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MEETING NOTICE

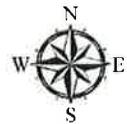
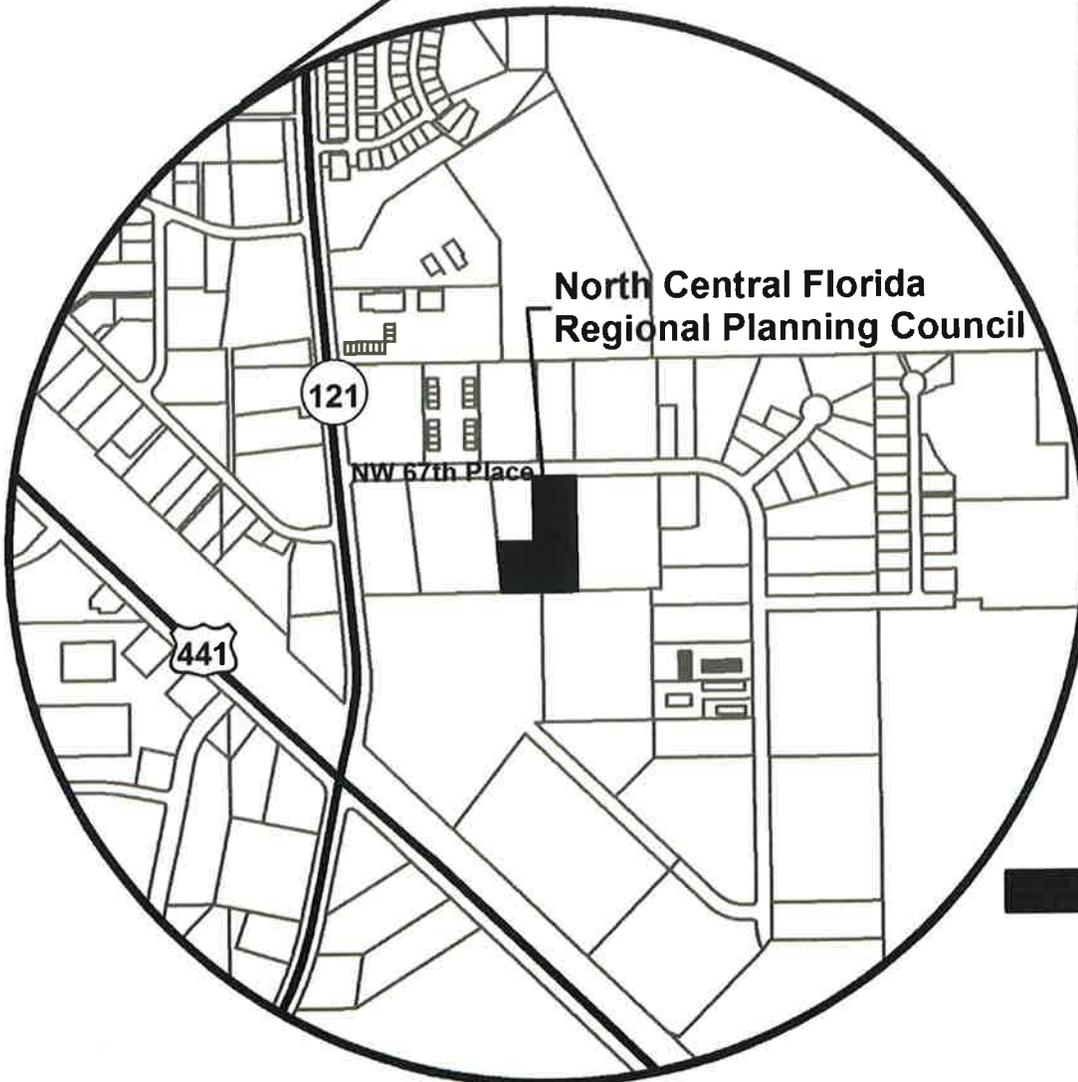
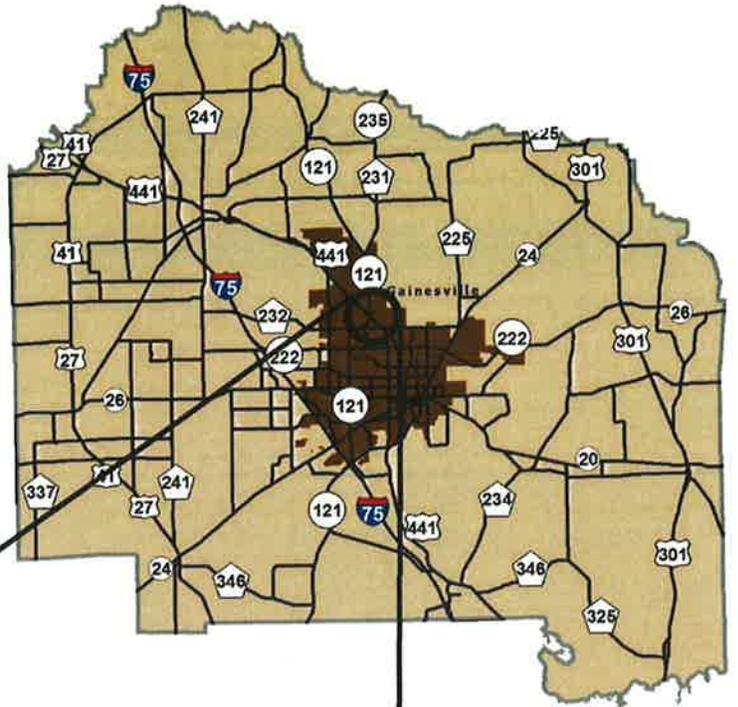
FINANCE COMMITTEE

There will be a meeting of the Finance Committee of the North Central Florida Regional Planning Council on May 18, 2016. The meeting will be held at the **North Central Florida Regional Planning Council, 2009 N.W. 67th Place, Gainesville, Florida at 1:00 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, FL

May 18, 2016
1:00 p.m.

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| * I. | APPROVAL OF MINUTES - October 16, 2015 | 5 |
| * II. | FISCAL YEAR 2016-17 BUDGET | 7 |

* See Attachment

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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

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

October 16, 2015
1:00 p.m.

MEMBERS PRESENT

Ken Cornell, Vice-Chair
Randy Wells

MEMBERS PRESENT
VIA TELEPHONE

Lorene Thomas, Chair

MEMBERS ABSENT

None

STAFF PRESENT

Scott R. Koons

The meeting was called to order by Chair Thomas at 1:06 p.m.

I. APPROVAL OF MINUTES - May 28, 2015

ACTION: Commissioner Cornell made the motion, with a second by Commissioner Wells to approve the minutes of the Finance Committee meeting held on May 28, 2015. The motion carried unanimously.

II. AMENDED FISCAL YEAR 2014-15 BUDGET

Scott Koons, Executive Director, stated that the purpose of the meeting was to review the proposed amended budget for Fiscal Year 2014-15. He stated that the proposed budget amendment takes into account action taken by the Council during the past year. He stated that to update the budget, staff has prepared proposed changes in the Fiscal Year 2014-15 budget which reflect an overall net increase of \$32,800 representing a 1.9 percent increase.

The Committee then reviewed the changes as prepared by staff with respect to the proposed FY 2014-15 budget amendment.

ACTION: Commissioner Cornell made the motion, with a second by Commissioner Wells, to recommend to the Council approval of the amended Fiscal Year 2014-15 budget. The motion carried unanimously.

The meeting was adjourned at 1:15 p.m.

Lorene Thomas, Chair

Date



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May 11, 2016

TO: Finance Committee
 Lorene Thomas, Chair
 Ken Cornell, Vice-Chair
 Robert Wilford

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

SUBJECT: Fiscal Year 2016-17 Budget

RECOMMENDATION:

Recommend to the Council approval of the Fiscal Year 2016-17 budget.

BACKGROUND:

A meeting of the Finance Committee will be held on May 18, 2016 at 1:00 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 2016-17 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 \$1,905,300 which is \$29,000 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 35th year, and will produce approximately \$258,000.

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 11 full-time staff positions, plus funds for part-time positions, which is one full-time staff position less than budgeted for the current year. The budget includes a recurring increase across the board for all employees, including the Executive Director, equal to two percent of the salary for each employee and one percent of the salary budget for merit increases for all employees, except the Executive Director.

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, 2016 - SEPTEMBER 30, 2017

Expenses by Line Item
May 11, 2016

AUDIT

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

Indirect: \$18,000

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: \$40,000

CONTRACTUAL SERVICES

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

Indirect: \$3,000

Direct: \$45,000

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 work with state agencies, the Governor's Office, and the Legislature.

Indirect: \$35,000

Direct: \$19,000

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, workers' compensation and fidelity, and officers and directors liability insurance.

Indirect: \$21,000

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: \$24,000

Direct: \$1,000

PERSONNEL

Total Payroll	\$812,500
Fringe Benefits	<u>\$341,200</u>
Total Personnel Costs	\$1,153,700

This item includes payroll costs. Total payroll includes a proposal for a recurring increase across the board for all employees, including the Executive Director, equal to 2.0 percent of the salary for each employee and 1.0 percent of the salary budget for merit increases for all employees, except the Executive Director. Fringe Benefits include employer social security, health insurance and retirement plan contributions.

(Note: The total proposed full-time staff level is 11 positions, plus part-time labor.)

Indirect: \$457,000 **Direct: \$696,700**

POSTAGE

This item includes costs for administrative mail and program mail.

Indirect: \$3,000 **Direct: \$3,000**

PRINTING

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

Indirect: \$2,000

RECRUITING

This item includes advertising job positions and interview expenses.

Indirect: \$2,000

REPRODUCTION

This item includes cost of photocopier maintenance.

Indirect: \$15,000

TELEPHONE

This item includes charges for local and long distance telephone calls.

Indirect: \$7,000

TRAVEL

This item includes automobile travel at the U. S. Internal Revenue Service rate, currently \$0.54 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: \$48,000

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 trade show attendance and printing promotional material.

Direct: \$274,100

CONTINGENCY

This item includes funds for unanticipated expenditures.

Direct: \$101,500

INDIRECT COSTS

Indirect costs are defined by the Code of Federal Regulations 200.414: Cost Principles for as 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 for each program. This method provides an equitable distribution of costs. The Indirect Rate for Fiscal Year 2016-17 is estimated to be approximately 102 percent.

TABLE I
NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
BUDGET - Proposed May 18, 2016
FISCAL YEAR OCTOBER 1, 2016 - SEPTEMBER 30, 2017

EXPENSES	INDIRECT EXPENSES	DIRECT EXPENSES	REVENUE	
Audit	\$18,000		Program Development	\$29,800
Building Occupancy & Grounds	\$40,000		Regional Planning	
Contractual Services	\$3,000	\$45,000	Regional Planning & Review	\$110,000
Dues, Pubs., Subs. & Training	\$35,000	\$19,000	Public Safety & Regulatory Compliance	
Furniture & Equipment		\$15,000	Hazardous Waste Monitoring	\$58,900
Insurance & Bonding	\$21,000		Local Emergency Planning Committee	\$129,200
Legal Services & Public Notices	\$10,000	\$4,000	Hazards Analyses	\$18,500
Machine Rental & Maintenance	\$5,000		Local Mitigation Strategies	\$10,500
Meeting Expenses	\$18,000	\$1,000	Transportation	
Moving Expenses	\$2,000		Gainesville Urbanized Area Transportation Planning	\$368,100
Office Supplies	\$24,000	\$1,000	Gainesville Urbanized Area Mass Transit	\$203,300
Personnel	\$457,000	\$696,700	Transportation Disadvantaged - Alachua County	\$24,100
Postage	\$3,000	\$3,000	Transportation Disadvantaged - Region	\$192,700
Printing	\$2,000		Economic Development	
Recruiting	\$2,000		Comp Econ Development Strategy & Technical Assistance	\$153,000
Reproduction	\$15,000		Original Florida Tourism Task Force Staffing	\$59,400
Telephone	\$7,000		Original Florida Tourism Task Force	\$274,100
Travel	\$48,000	\$35,000	Local Government Assistance	
Original Florida Tourism Task Force		\$274,100	General Technical Services	\$30,000
Contingency		\$101,500	City & County Planning Services	\$243,700
Total Indirect Expenses	\$710,000			
Total Direct Expenses		\$1,195,300		
TOTAL EXPENSES (Direct & Indirect)		\$1,905,300	TOTAL REVENUE	\$1,905,300

TABLE II
 NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
 REVENUE BY PROGRAM - Proposed May 18, 2016
 FISCAL YEAR OCTOBER 1, 2016 - SEPTEMBER 30, 2017

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			\$28,800				\$1,000	\$29,800	\$29,800	2%
REGIONAL PLANNING										
Regional Planning & Review			\$110,000					\$110,000	\$110,000	6%
PUBLIC SAFETY & REGULATORY COM										
Hazardous Waste Monitoring					\$58,900			\$58,900		
Local Emergency Planning Committee	\$70,200	\$59,000						\$129,200		
Hazards Analyses		\$18,500						\$18,500		
Local Mitigation Strategies					\$10,500			\$10,500		
									\$217,100	11%
TRANSPORTATION										
Gainesville Urbanized Area Trans Planning				\$368,100				\$368,100		
Gainesville Urbanized Area Mass Transit				\$203,300				\$203,300		
Trans Disadvantaged - Alachua Co				\$24,100				\$24,100		
Trans Disadvantaged - Region		\$192,700						\$192,700		
									\$788,200	41%
ECONOMIC DEVELOPMENT										
Comp ED Strategy & Technical Assistance	\$63,000		\$90,000					\$153,000		
Original Florida Tourism Task Force Staffing		\$59,400						\$59,400		
Original Florida Tourism Task Force		\$225,600				\$48,500		\$274,100		
									\$486,500	26%
LOCAL GOVERNMENT ASSISTANCE										
General Technical Services			\$30,000					\$30,000		
City & County Planning Services					\$243,700			\$243,700		
									\$273,700	14%
TOTAL	\$133,200	\$555,200	\$258,800	\$595,500	\$313,100	\$48,500	\$1,000	\$1,905,300	\$1,905,300	100%

* Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

TABLE III
 NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
 EXPENSES BY PROGRAM - Proposed May 18, 2016
 FISCAL YEAR OCTOBER 1, 2016 - SEPTEMBER 30, 2017

TOTAL	EXPENSES	REGIONAL	PUBLIC SAFETY & REGULATORY COMPLIANCE				ECONOMIC DEVELOPMENT			TRANSPORTATION		LOCAL GOVERNMENT ASSISTANCE		TOTAL		
		PROGRAM DEVELOP	STATE PLANNING & REVIEW	HAZARDOUS WASTE MONITORING	LOCAL EMERGENCY PLANNING COMMITTEE	HAZARDS ANALYSES	LOCAL MITIGATION STRATEGIES	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
\$45,000	Contractual Services				\$45,000										\$45,000	
\$19,000	Dues, Pubs., Subs. & Training	\$8,000			\$11,000										\$19,000	
\$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	
\$696,700	Personnel		\$51,600	\$25,200	\$27,400	\$6,600	\$4,400	\$65,800	\$21,900		\$100,200	\$175,000	\$97,700	\$7,400	\$113,500	\$696,700
\$3,000	Postage		\$200	\$300	\$500			\$400			\$500	\$500		\$100	\$500	\$3,000
\$35,000	Travel		\$2,500	\$4,000	\$11,500	\$2,500		\$3,500			\$4,000	\$4,000		\$1,700	\$1,300	\$35,000
\$274,100	Original FL Tourism Task Force									\$274,100						\$274,100
\$101,500	Contingency	\$5,300	\$3,115	\$3,719	\$3,877	\$2,674	\$1,616	\$16,244	\$15,182	\$0	\$7,487	\$10,259	\$6,035	\$13,259	\$12,733	\$101,500
\$710,000	Indirect Costs*		\$52,585	\$25,661	\$27,923	\$6,726	\$4,484	\$67,056	\$22,318		\$102,113	\$178,341	\$99,565	\$7,541	\$115,667	\$710,000
\$1,905,300	TOTAL	\$29,800	\$110,000	\$58,900	\$129,200	\$18,500	\$10,500	\$153,000	\$59,400	\$274,100	\$216,800	\$368,100	\$203,300	\$30,000	\$243,700	\$1,905,300

* See Table I for line item expenses of Indirect Costs. Total indirect expenses are distributed among programs at the rate of 101.90% of Direct Personnel costs.

TABLE IV
 NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
 MEMBER LOCAL GOVERNMENT DUES - Proposed May 18, 2016
 FISCAL YEAR OCTOBER 1, 2016 - SEPTEMBER 30, 2017

	POPULATION*		DUES @ .30** PER CAPITA
	JURISDICTION	TOTAL COUNTY	
Alachua County		253,603	
County Government	102,139		\$30,642
Alachua	9,788		\$2,936
Archer	1,140		\$750
Gainesville	127,113		\$38,134
Hawthorne	1,370		\$750
High Springs	5,742		\$1,723
Newberry	5,360		\$1,608
Waldo	951		\$750
Bradford County		24,388	
County Government	18,957		\$5,687
Starke	5,431		\$1,629
Columbia County		64,037	
County Government	52,356		\$15,707
Lake City	11,681		\$3,504
Dixie County		14,932	
County Government	14,932		\$4,480
Gilchrist County		16,158	
County Government	16,158		\$4,847
Hamilton County		12,141	
County Government	10,459		\$3,138
Jasper	1,682		\$750
Lafayette County		7,017	
County Government	7,017		\$2,105
Levy County		40,448	
County Government	40,448		\$12,134
Madison County		17,615	
County Government	14,554		\$4,366
Madison	3,061		\$918
Marion County		335,473	
County Government	335,473		\$100,642
Suwannee County		41,532	
County Government	34,679		\$10,404
Live Oak	6,853		\$2,056
Taylor County		19,766	
County Government	12,750		\$3,825
Perry	7,016		\$2,105
Union County		11,015	
County Government	11,015		\$3,305
TOTAL	858,125	858,125	\$258,895

*Official State estimates used for Revenue Sharing purposes: April 1, 2015.

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