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MEETING NOTICE

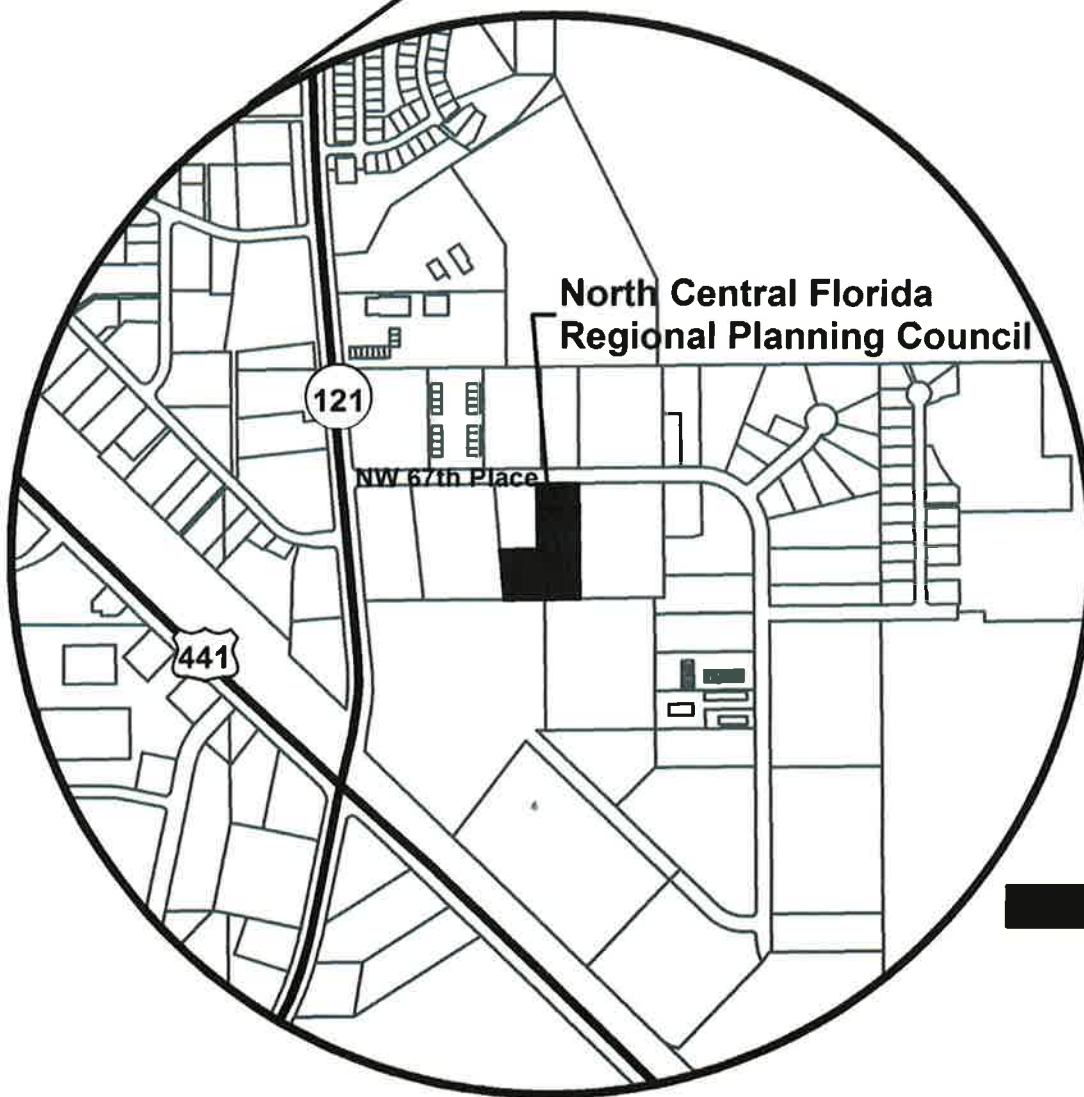
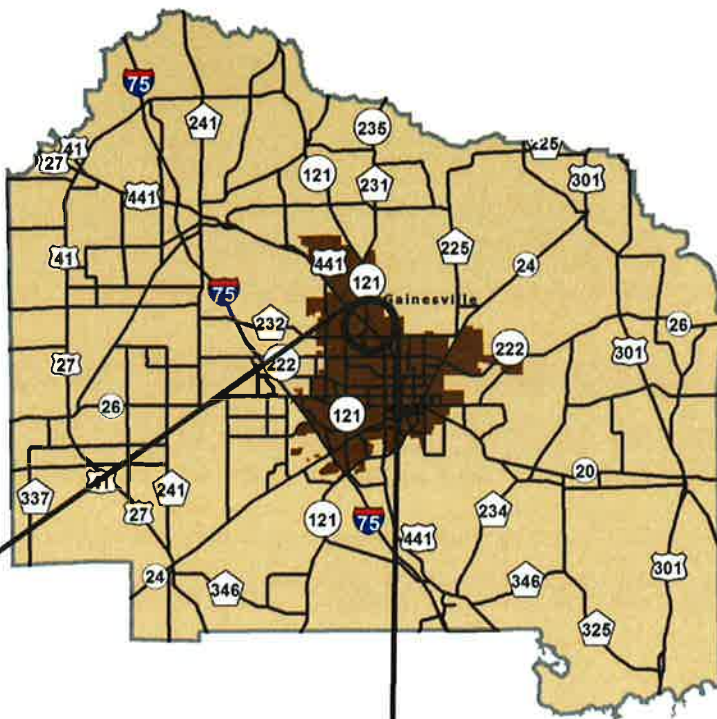
FINANCE COMMITTEE

There will be a meeting of the Finance Committee of the North Central Florida Regional Planning Council on May 9, 2013. The meeting will be held at the **North Central Florida Regional Planning Council, 2009 NW 67th Place, Gainesville, Florida at 12:30 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, FL

May 9, 2013
12:30 p.m.

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| * | I. | APPROVAL OF MINUTES - January 24, 2013 | 5 |
| * | II. | FISCAL YEAR 2013-14 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 24, 2013
5:30 p.m.

MEMBERS PRESENT

Kenrick Thomas, Chair
James Montgomery, Vice-Chair
Lauren Poe

OTHERS PRESENT

Richard Powell, Powell & Jones
Certified Public Accountants
Carolyn Spooner
Lorene Thomas

MEMBERS ABSENT

None

STAFF PRESENT

Scott R. Koons

The meeting was called to order by Chair Thomas at 5:42 p.m.

I. APPROVAL OF MINUTES - September 17, 2012

ACTION: Commissioner Poe made the motion, with a second by Mr. Montgomery, to approve the minutes of the Finance Committee meeting held on September 17, 2012 as written. The motion carried unanimously.

II. REVIEW OF FISCAL YEAR 2011-12 AUDIT

Richard Powell of Powell & Jones, Certified Public Accountants, reviewed the Fiscal Year 2011-12 audit. Following discussion, the following action was taken.

ACTION: Commissioner Poe made the motion, with a second by Mr. Montgomery, to recommend to the Council to accept the Fiscal Year 2011-12 Annual Audit prepared by Powell and Jones, Certified Public Accountants. The motion carried unanimously.

III. AUTHORIZE PAYMENT OF AUDITOR

ACTION: Commissioner Poe made the motion, with a second by Mr. Montgomery, 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 2011-12 Annual Audit. The motion carried unanimously.

The meeting was adjourned at 6:11 p.m.

Kenrick D. Thomas, Chair

5/9/13

Date



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May 2, 2013

TO: Finance Committee
Kenrick Thomas, Chair
James Montgomery, Vice-Chair
Lauren Poe

FROM: Scott R. Koons, AICP, Executive Director *SRK*

SUBJECT: Fiscal Year 2013-14 Budget

RECOMMENDATION:

Recommend to the Council approval of the Fiscal Year 2013-14 budget.

BACKGROUND:

A meeting of the Finance Committee will be held on May 9, 2013, at 12:30 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 2013-14 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 \$1,969,300 which is \$2,000 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 32nd year, and will produce approximately \$118,900, or approximately the same amount as 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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Dedicated to improving the quality of life of the Region's citizens,
by coordinating growth management, protecting regional resources,
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NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

PROPOSED BUDGET

FISCAL YEAR OCTOBER 1, 2013 - SEPTEMBER 30, 2014

Expenses by Line Item
May 9, 2013

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: \$11,200

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: \$2,000

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: \$39,000

Direct: \$8,000

FURNITURE AND EQUIPMENT

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

Direct: \$15,000

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: \$5,000

MEETING EXPENSES

This item includes expenses for Council and committee meetings.

Indirect: \$18,000

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: \$29,000

Direct: \$1,000

PERSONNEL

Total Payroll	\$983,900
Fringe Benefits	<u>\$413,300</u>
Total Personnel Costs	\$1,397,200

This item includes payroll costs. Total payroll includes a proposal for a nonrecurring payment across the board for all employees, including the Executive Director, equal to 2.0 percent of the salary for each employee. Fringe Benefits include employer social security, health insurance and retirement plan contributions.

(Note: The total proposed full-time staff level is 16 positions, plus part-time labor.)

Indirect: \$567,100 **Direct: \$830,100**

POSTAGE

This item includes costs for administrative mail and program mail.

Indirect: \$2,000 **Direct: \$6,000**

PRINTING

This item includes cost of printing of the Annual Report, letterhead and business cards.

Indirect: \$3,000

RECRUITING

This item includes advertising job positions and interview expenses.

Indirect: \$2,000

REPRODUCTION

This item includes cost of photocopiers and related supplies.

Indirect: \$12,000

TELEPHONE

This item includes charges for local and long distance calls.

Indirect: \$7,000

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: \$68,000

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: \$43,000

CONTINGENCY

This item includes funds for unanticipated expenditures.

Direct: \$113,900

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 2013-14 Fiscal Year is estimated to be approximately 102 percent.

TABLE I
NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
BUDGET - Proposed May 9, 2013
FISCAL YEAR OCTOBER 1, 2013 - SEPTEMBER 30, 2014

EXPENSES	INDIRECT EXPENSES	DIRECT EXPENSES	REVENUE	
Audit	\$15,000		Program Development	\$23,900
Building Debt Service	\$11,200			
Building Occupancy & Grounds	\$40,000		Regional Planning	
Contractual Services	\$2,000	\$70,000	Regional Planning & Review	\$50,000
Dues, Pubs., Subs. & Training	\$39,000	\$8,000	Developments of Regional Impact Review	\$15,000
Furniture & Equipment		\$15,000		
Insurance & Bonding	\$17,000		Public Safety & Regulatory Compliance	
Legal Services & Public Notices	\$9,000	\$3,000	Homeland Security Activities	\$57,000
Machine Rental & Maintenance	\$5,000		Hazardous Waste Monitoring	\$42,400
Meeting Expenses	\$18,000	\$2,000	Local Emergency Planning Committee	\$93,500
Moving Expenses	\$2,000		Hazards Analyses	\$9,700
Office Supplies	\$29,000	\$1,000	Regional Hurricane Evacuation Study	\$10,000
Personnel	\$567,100	\$830,100		
Postage	\$2,000	\$6,000	Transportation	
Printing	\$3,000		Gainesville Urbanized Area Transportation Planning	\$621,000
Recruiting	\$2,000		Gainesville Urbanized Area Mass Transit	\$170,000
Reproduction	\$12,000		Transportation Disadvantaged - Alachua County	\$24,200
Telephone	\$7,000		Transportation Disadvantaged - Region	\$173,600
Travel	\$68,000	\$29,000		
Original Florida Tourism Task Force		\$43,000	Economic Development	
Contingency		\$113,900	Comp Econ Development Strategy & Technical Assistance	\$108,000
			Original Florida Tourism Task Force Staffing	\$35,000
			Original Florida Tourism Task Force	\$43,000
			Local Government Assistance	
			General Technical Services	\$10,000
			City & County Planning Services	\$307,000
			Community Development Block Grant Administration	\$176,000
Total Indirect Expenses	\$848,300			
Total Direct Expenses		\$1,121,000		
TOTAL EXPENSES (Direct & Indirect)		\$1,969,300	TOTAL REVENUE	\$1,969,300

TABLE II
NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
REVENUE BY PROGRAM - Proposed May 9, 2013
FISCAL YEAR OCTOBER 1, 2013 - SEPTEMBER 30, 2014

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			\$13,900					\$10,000	\$23,900	\$23,900	1%
REGIONAL PLANNING											
Regional Planning & Review			\$50,000						\$50,000		
Developments of Regional Impact Review					\$15,000				\$15,000	\$65,000	3%
PUBLIC SAFETY & REGULATORY COM											
Homeland Security Activities						\$57,000			\$57,000		
Hazardous Waste Monitoring						\$42,400			\$42,400		
Local Emergency Planning Committee	\$52,600	\$40,900							\$93,500		
Hazards Analyses		\$9,700							\$9,700		
Regional Hurricane Evacuation Study						\$10,000			\$10,000	\$212,600	11%
TRANSPORTATION											
Gainesville Urbanized Area Trans Planning				\$621,000					\$621,000		
Gainesville Urbanized Area Mass Transit				\$170,000					\$170,000		
Trans Disadvantaged - Alachua Co				\$24,200					\$24,200		
Trans Disadvantaged - Region		\$173,600							\$173,600	\$988,800	50%
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		\$10,000					\$33,000		\$43,000	\$186,000	10%
LOCAL GOVERNMENT ASSISTANCE											
General Technical Services			\$10,000						\$10,000		
City & County Planning Services						\$307,000			\$307,000		
Comm Dev Block Grant Administration						\$176,000			\$176,000	\$493,000	25%
TOTAL	\$115,600	\$269,200	\$118,900	\$815,200	\$15,000	\$592,400	\$33,000	\$10,000	\$1,969,300	\$1,969,300	100%

* Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

TABLE III
NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
EXPENSES BY PROGRAM - Proposed May 9, 2013
FISCAL YEAR OCTOBER 1, 2013 - SEPTEMBER 30, 2014

			REGIONAL PLANNING			PUBLIC SAFETY & REGULATORY COMPLIANCE				ECONOMIC DEVELOPMENT			TRANSPORTATION			LOCAL GOVERNMENT ASSISTANCE				
			STATE PLANNING & REVIEW	DEVELOPMENT OF REGIONAL IMPACT REVIEW	HOMELAND SECURITY	HAZARDOUS WASTE MONITORING	LOCAL EMERGENCY PLANNING COMMITTEE	HAZARDS ANALYSES	REGIONAL HURRICANCE EVACUATION STUDY	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		
TOTAL	EXPENSES	PROGRAM DEVELOP																	TOTAL	
\$70,000	Contractual Services						\$31,000							\$39,000					\$70,000	
\$8,000	Dues, Pubs., Subs. & Training	\$6,000					\$2,000												\$8,000	
\$15,000	Furniture & Equipment	\$15,000																	\$15,000	
\$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		\$19,400	\$6,800	\$24,600	\$19,500	\$24,600	\$4,100	\$3,100	\$50,300	\$16,800		\$92,400	\$254,300	\$80,600	\$4,400	\$146,500	\$82,700	\$830,100	
\$6,000	Postage		\$400		\$300	\$300	\$200			\$100	\$200		\$500	\$500		\$100	\$2,000	\$1,400	\$6,000	
\$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	
\$43,000	Original FL Tourism Task Force											\$43,000							\$43,000	
\$113,900	Contingency	\$1,400	\$7,875	\$1,251	\$1,461	\$672	\$1,561	\$910	\$3,732	\$3,197	\$832		\$6,974	\$64,824	\$7,033	\$3	\$8,288	\$3,887	\$113,900	
\$848,300	Indirect Costs*		\$19,825	\$6,949	\$25,139	\$19,928	\$25,139	\$4,190	\$3,168	\$51,403	\$17,168		\$94,426	\$259,876	\$82,367	\$4,497	\$149,712	\$84,513	\$848,300	
\$1,969,300	TOTAL	\$23,900	\$50,000	\$15,000	\$57,000	\$42,400	\$93,500	\$9,700	\$10,000	\$108,000	\$35,000	\$43,000	\$197,800	\$621,000	\$170,000	\$10,000	\$307,000	\$176,000	\$1,969,300	

* See Table I for line item expenses of Indirect Costs. Total indirect expenses are distributed among programs at the rate of 102.19% of Direct Personnel costs.

TABLE IV
NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
MEMBER LOCAL GOVERNMENT DUES - Proposed May 9, 2013
FISCAL YEAR OCTOBER 1, 2013 - SEPTEMBER 30, 2014

	POPULATION*		DUES @ .30** PER CAPITA
	JURISDICTION	TOTAL COUNTY	
Alachua County		245,480	
County Government	99,485	(22,425)	\$20,000
Alachua	9,134		\$2,740
Archer	1,130		\$750
Gainesville	123,061	(14,392)	\$22,526
Hawthorne	1,389		\$750
High Springs	5,355		\$1,607
Newberry	4,957		\$1,487
Waldo	969		\$750
Bradford County		24,316	
County Government	18,891		\$5,667
Starke	5,425		\$1,628
Columbia County		63,660	
County Government	51,963		\$15,589
Lake City	11,697		\$3,509
Dixie County		15,028	
County Government	15,028		\$4,508
Gilchrist County		16,045	
County Government	16,045		\$4,814
Hamilton County		12,014	
County Government	10,322		\$3,097
Jasper	1,692		\$750
Lafayette County		6,917	
County Government	6,917		\$2,075
Madison County		17,535	
County Government	14,673		\$4,402
Madison	2,862		\$859
Suwannee County		41,067	
County Government	34,241		\$10,272
Live Oak	6,826		\$2,048
Taylor County		19,528	
County Government	12,491		\$3,747
Perry	7,037		\$2,111
Union County		10,725	
County Government	10,725		\$3,218
TOTAL	472,315	472,315	\$118,904

*Official State estimates used for Revenue Sharing purposes: April 1, 2012.

**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.

