\$1,967,300

\* See Table I for line item expenses of Indirect Costs. Total Indirect expenses are distributed among programs at the rate of 106.70% of Direct Personnel costs.



TABLE IV  
 NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL  
 MEMBER LOCAL GOVERNMENT DUES - Proposed May 10, 2012  
 FISCAL YEAR OCTOBER 1, 2012 - SEPTEMBER 30, 2013

	POPULATION*		DUES @ .30** PER CAPITA
	JURISDICTION	TOTAL COUNTY	
Alachua County		245,550	
County Government	99,483	(20,577)	\$20,000
Alachua	9,108		\$2,732
Archer	1,139		\$750
Gainesville	123,105	(14,307)	\$22,625
Hawthorne	1,409		\$750
High Springs	5,358		\$1,607
Newberry	4,945		\$1,484
Waldo	1,003		\$750
 Bradford County		 24,365	
County Government	18,937		\$5,681
Starke	5,428		\$1,628
 Columbia County		 63,735	
County Government	52,022		\$15,607
Lake City	11,713		\$3,514
 Dixie County		 15,093	
County Government	15,093		\$4,528
 Gilchrist County		 16,072	
County Government	16,072		\$4,822
 Hamilton County		 11,960	
County Government	10,311		\$3,093
Jasper	1,649		\$750
 Lafayette County		 6,880	
County Government	6,880		\$2,064
 Madison County		 17,569	
County Government	14,697		\$4,409
Madison	2,872		\$862
 Suwannee County		 40,844	
County Government	33,986		\$10,196
Live Oak	6,858		\$2,057
 Taylor County		 19,474	
County Government	12,497		\$3,749
Perry	6,977		\$2,093
 Union County		 10,704	
County Government	10,704		\$3,211
 TOTAL	 472,246		 \$118,962

\*Official State estimates used for Revenue Sharing purposes: April 1, 2011.

\*\*Minimum dues paid by any member local government is \$750.

Membership dues are reduced by one percent of the funds expended by a member local government for in-house planning activities provided such reduction shall not reduce the total dues to an amount less than \$20,000.

