



Central Florida Regional Planning Council

September 14, 2011

Sebring Airport Authority Board Room

128 Authority Lane

Sebring

9:30 a.m.

Meeting Minutes

Chairman Pat Huff called the meeting to order at 9:30 a.m. Norman White led the Council in prayer. The Council Pledged Allegiance to the Flag.

Roll was called and the following members were present:

CFRPC Chairman, City Commissioner Pat Huff, Ridge League of Cities, City of Bartow
Commissioner Buddy Mansfield, DeSoto County
City Councilman, Keith Keene, Arcadia
Jackie Tucker, DeSoto County Gubernatorial Appointee
City Councilwoman, Patricia Detwiler, Wauchula
Commissioner Barbara Stewart, Highlands County
Andy Tuck, Highlands County School Board Member and Gubernatorial Appointee
Bill Keene, Okeechobee County Gubernatorial Appointee
Commissioner Todd Dantzler, Polk County
City Commissioner J.P. Powell, Winter Haven
Jennifer Stults, Florida Department of Transportation, Ex-officio
Maya Burke, Southwest Florida Water Management District, Ex-officio

Members absent:

CFRPC Vice-Chairman, Commissioner Minor Bryant, Hardee County
City Councilman Scott Stanley, Sebring
Commissioner Bryant Culpepper, Okeechobee County
City Councilman Clayton Williams, Okeechobee
City Councilwoman, Edith Yates, Lakeland
Dr. Marshall Goodman, Polk County Gubernatorial Appointee
Linda Pilkington, Polk County Gubernatorial Appointee
Mark Hill, Highlands County Development Services Director, Ex-officio
Bill Royce, Okeechobee County Planning Director, Ex-officio
Tom Dearnorff, Polk County Director of Growth Management, Ex-officio
Gina Reynolds, Florida Rural Economic Development Initiative, Ex-officio

Under announcements, Pat Steed stated that Missie Barletto was no longer with the South Florida Water Management District. Ms. Barletto served on the Council as the Water

Management District's Ex-officio member since 2005. Staff prepared a Certificate of Appreciation for Ms. Barletto.

AGENDA ITEM #1 COUNCIL ADMINISTRATION

A. August 10, 2011, Council Meeting Minutes

Chairman Huff asked if there were any corrections, additions, or deletions to the August 10, 2011, Council Meeting Minutes.

MOTION

There being none, J.P. Powell moved to approve the Council Meeting Minutes as submitted. Jackie Tucker seconded.

Motion carried unanimously.

B. August Finance Report

Pat Steed reviewed the August 2011 Financial Statement of Net Assets and Statement of Activities with the Council.

MOTION

There being no questions, Keeth Keene moved to approve the August 2011 Finance Report as presented. Bill Keene seconded.

Motion carried unanimously.

AGENDA ITEM #2 TRANSPORTATION FOR THE 21ST CENTURY PRESENTATION

Jennifer Stults, Intermodal Systems Development Manager with the Florida Department of Transportation (FDOT) briefed the Council on FDOT's Transportation Vision for the 21st Century, which was recently unveiled by the Secretary of Transportation. Included in the FDOT Vision is the development of future transportation corridors to relieve stress from major roadways, some of which my cross the Heartland region. Discussion followed.

AGENDA ITEM #3 APPROVAL OF HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS (HMEP) CONTRACT

Pat Steed stated that this is the annual contract with the Florida Division of Emergency Management for hazardous materials training and planning. This year, the contract period is for nine months, as the dates will be adjusted to bring the contract in line with the State fiscal year. The contract is for \$40,758. Ms. Steed asked for approval of the contract.

MOTION

J.P. Powell moved to approve the HMEP Contract and authorize chairman's signature. Barbara Stewart seconded.

Motion carried unanimously.

AGENDA ITEM #4 RATIFICATION OF CONSULTANT SELECTION FOR ENERGY BASELINE INVENTORY FOR THE HUD REGIONAL SUSTAINABLE COMMUNITIES GRANT

Pat Steed stated that staff is requesting the Council's approval to negotiate and enter into a contract with EcoAsset Solutions consulting firm to prepare an Energy Baseline Inventory for the HUD Sustainable Communities Grant. This consultant was ranked first by the Selection Committee. The work is funded through a Regional Sustainable Communities Grant from HUD. Staff requests authorization for the Executive Director to negotiate and sign a contract with EcoAsset Solutions. Discussion followed.

MOTION

Barbara Stewart moved to ratify the selection by the committee and authorize the Executive Director to negotiate and sign a contract with EcoAsset Solutions. Andy Tuck seconded.

Motion carried unanimously.

AGENDA ITEM #5 RECOMMENDATIONS OF THE FINANCE COMMITTEE

Pat Steed stated that the Council Finance Committee met on September 7, 2011 at the Council office in Bartow to consider the Executive Director's annual employment contract, the revised FY 2011-12 budget and organizational chart, as well as other FY 2010-11 Budget matters.

A. Executive Director's Annual Employment Contract

Chairman Huff, who also chairs the Finance Committee, stated that the Finance Committee reviewed revisions to the Executive Director's contract, which he then reviewed with the full Council. He stated that the Finance Committee recommends that the Council approve Patricia M. Steed, CFRPC Executive Director's employment contract with the revisions as presented.

MOTION

Jackie Tucker moved to approve Patricia M. Steed's Employment Contract with recommended revisions. J.P. Powell seconded.

Motion carried unanimously.

B. Revised FY 2011-12 Budget and Organizational Chart.

Ms. Steed presented the current budget, the budget for next fiscal year (FY 2011-12), which was adopted in June, and a proposed amendment to the FY 2011-12 budget. Ms. Steed reviewed each line item that contained a revision under Local Revenue, State Revenue and Federal Revenue, and explained the reason for each revision. Total Revenue for the next fiscal year's amended budget was \$4,746,358 which was an increase from \$3,717,547 in the June adopted budget. Expenses reflecting this increased revenue were discussed.

Chairman Huff stated that the Finance Committee examined the proposed Budget Amendment at its meeting, and is recommending approval.

MOTION

Todd Dantzler moved to approve the FY 2011-12 Revised Budget as presented to include the staff organizational chart. J.P. Powell seconded.

Motion carried unanimously.

C. FY 2010-11 Budget Matters

Chairman Huff stated that the Finance Committee reviewed and is recommending to the full Council a one-time, three percent incentive adjustment for staff. The funds would come from the FY 2010-11 Budget. Adequate funds are available to cover this expense with no budget adjustment. The one-time payment would go to staff members who was employed on October 1, 2010 through September 30, 2011. The total amount of this one-time incentive payment would be \$26,945.

Pat Steed stated that staff has not received a pay increase in several years. This one-time incentive would be in lieu of a pay increase. This incentive would go to those employees who worked many extra hours to prepare and administer grants that will increase next year's budget revenue. Discussion followed.

MOTION

Todd Dantzler moved to approve the one-time, three percent incentive payment for staff who were employed on October 1, 2010 through September 30, 2011. J.P. Powell seconded.

Motion carried unanimously.

AGENDA ITEM #6 ADDITION OF POLICY REGARDING CLASSIFICATION OF FUND BALANCES AS OF FISCAL YEAR END

Pat Steed stated that on October 1, 2010, a new accounting standard under GASB 54, became effective for the CFRPC. This new standard requires governments to establish a policy regarding the definitions of the fund balance classifications and approval authority for certain classifications. Discussion followed.

MOTION

J.P. Powell moved to approve the new Fund Balance Policy as presented. Keith Keene seconded.

Motion carried unanimously.

AGENDA ITEM #7 ANNUAL AUDIT ENGAGEMENT LETTER

Pat Steed referred to the annual audit engagement letter with Larson Allen, LLP (formerly NCT Group), which was included in Council member's meeting materials. The fee for the fiscal year 2010-11 audit will be \$20,350 which is the same as previous years. The audit is expected to begin at the end of November, 2011.

MOTION

J.P. Powell moved to approve the Audit Engagement Letter and authorize the Chairman to sign the letter. Jackie Tucker seconded.

Motion carried unanimously.

AGENDA ITEM #8 EXECUTIVE DIRECTOR'S REPORT

Pat Steed reported on the following current work activities:

A. Heartland 2060

A Leadership Team meeting was held on August 31st, with over 40 people in attendance, where they continued to work on the 2060 Vision. Those in attendance were also updated on HUD Sustainable Communities grant activities.

B. Broadband Planning

This effort is in conjunction with the Tampa Bay and Southwest Florida Regional Planning Councils. In the state grant, the CFRPC is providing the planning portion, which is developing the demand planning toolkit.

C. Growth Management Changes

Pat Steed discussed some of the expected changes that the current Growth Management adjustments are likely to bring.

Job Creation Plan

Ms. Steed distributed the State of Florida Job Creation Plan, a Business Plan Developed by the Department of Economic Opportunity in conjunction with Enterprise Florida and Workforce Florida. Discussion followed.

Energy Resilience Study

The Economic Analysis and Disaster Resiliency Study, funded by the US Economic Development Administration (EDA) documents existing conditions in the five County region and studies the economic impacts of a catastrophic event. This study for each RPC region in the State has received an EDA Grant.

AGENDA ITEM #9 OTHER BUSINESS

The next meeting was scheduled for October 12, 2011, in Sebring at Sun 'n Lakes of Sebring at 9:30 a.m.

There being no further business, the meeting adjourned.

Respectfully submitted,

Pat Huff, Chairman
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