



Serving
Alachua • Bradford
Columbia • Dixie • Gilchrist
Hamilton • Lafayette • Madison
Suwannee • Taylor • Union Counties

2009 NW 67th Place, Gainesville, FL 32653 -1803 • 352.955.2200

MEETING NOTICE

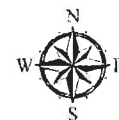
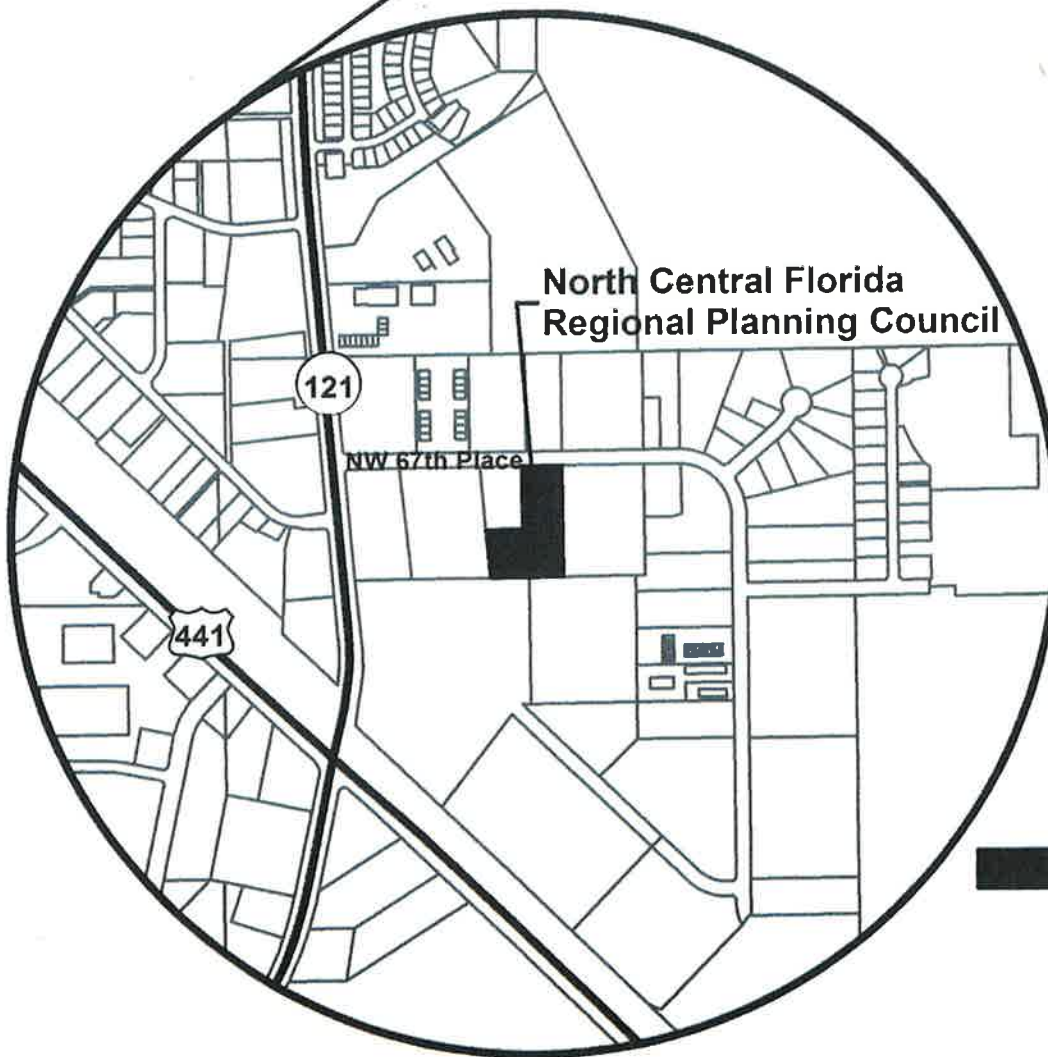
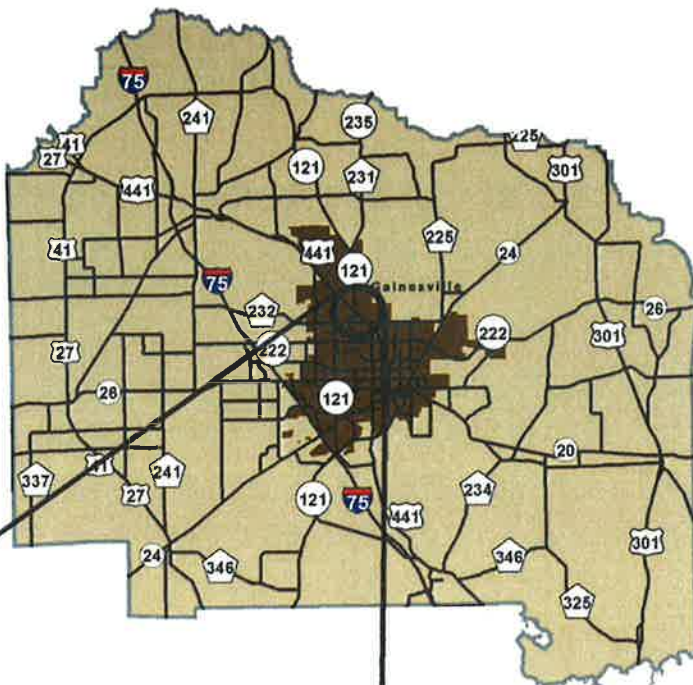
FINANCE COMMITTEE

There will be a meeting of the Finance Committee of the North Central Florida Regional Planning Council on May 8, 2014. The meeting will be held at the **North Central Florida Regional Planning Council, 2009 N.W. 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





Serving
Alachua • Bradford
Columbia • Dixie • Gilchrist
Hamilton • Lafayette • Madison
Suwannee • Taylor • Union Counties

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

AGENDA

FINANCE COMMITTEE

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

May 8, 2014
12:00 p.m.

Page

- | | | |
|-------|--|---|
| * I. | APPROVAL OF MINUTES - January 23, 2014 | 5 |
| * II. | FISCAL YEAR 2014-15 BUDGET | 7 |

* See Attachment

o:\carol\council.mtg\finance\ncfipc_fcagenda5-8-14.docx

Dedicated to improving the quality of life of the Region's citizens,
by coordinating growth management, protecting regional resources,
promoting economic development and providing technical services to local governments.

FINANCE COMMITTEE
MINUTES

Holiday Inn Hotel and Suites
213 Southwest Commerce Boulevard
Lake City, Florida

January 23, 2014
5:30 p.m.

MEMBERS PRESENT

James Montgomery, Vice-Chair
Lauren Poe
Daniel Riddick, Chair

OTHERS PRESENT

Richard Powell, Powell & Jones
Certified Public Accountants

MEMBERS ABSENT

None

STAFF PRESENT

Scott R. Koons

The meeting was called to order by Chair Riddick at 5:31 p.m.

I. APPROVAL OF MINUTES - September 18, 2013

ACTION: Mr. Montgomery made the motion, with a second by Commissioner Poe to approve the minutes of the Finance Committee meeting held on September 18, 2013. The motion carried unanimously.

II. REVIEW OF FISCAL YEAR 2012-13 AUDIT

Richard Powell of Powell & Jones, Certified Public Accountants, reviewed the Fiscal Year 2012-13 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 2012-13 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 2012-13 Annual Audit. The motion carried unanimously.

The meeting was adjourned at 5:57 p.m.

Daniel Riddick, Chair

5/8/14
Date



**North
Central
Florida
Regional
Planning
Council**

II.

Serving

Alachua • Bradford

Columbia • Dixie • Gilchrist

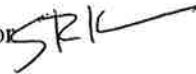
Hamilton • Lafayette • Madison

Suwannee • Taylor • Union Counties

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

May 1, 2014

TO: Finance Committee
Daniel Riddick, Chair
James Montgomery, Vice-Chair
Lauren Poe

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Fiscal Year 2014-15 Budget

RECOMMENDATION:

Recommend to the Council approval of the Fiscal Year 2014-15 budget.

BACKGROUND:

A meeting of the Finance Committee will be held on May 8, 2014, 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 2014-15 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 \$1,688,600 which is (\$280,700) less 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 33rd year, and will produce approximately \$118,800, 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 14 full-time staff positions, plus funds for part-time positions, which is two full-time staff positions less than budgeted for the current year. The budget includes a recurring 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

o:\carol\council.mtg\finance\14-15budgetmem.docx

NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

PROPOSED BUDGET

FISCAL YEAR OCTOBER 1, 2014 - SEPTEMBER 30, 2015

Expenses by Line Item
May 8, 2014

AUDIT

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

Indirect: \$15,000

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: \$31,000

CONTRACTUAL SERVICES

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

Indirect: \$4,000

Direct: \$16,000

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: \$35,000

Direct: \$15,000

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: \$18,000

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: \$10,000

Direct: \$4,000

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: \$1,000

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: \$20,000

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: \$63,000

Direct: \$35,000

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: \$39,000

CONTINGENCY

This item includes funds for unanticipated expenditures.

Direct: \$38,900

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 2014-15 Fiscal Year is estimated to be approximately 119 percent.

TABLE I
 NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
 BUDGET - Proposed May 8, 2014
 FISCAL YEAR OCTOBER 1, 2014 - SEPTEMBER 30, 2015

EXPENSES	INDIRECT EXPENSES	DIRECT EXPENSES	REVENUE	
Audit	\$15,000		Program Development	\$24,800
Building Debt Service	\$0		Regional Planning	
Building Occupancy & Grounds	\$31,000		Regional Planning & Review	\$40,000
Contractual Services	\$4,000	\$16,000	Public Safety & Regulatory Compliance	
Dues, Pubs., Subs. & Training	\$35,000	\$15,000	Homeland Security Activities	\$23,700
Furniture & Equipment		\$15,000	Hazardous Waste Monitoring	\$42,400
Insurance & Bonding	\$18,000		Local Emergency Planning Committee	\$93,500
Legal Services & Public Notices	\$10,000	\$4,000	Hazards Analyses	\$9,100
Machine Rental & Maintenance	\$5,000		Transportation	
Meeting Expenses	\$18,000	\$1,000	Gainesville Urbanized Area Transportation Planning	\$502,000
Moving Expenses	\$2,000		Gainesville Urbanized Area Mass Transit	\$212,300
Office Supplies	\$20,000	\$1,000	Transportation Disadvantaged - Alachua County	\$24,200
Personnel	\$576,700	\$694,000	Transportation Disadvantaged - Region	\$173,700
Postage	\$3,000	\$5,000	Economic Development	
Printing	\$2,000		Comp Econ Development Strategy & Technical Assistance	\$108,000
Recruiting	\$2,000		Original Florida Tourism Task Force Staffing	\$35,000
Reproduction	\$13,000		Original Florida Tourism Task Force	\$39,000
Telephone	\$7,000		Local Government Assistance	
Travel	\$63,000	\$35,000	General Technical Services	\$10,000
Original Florida Tourism Task Force		\$39,000	City & County Planning Services	\$291,700
Contingency		\$38,900	Community Development Block Grant Administration	\$59,200
Total Indirect Expenses	\$824,700			
Total Direct Expenses		\$863,900		
Ω TOTAL EXPENSES (Direct & Indirect)		\$1,688,600	TOTAL REVENUE	\$1,688,600

TABLE II
 NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
 REVENUE BY PROGRAM - Proposed May 8, 2014
 FISCAL YEAR OCTOBER 1, 2014 - SEPTEMBER 30, 2015

REVENUE	FEDERAL FUNDS	STATE FUNDS	MEMBER DUES	MTPO* FUNDS	SERVICE CONTRACTS	TOURISM TASK FORCE FUNDS	OTHER INCOME	TOTAL	TOTAL BY PROGRAM	% TOTAL BY PROGRAM
PROGRAM DEVELOPMENT			\$23,800				\$1,000	\$24,800		
REGIONAL PLANNING									\$24,800	2%
Regional Planning & Review			\$40,000					\$40,000		
PUBLIC SAFETY & REGULATORY COM									\$40,000	2%
Homeland Security Activities					\$23,700			\$23,700		
Hazardous Waste Monitoring					\$42,400			\$42,400		
Local Emergency Planning Committee	\$52,600	\$40,900						\$93,500		
Hazards Analyses		\$9,100						\$9,100		
TRANSPORTATION									\$168,700	10%
Gainesville Urbanized Area Trans Planning				\$502,000				\$502,000		
Gainesville Urbanized Area Mass Transit				\$212,300				\$212,300		
Trans Disadvantaged - Alachua Co				\$24,200				\$24,200		
Trans Disadvantaged - Region		\$173,700						\$173,700		
ECONOMIC DEVELOPMENT									\$912,200	54%
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				\$34,000		\$39,000		
LOCAL GOVERNMENT ASSISTANCE									\$182,000	11%
General Technical Services			\$10,000					\$10,000		
City & County Planning Services					\$291,700			\$291,700		
Comm Dev Block Grant Administration					\$59,200			\$59,200		
TOTAL	\$115,600	\$263,700	\$118,800	\$738,500	\$417,000	\$34,000	\$1,000	\$1,688,600	\$1,688,600	100%

* Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

TABLE III
 NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
 EXPENSES BY PROGRAM - Proposed May 8, 2014
 FISCAL YEAR OCTOBER 1, 2014 - SEPTEMBER 30, 2015

TOTAL	EXPENSES	REGIONAL PLANN		PUBLIC SAFETY & REGULATORY COMPLIANCE			ECONOMIC DEVELOPMENT			TRANSPORTATION			LOCAL GOVERNMENT ASSISTANCE			TOTAL	
		PROGRAM DEVELOP	STATE PLANNING & REVIEW	HOMELAND SECURITY	HAZARDOUS WASTE MONITORING	LOCAL EMERGENCY PLANNING COMMITTEE	HAZARDS ANALYSES	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
\$16,000	Contractual Services					\$16,000										\$16,000	
\$15,000	Dues, Pubs., Subs. & Training	\$6,000				\$9,000										\$15,000	
\$15,000	Furniture & Equipment	\$15,000														\$15,000	
\$4,000	Legal Services & Public Notices					\$1,500					\$2,500					\$4,000	
\$1,000	Meeting Expenses	\$500				\$500										\$1,000	
\$1,000	Office Supplies	\$1,000														\$1,000	
\$694,000	Personnel		\$16,700	\$7,300	\$17,800	\$26,100	\$3,100	\$46,000	\$15,700		\$85,400	\$226,700	\$95,200	\$3,500	\$128,800	\$21,700	\$694,000
\$5,000	Postage		\$400	\$300	\$300	\$200		\$300			\$1,000	\$500		\$100	\$1,000	\$900	\$5,000
\$35,000	Travel		\$2,000	\$5,500	\$2,000	\$6,000	\$500	\$4,000			\$4,000	\$4,000		\$1,000	\$2,500	\$3,500	\$35,000
\$39,000	Original FL Tourism Task Force									\$39,000							\$39,000
\$38,900	Contingency	\$2,300	\$1,055	\$1,925	\$1,148	\$3,185	\$1,816	\$3,037	\$643		\$3,517	\$1,406	\$3,971	\$1,241	\$6,343	\$7,313	\$38,900
\$824,700	Indirect Costs*		\$19,845	\$8,675	\$21,152	\$31,015	\$3,684	\$54,663	\$18,657		\$101,483	\$269,394	\$113,129	\$4,159	\$153,057	\$25,787	\$824,700
\$1,688,600	TOTAL	\$24,800	\$40,000	\$23,700	\$42,400	\$93,500	\$9,100	\$108,000	\$35,000	\$39,000	\$197,900	\$502,000	\$212,300	\$10,000	\$291,700	\$59,200	\$1,688,600

* See Table I for line item expenses of Indirect Costs. Total indirect expenses are distributed among programs at the rate of 118.83% of Direct Personnel costs.

TABLE IV
 NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
 MEMBER LOCAL GOVERNMENT DUES - Proposed May 8, 2014
 FISCAL YEAR OCTOBER 1, 2014 - SEPTEMBER 30, 2015

	POPULATION*		DUES @ .30** PER CAPITA
	JURISDICTION	TOTAL COUNTY	
Alachua County		246,733	
County Government	99,795	(21,559)	\$20,000
Alachua	9,300		\$2,790
Archer	1,123		\$750
Gainesville	123,569	(14,699)	\$22,372
Hawthorne	1,389		\$750
High Springs	5,440		\$1,632
Newberry	5,148		\$1,544
Waldo	969		\$750
Bradford County		24,324	
County Government	18,794		\$5,638
Starke	5,530		\$1,659
Columbia County		63,479	
County Government	51,888		\$15,566
Lake City	11,591		\$3,477
Dixie County		14,982	
County Government	14,982		\$4,495
Gilchrist County		16,033	
County Government	16,033		\$4,810
Hamilton County		12,055	
County Government	10,201		\$3,060
Jasper	1,854		\$750
Lafayette County		6,915	
County Government	6,915		\$2,075
Madison County		17,740	
County Government	14,625		\$4,388
Madison	3,115		\$935
Suwannee County		41,067	
County Government	34,267		\$10,280
Live Oak	6,800		\$2,040
Taylor County		19,627	
County Government	12,596		\$3,779
Perry	7,031		\$2,109
Union County		10,674	
County Government	10,674		\$3,202
TOTAL	473,629	473,629	\$118,851

*Official State estimates used for Revenue Sharing purposes: April 1, 2013.

**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.

