



Central Florida Regional Planning Council

Agenda

June 11, 2014

Sebring Airport Authority Boardroom

128 Authority Lane

Sebring, FL 33870

9:30 a.m.

CALL TO ORDER – Vice-Chairman Clayton Williams

- Invocation
- Pledge of Allegiance
- Roll Call
- Announcements

AGENDA ITEM #1 PUBLIC COMMENTS

AGENDA ITEM #2 COUNCIL ADMINISTRATION

- A. April 9, 2014, Council Meeting Minutes
- B. May Financial Report

- Action Recommended: Approval
- Exhibit #2: A. Minutes – Pg 1
B. Financial Report *will be distributed at the meeting.*

AGENDA ITEM #3 RECOMMENDATIONS FROM THE FINANCE COMMITTEE

The Finance Committee met on May 14, 2014, to review budget items. The Finance Committee is recommending the follow actions:

- Actions Recommended: A. Approve Budget Amendment for FY 2013-14
B. Set FY 2014-15 Member Assessments
C. Adopt Proposed FY 2014-15 Annual Budget
- Exhibit #3: A. Budget Amendment for FY 2013-14 – Pg 6
B. FY 2014-15 Member Assessments – Pg 10
C. Proposed FY 2014-15 Annual Budget – Pg 11
D. Staffing Chart – Pg 15

DeSoto Hardee Highlands Okeechobee & Polk Counties

AGENDA ITEM #4 APPROVE AUDIT ENGAGEMENT LETTER

Staff will present the annual audit engagement letter with CliftonLarsonAllen, LLP, CPA firm. The fee for the fiscal year 2013-14 audit will be \$18,850.

- Action Recommended: Authorize Chairman and Executive Director to Sign Audit Engagement Letter
- Exhibit #4: Audit Engagement Letter – *Pg 16*

AGENDA ITEM #5 CONTRACT WITH DEPARTMENT OF EMERGENCY MANAGEMENT (DEM) FOR HAZARDS ANALYSIS (HA) SERVICES

The CFRPC will be assuming contract management responsibilities from the State for all five of the counties. For Polk and Highlands Counties, we will provide contract oversight previously provided by the state. Our current duties for DeSoto, Hardee and Okeechobee Counties will remain unchanged.

- Action Recommended: Authorize Chairman to Execute Agreement with DEM and Agreements with Counties.
- Exhibit: None

AGENDA ITEM #6 STATUS OF HEARTLAND REGIONAL TRANSPORTATION PLANNING ORGANIZATION (HRTPO) FORMATION

Staff will brief the Council on the status of the formation of the Heartland Regional Transportation Planning Organization. (HRTPO)

- Action Recommended: Information Only
- Exhibit #6: Draft Membership Apportionment Plan – *Pg 28*

AGENDA ITEM #7 FEDERAL TRANSIT ADMINISTRATION (FTA) 5310 OPERATING FUNDS RESOLUTION

The Council has been awarded FTA 5310 Operating funds to be expended in the Hardee, Okeechobee and Highlands (rural portion only) Transportation Disadvantaged service area. The award of funds requires a resolution authorizing the Executive Director to accept the funds and execute associated documents.

- Action Recommended: Adopt Resolution Number 2014-6A
- Exhibit #7: Resolution Number 2014-6A – *Pg 38*

AGENDA ITEM #8 FY 2014-15 TRANSPORTATION DISADVANTAGED (TD) PLANNING GRANT APPLICATION

Staff has prepared the FY 2014-15 TD Planning Grant and it requires a resolution authorizing the Executive Director to accept the funds and execute associated documents.

- Action Recommended: Adopt Resolution Number 2014-6B
- Exhibit #8: Resolution Number 2014-6B – *Pg 39*

AGENDA ITEM #9 MEDICAID TRANSPORTATION UPDATE

The Florida Medicaid program is implementing a new system through which Medicaid enrollees will receive services. Staff will explain how this impacts the transportation disadvantaged program and clients' services.

- Action Recommended: Information Only
- Exhibit #9: Medicaid Transportation Overview – Pg 40

AGENDA ITEM #10 CFRPC 40TH ANNIVERSARY PROCLAMATION

The CFRPC celebrates its 40th Anniversary beginning in July, 2014.

- Action Recommended: Approve Proclamation
- Exhibit #10: Proclamation – Pg 44

AGENDA ITEM #11 EXECUTIVE DIRECTOR'S REPORT

The Executive Director will report on the following work activities:

- A. Grant Announcements
- B. Legislative Wrap-up
- C. Communications
- D. Other Planning Activities

- Action Recommended: Information Only
- Exhibit: None

AGENDA ITEM #12 OTHER BUSINESS

- A. Set date, time, and location for next meeting.
- B. Other Business

ADJOURN

Please be advised that if you desire to appeal any decisions made as a result of the above hearing or meeting, you will need a record of the proceedings and in some cases a verbatim record is required. You must make your own arrangements to produce this record (Florida Statute 286.0105).

"The Central Florida Regional Planning Council conducts business in accordance with Title VI of the Civil Rights Act of 1964 and other nondiscrimination laws. Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, familial, or income status. In accordance with the Americans with Disabilities Act, persons with disabilities needing special accommodations to participate in this proceeding should contact Patricia M. Steed, Executive Director, 555 E. Church Street, Bartow, FL 863-534-7130 x 130 within two working days of receipt of this notification." If hearing impaired call: (TDD) 1-800-955-8771 or voice impaired call: 1-800-955-8770 via Florida Relay Service."



Central Florida Regional Planning Council
April 9, 2014
DeSoto County Commission Chambers
Arcadia, Florida
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.

Chairman Pat Huff introduced and welcomed Councilman Robert Heine, new member from the City of Arcadia.

Norman White, Council Attorney, administered the Oath of Office to Councilman Heine.

CFRPC Chairman, City Commissioner Pat Huff, Ridge League of Cities, City of Bartow
CFRPC Vice-Chairman, Councilman Clayton Williams, City of Okeechobee
Commissioner Buddy Mansfield, DeSoto County
City Councilman Robert Heine, Arcadia
Jackie Tucker, DeSoto County Gubernatorial Appointee
City Councilwoman Neda Cobb, Wauchula
Commissioner Don Handley, Highlands County
Commissioner Ray Domer, Okeechobee County
Elvie Posey, Okeechobee County Gubernatorial Appointee
City Commissioner J.P. Powell, Winter Haven
Kevin Denny, Hardee County Planning Director, Ex-officio
Tom Cookingham, DeSoto County Planning Director, Ex-officio
Jennifer Stults, Florida Department of Transportation, Ex-officio
Gary Ritter, South Florida Water Management District, Ex-officio

Members absent:

Commissioner Sue Birge, Hardee County
Chet Huddleston, Hardee County Gubernatorial Appointee
City Councilman Bud Whitlock, Sebring
Commissioner Melony Bell, Polk County
City Commissioner Edie Yates, Lakeland
Dr. Marshall Goodman, Polk County Gubernatorial Appointee
Mark Hill, Highlands County Development Services Director, Ex-officio
Bill Royce, Okeechobee County Planning Director, Ex-officio



Tom Deardorff, Polk County Director of Growth Management, Ex-officio
Gina Reynolds, Florida's Heartland Regional Economic Development Initiative, Ex-officio
Jim Golden, Southwest Florida Water Management District, Ex-officio

Under announcements, Pat Steed, Executive Director, thanked DeSoto County and Jackie Tucker for hosting the Council meeting. She asked members if they would remain after the meeting for a photograph which will be placed in the Council's 2014 Annual Report.

AGENDA ITEM #1 PUBLIC COMMENTS

Chairman Huff opened the public comment period. He closed the public comment period with no comments.

AGENDA ITEM #2 COUNCIL ADMINISTRATION

A. February 12, 2014, Council Meeting Minutes

Chairman Huff asked if there were any additions, deletions or corrections to the February 12, 2014, Council Meeting Minutes.

MOTION

There being none, Jackie Tucker moved to approve the Council Meeting Minutes as submitted. Buddy Mansfield seconded.

Motion carried unanimously.

B. March Financial Report

Kristen Guy, Finance Director, reviewed the Statement of Activities and Statement of Net Assets for the month ended March, 2014. Discussion followed.

MOTION

J.P. Powell moved to approve the March, 2014, Financial Report as presented. Ron Handley seconded.

Motion carried unanimously.

AGENDA ITEM #3 DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO) STATE FIVE YEAR STRATEGIC ECONOMIC PLAN

Pat Steed introduced Noel Munson, Strategic Planner, Bureau of Planning & Partnerships, Division of Strategic Business Development, with the Florida Department of Economic Opportunity. Showing a PowerPoint presentation, Mr. Munson reviewed key information regarding the Florida Strategic Plan for Economic Development and how the State Plan works in mutual support of the

Region's Comprehensive Economic Development Strategy (CEDS). He distributed copies of the Florida Strategic Plan for Economic Development to those present. Discussion followed.

AGENDA ITEM #4 DESOTO COUNTY'S COMPETITIVE FLORIDA PROJECT, ECONOMIC DEVELOPMENT UPDATE AND DART SERVICE

Mandy Hines, County Coordinator for DeSoto County, explained DeSoto County's involvement in the State's Competitive Florida Pilot Program, which is a unique opportunity to participate in a technical assistance process that will ultimately result in a Strategic Plan for Economic Development in DeSoto County. She updated the Council on other economic development activities that DeSoto County is involved in, as well as the DeSoto Arcadia Regional Transit (DART) service offered in DeSoto County since 2012.

AGENDA ITEM #5 CERTIFICATION OF TRANSPORTATION DISADVANTAGED (TD) LOCAL COORDINATING BOARD (LCB) MEMBERSHIP

Marcia Staszko, Transportation Disadvantaged Director, stated that as part of the annual update of the Transportation Disadvantaged Service Plan (TDSP), the Commission for the Transportation Disadvantaged (CTD) requires certification of the Transportation Disadvantaged Local Coordinating Board membership.

MOTION

J.P. Powell moved to approve certification of the Transportation Disadvantaged Local Coordinating Board membership as presented. Ron Handley seconded.

Motion carried unanimously.

AGENDA ITEM #6 STATUS OF SEBRING-AVON PARK-HIGHLANDS URBANIZED AREA TRANSPORTATION PLANNING ORGANIZATION (TPO) FORMATION

Pat Steed discussed the CFRPC's transit grants and how they are affected by the Sebring-Avon Park-Highlands Urbanized Area Transportation Planning Organization (TPO) formation. She distributed a chart showing each transit program and its projected funding and noted change due to new 5310 operating funds. Ms. Steed also reported that the six counties and two cities which will comprise the new TPO, are required to adopt a resolution supporting the apportionment plan. Once all eight jurisdictions adopt the resolution, then it will be sent to the Florida Department of Transportation, and to the Governor's Office for final approval. Discussion followed.

AGENDA ITEM #7 RECOGNITION OF CENTRAL FLORIDA REGIONAL PLANNING COUNCIL'S (CFRPC) 40TH ANNIVERSARY

Pat Steed stated that the Council will mark its 40th Anniversary this year. At the last meeting, the Council discussed ways they might acknowledge this milestone. She distributed a timeline of activities to take place between June and the end of the year, commemorating the Council's 40th Anniversary.

Members were in agreement with the timeline of ideas.

AGENDA ITEM #8 SCHEDULED UPDATE OF CFRPC'S STRATEGIC REGIONAL POLICY PLAN (SRPP)

Pat Steed stated that Regional Planning Councils in Florida have two rules that are required to be adopted under State rulemaking guidelines. These two rules are related to the Strategic Regional Policy Plan (SRPP) and the Dispute Resolution Guidelines, and she explained the process. Ms. Steed stated that the Council must notify the State before July 1, 2014, as to whether or not they plan to undertake the rule-making process in FY 2014-15, although it may not be completed within that year. She presented a proposed schedule for rule-making.

MOTION

Jackie Tucker moved to authorize staff to notify the Joint Administrative Procedures Committee that the Central Florida Regional Planning Council intends to undertake rulemaking under Chapter 120 Florida Statutes, in fiscal year 2014-15. Buddy Mansfield seconded.

Motion carried unanimously.

AGENDA ITEM #9 REQUEST FOR SUPPLEMENTAL FUNDS FROM THE ENVIRONMENTAL PROTECTION AGENCY FOR BROWNFIELDS REVOLVING LOAN FUND GRANT

Pat Steed explained that the Environmental Protection Agency (EPA) is soliciting applications for supplemental funds from Revolving Loan Fund grantees that have expended most of their previous awards. The Council anticipates receiving two new applications for which it does not have sufficient grant funds. If these applications are received, staff would like to apply for the supplemental funds.

MOTION

J.P. Powell moved to authorize staff to apply for a supplemental allocation for the Brownfields Revolving Loan Fund and to enter into an agreement with EPA if the funds are awarded. Buddy Mansfield seconded.

Motion carried unanimously.

AGENDA ITEM #10 EXECUTIVE DIRECTOR'S REPORT

Pat Steed reported on the following current work activities:

A. National Association of Development Organizations (NADO) Policy Conference

Pat Steed reported that, as a member of the NADO Board of Directors, she recently attended the NADO Policy Conference in Washington, D.C. where she visited with several members of

Congress and Senator Nelson and Senator Rubio's staff. She felt that it was a productive conference.

B. Legislative Update

Pat Steed reported that she stays current with Florida Legislative activities. Funding for Regional Planning Councils continues to be uncertain for the upcoming budget year. Regional Planning Councils in the state will continue to work around the budget limitation. Ms. Steed reported that she continues to work closely with the Florida Association of Counties, the Florida League of Cities and the Small County Coalition.

C. Florida Regional Councils Association (FRCA) Activities

Ms. Steed distributed Legislative Talking Points for 2014, which was a list of issues involving the Regional Planning Councils. Also distributed was a Monthly Activity Report from the FRCA Director of Intergovernmental Affairs, Sheri Coven. Ms. Steed also distributed a Press Release from the Florida Chamber Foundation regarding FRCA's Unveiling of a New Economic Scorecard Website utilizing six pillars metrics.

Freight Forum

Ms. Steed reported that she recently participated in a Freight Initiative Forum and discovered there is a priority listing of projects that would support freight and trade, and our region was not represented will in those submitted so far. Staff is working to improve project ratings. Discussion followed.

AGENDA ITEM #11 APPOINT MEMBER TO FINANCE COMMITTEE

Chairman Huff appointed Chet Huddleston, Hardee County Gubernatorial Appointee, to fill a vacancy on the Council's Finance Committee.

AGENDA ITEM #12 OTHER BUSINESS

A Finance Committee meeting was scheduled for May 14, 2014, at the Council office at 10:00 a.m., in lieu of a regular May Council meeting.

The next Council meeting was scheduled for June 11, 2014, at the Sebring Airport at 9:30 a.m.

There being no further business, the meeting adjourned.

Respectfully submitted,

W. Patrick Huff, Chairman
April 9, 2014 Council Meeting Minutes

Central Florida Regional Planning Council
Revenue Budget Fiscal Year 2013-14

	Adopted Budget FY13-14	Proposed Amended Budget FY13-14
LOCAL REVENUE:		
County (Member) Assessments	201,955	201,955
DRI Administration	21,500	16,500
DRI Consultants (Pass-thru)	10,000	33,890
Hazardous Waste Assessments (SQG)	36,536	36,536
Emergency Management Exercises	40,000	-
PAS Contracts - Standard	400,000	390,900
TD Local Planning Assessments	38,000	38,000
Interest	4,000	1,400
Other Local Revenue	12,000	12,000
Local Match for TD Vehicles	8,395	8,395
Local Match for TD - Highlands	-	-
DIG - Encroachment (13-02) Highlands	27,500	14,645
DIG - Encroachment (13-08) Highlands	30,000	26,430
DIG - Noise Study Highlands	-	9,957
DIG - Polk	-	-
Total Local Revenue	627,931	588,653
STATE REVENUE:		
Florida Department of Economic Opportunity		
Annual Appropriation	-	-
Heartland 2060	14,000	10,000
Florida Department of Emergency Management		
LEPC	40,909	40,909
Hazards Analysis Update	2,979	-
Hazards Materials Planning & Prevention	3,074	11,850
Statewide Regional Evacuation Study	-	2,000
Florida Department of Transportation		
Commission for TD - Planning	54,477	59,926
State Match for TD Vehicles	8,395	8,395
Florida Defense Support Task Force		
Encroachment	4,500	3,506
Total State Revenue	128,334	136,586
FEDERAL REVENUE:		
Department of Commerce		
EDA - District Planning	53,000	60,000
Department of Defense		
JLUS Update	-	-
Department of Housing and Urban Development		
HUD - Sustainable Communities	55,000	106,015
Department of Transportation		
HMEP Planning & Training	54,500	54,345
Mobility Management	175,000	335,000
MPO Planning	200,000	-
Section 5310 TD Vehicles	67,163	67,163
Section 5316 JARC		
Admin	20,000	29,500

Operating Trips	200,000	295,000
Section 5317 New Freedom		
Admin	30,000	27,606
Operating Trips	300,000	109,354
Section 5311 (Old)		
Admin	79,644	101,608
Operating Trips	442,464	564,488
Section 5311 (New)		
Admin	-	21,748
Operating Trips	-	120,821
Section 5310 Operating		
Admin	-	6,000
Operating Trips	-	60,000
Section 5307		
Admin	-	-
Operating Trips	-	-
Environmental Protection Agency		
Brownfields Revolving Loan Fund	450,000	368,005
Brownfields Area Wide Planning	78,125	86,875
Total Federal Revenue	2,204,896	2,413,527
TOTAL REVENUE	3,163,116	3,340,721

CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
Expense Budget Fiscal Year 2013-14

	Adopted Budget FY13-14	Proposed Amended Budget FY13-14
Personnel	1,139,091	1,098,431
Employee Fringe & Benefits		
Payroll Taxes	101,265	97,651
Leave Time Liability	20,000	20,000
Insurance Premiums	138,587	126,015
Retirement Contributions (457 Plan)	93,010	85,297
Total Payroll	1,491,953	1,427,394
Consultants/EPA Brownfields - RLF	25,000	25,000
Consultants/Emer Mgt	15,000	15,000
Consultants/CFRPC - Technology	50,000	31,110
Consultants/DRI's	10,000	33,890
Consultants/DIG - Encroachment	45,000	29,290
Consultants/DIG - Noise Study	-	9,957
Consultants/DIG - Polk	-	-
Consultants/MPO	-	-
Consultants - JLUS	-	-
Total Consultants	145,000	144,247
Brownfields RLF - Pass through	400,000	319,676
HUD Sustainable Communities Subgrantee	-	54,539
TD Trip Expense JARC	200,000	295,000
TD Trip Expense New Freedom	300,000	109,354
TD Trip Expense 5311 Old	442,464	564,488
TD Trip Expense 5311 New		120,821
TD Trip Expense 5310 Operating		60,000
TD Trip Expense 5307		
Total TD	942,464	968,842
Accounting/Payroll Services	2,000	2,000
Advertising	3,000	3,000
Audit	20,350	18,850
Auto Expense	14,000	14,000
Building Security	450	450
Dues & Fees	30,000	30,000
Equipment Lease & Maintenance	24,000	24,000
File Management	5,000	5,000
Insurance - Auto, Property, Liability	25,000	25,000
Insurance - Workers Compensation	6,500	7,200
Total Insurance	31,500	32,200
Janitorial/Lawn Maintenance	11,000	11,000
Legal Fees	27,720	27,720
Meeting Expense	5,000	5,000
Miscellaneous	1,000	1,000
Office Supplies	15,000	12,000
Postage & Delivery	5,000	3,000
Printing	5,000	3,000
Repair & Maintenance	5,000	5,000
Technology Supplies & Equipment	10,000	13,000
Telephone	12,000	8,000
Travel & Registration Fees	55,000	50,000
Utilities	12,500	10,500

Capital Outlay - Office & Technology	5,000	5,000
Capital Outlay - Vehicle	-	-
Capital Outlay - TD Vehicles	83,953	83,953
<i>Total Capital Outlay</i>	88,953	88,953
TOTAL EXPENSE	3,362,890	3,463,192
TOTAL REVENUE	3,163,116	3,340,721
REVENUE OVER (UNDER) EXPENSE	(199,774)	(122,471)
Decrease in Fund Balance	199,774	122,471
	-	-

**CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
MEMBER ASSESSMENTS FOR FY 2014-15***

	2012 ** Population Estimates	FY 13-14 Assessments (25 Cents)	2013 ** Population Estimates	FY 14-15 Assessments (25 Cents)	FY 14-15 Quarterly Amount
DESOTO COUNTY	34,408	\$8,602	34,367	\$8,592	\$ 2,148
HARDEE COUNTY	27,762	\$6,941	27,682	\$6,921	\$ 1,730
HIGHLANDS COUNTY	98,955	\$24,739	99,092	\$24,773	\$ 6,193
OKEECHOBEE COUNTY	39,805	\$9,951	39,762	\$9,941	\$ 2,485
POLK COUNTY	606,888	\$151,722	613,950	\$153,488	\$ 38,372
TOTAL	807,818	\$201,955	814,853	\$203,713	\$ 50,928

* Subject to Final Council Approval on June 11, 2014

** Population is based on the Florida Population Estimates: April 1, 2013

Published by Bureau of Economic & Business Research, University of Florida

**Central Florida Regional Planning Council
Revenue Budget Fiscal Year 2014-15**

	Proposed Budget FY14-15
LOCAL REVENUE:	
County (Member) Assessments	203,713
DRI Administration	16,500
DRI Consultants (Pass-thru)	30,000
Hazardous Waste Assessments (SQG)	36,536
Emergency Management Exercises	12,500
PAS Contracts - Standard	400,000
TD Local Planning Assessments	38,000
Interest	1,400
Other Local Revenue	12,000
Local Match for TD Vehicles	8,794
Local Match for TD - Highlands	116,000
DIG - Encroachment (13-02) Highlands	10,474
DIG - Encroachment (13-08) Highlands	10,474
DIG - Noise Study Highlands	-
DIG - Polk	36,000
Total Local Revenue	728,678
STATE REVENUE:	
Florida Department of Economic Opportunity	
Annual Appropriation	-
Heartland 2060	11,500
Florida Department of Emergency Management	
LEPC	40,909
Hazards Analysis Update	-
Hazards Materials Planning & Prevention	26,500
Statewide Regional Evacuation Study	10,000
Florida Department of Transportation	
Commission for TD - Planning	59,794
State Match for TD Vehicles	7,094
Florida Defense Support Task Force	
Encroachment	-
Total State Revenue	155,797
FEDERAL REVENUE:	
Department of Commerce	
EDA - District Planning	53,000
Department of Defense	
JLUS Update	150,000
Department of Housing and Urban Development	
HUD - Sustainable Communities	-
Department of Transportation	
HMEP Planning & Training	54,345
Mobility Management	315,000
MPO Planning	-
Section 5310 TD Vehicles	56,755
Section 5316 JARC	
Admin	20,000

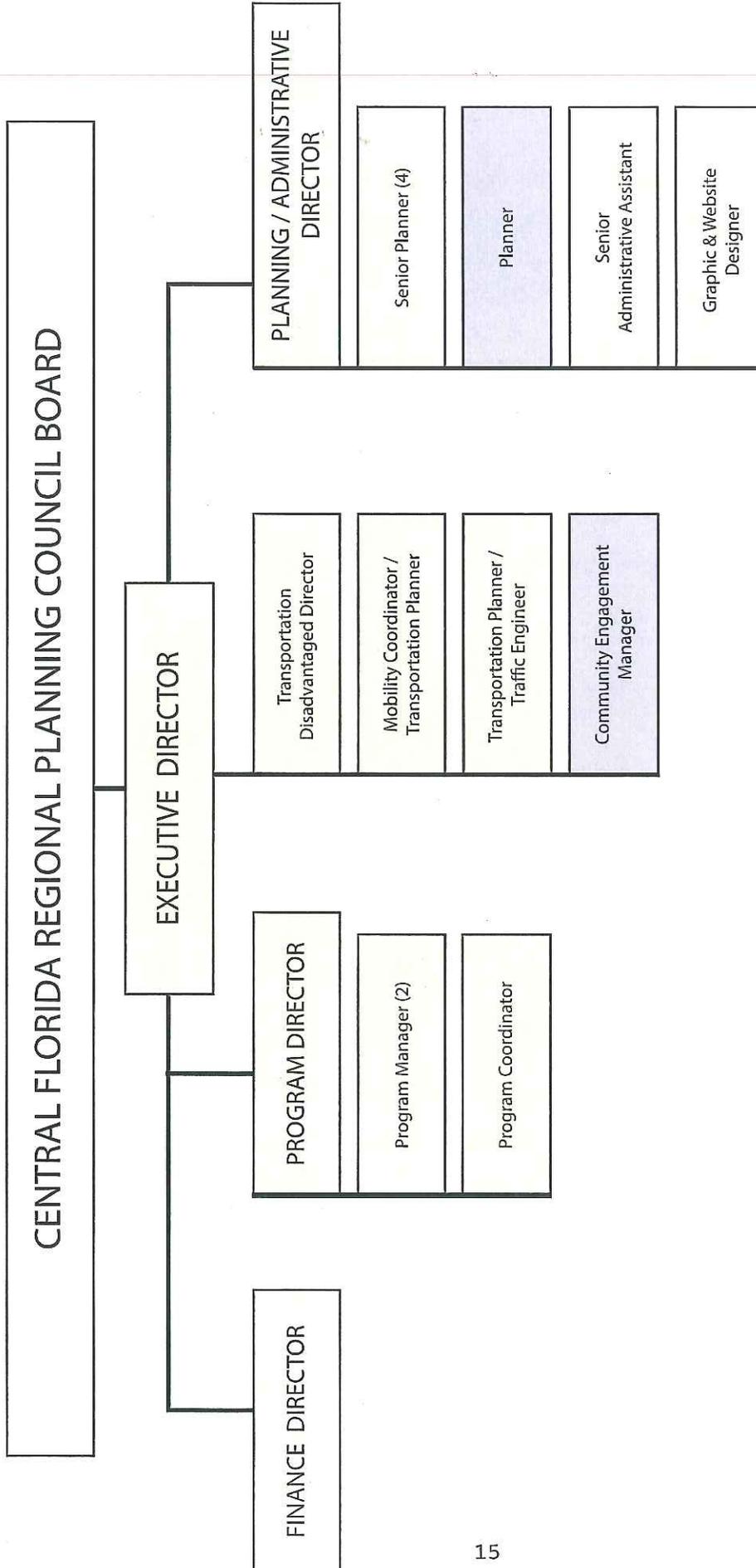
Operating Trips	200,000
Section 5317 New Freedom	
Admin	-
Operating Trips	-
Section 5311 (Old)	
Admin	5,430
Operating Trips	30,164
Section 5311 (New)	
Admin	125,391
Operating Trips	696,618
Section 5310 Operating	
Admin	34,200
Operating Trips	309,800
Section 5307	
Admin	10,000
Operating Trips	90,000
Environmental Protection Agency	
Brownfields Revolving Loan Fund	165,000
Brownfields Area Wide Planning	100,000
Total Federal Revenue	2,415,703
TOTAL REVENUE	3,503,891

CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
Expense Budget Fiscal Year 2014-15

	Proposed Budget FY14-15
Personnel	1,112,986
Employee Fringe & Benefits	
Payroll Taxes	98,944
Leave Time Liability	20,000
Insurance Premiums	125,000
Retirement Contributions (457 Plan)	82,748
<i>Total Payroll</i>	<i>1,439,678</i>
Consultants/EPA Brownfields - RLF	30,000
Consultants/Emer Mgt	17,500
Consultants/CFRPC - Technology	23,540
Consultants/DRI's	30,000
Consultants/DIG - Encroachment	20,948
Consultants/DIG - Noise Study	-
Consultants/DIG - Polk	18,000
Consultants/MPO	-
Consultants - JLUS	50,000
<i>Total Consultants</i>	<i>189,988</i>
Brownfields RLF - Pass through	50,000
HUD Sustainable Communities Subgrantee	-
TD Trip Expense JARC	200,000
TD Trip Expense New Freedom	-
TD Trip Expense 5311 Old	30,164
TD Trip Expense 5311 New	696,618
TD Trip Expense 5310 Operating	309,800
TD Trip Expense 5307	180,000
<i>Total TD</i>	<i>1,416,582</i>
Accounting/Payroll Services	2,000
Advertising	3,000
Audit	18,850
Auto Expense	15,000
Building Security	450
Dues & Fees	30,000
Equipment Lease & Maintenance	26,000
File Management	4,000
Insurance - Auto, Property, Liability	25,000
Insurance - Workers Compensation	7,000
<i>Total Insurance</i>	<i>32,000</i>
Janitorial/Lawn Maintenance	11,000
Legal Fees	28,200
Meeting Expense	5,000
Miscellaneous	1,000
Office Supplies	12,000
Postage & Delivery	3,500
Printing	3,000
Repair & Maintenance	5,000
Technology Supplies & Equipment	13,000
Telephone	8,000
Travel & Registration Fees	50,000
Utilities	10,500

Capital Outlay - Office & Technology	9,500
Capital Outlay - Vehicle	25,000
Capital Outlay - TD Vehicles	91,643
<i>Total Capital Outlay</i>	126,143
TOTAL EXPENSE	3,503,891
TOTAL REVENUE	3,503,891
REVENUE OVER (UNDER) EXPENSE	-
Decrease in Fund Balance	-

FY 2014 - 2015





CliftonLarsonAllen LLP
402 S. Kentucky Avenue, Suite 600
Lakeland, FL 33801
863-680-5600 | fax 863-680-5650
www.cliftonlarsonallen.com

May 28, 2014

Central Florida Regional Planning Council and Management
Patt Huff, Chairman
555 East Church Street
Bartow, FL 33830-3931

Dear Mr. Huff:

We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the audit services CliftonLarsonAllen LLP (CLA) will provide for Central Florida Regional Planning Council ("you," "your," or "the entity") for the year ended September 30, 2014.

Michael E. Carter is responsible for the performance of the audit engagement.

Audit services

We will audit the financial statements of the governmental activities and each major fund, which collectively comprise the basic financial statements of Central Florida Regional Planning Council, as of and for the year ended September 30, 2014, and the related notes to the financial statements.

The Governmental Accounting Standards Board (GASB) provides for certain required supplementary information (RSI) to accompany the entity's basic financial statements. The following RSI will be subjected to certain limited procedures, but will not be audited.

1. Management's discussion and analysis.
2. Budgetary comparison schedules.

We will also evaluate and report on the presentation of the following supplementary information other than RSI accompanying the financial statements in relation to the financial statements as a whole:

1. Schedule of expenditures of federal awards and state projects

The following information other than RSI accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements and our auditors' report will not provide an opinion or any assurance on that information:

1. Schedule of revenues and expenditures – by program
2. Schedule of indirect costs
3. Introductory section of the comprehensive annual financial report

4. Statistical data of the comprehensive annual financial report

Audit objectives

The objective of our audit is the expression of opinions about whether your basic financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS); the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. Our audit will include tests of your accounting records, a determination of major program(s) in accordance with OMB Circular A-133 and Chapter 10.550, Rules of the Auditor General of the State of Florida, and other procedures we consider necessary to enable us to express opinions and render the required reports. We will apply certain limited procedures to the RSI in accordance with U.S. GAAS. However, we will not express an opinion or provide any assurance on the RSI because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. We will also perform procedures to enable us to express an opinion on whether the supplementary information (as identified above) other than RSI accompanying the financial statements is fairly stated, in all material respects, in relation to the financial statements as a whole.

The objectives of our audit also include:

- Reporting on internal control related to the financial statements and on compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with Government Auditing Standards.
- 2. Reporting on internal control related to major programs and expressing an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts and grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133 and Chapter 10.550, Rules of the Auditor General of the State of Florida.

The Government Auditing Standards report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control and compliance. The OMB Circular A-133 and Chapter 10.550, Rules of the Auditor General of the State of Florida report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the result of that testing based on the requirements of OMB Circular A-133 and Chapter 10.550, Rules of the Auditor General of the State of Florida. Both reports will state that the report is not suitable for any other purpose.

We will issue written reports upon completion of our audit of your financial statements and compliance with requirements applicable to major programs. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement. If our opinions on the financial statements are other than unmodified or the single audit compliance opinion is other than unqualified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements or material noncompliance caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming opinions on the financial statements or an opinion on compliance, we retain the right to take any course of action permitted by professional standards, including declining to express opinions or issue reports, or withdrawing from the engagement.

We also will issue a written report on December 31, 2014 upon completion of our audit.

Auditor responsibilities, procedures, and limitations

We will conduct our audit in accordance with U.S. GAAS and the standards for financial audits contained in Government Auditing Standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements as a whole are free from material misstatement, whether due to fraud or error. An audit involves performing procedures to obtain sufficient appropriate audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the basic financial statements.

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements or noncompliance may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS, Government Auditing Standards, and OMB Circular A-133 and Chapter 10.550, Rules of the Auditor General of the State of Florida. Because we will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity, may not be detected. Because the determination of abuse is subjective, Government Auditing Standards do not expect auditors to provide reasonable assurance of detecting abuse.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that

come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a single audit.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the basic financial statements and compliance in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting fraud or errors that are material to the financial statements and to preventing and detecting misstatements resulting from noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Government Auditing Standards.

As required by OMB Circular A-133 and Chapter 10.550, Rules of the Auditor General of the State of Florida, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with the direct and material compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133 and Chapter 10.550, Rules of the Auditor General of the State of Florida.

An audit is not designed to provide assurance on internal control or to identify deficiencies, significant deficiencies, or material weaknesses in internal control. However, we will communicate to you in writing significant deficiencies or material weaknesses in internal control relevant to the audit of the basic financial statements that we identify during the audit that are required to be communicated under AICPA professional standards, Government Auditing Standards, and OMB Circular A-133 and Chapter 10.550, Rules of the Auditor General of the State of Florida.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the entity's compliance with the provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to Government Auditing Standards.

We will include in our report on internal control over financial reporting and on compliance relevant information about any fraud; noncompliance with provisions of laws, regulations, contracts, or grant agreements; or abuse that may have occurred that are required to be communicated under Government Auditing Standards.

OMB Circular A-133 and Chapter 10.550, Rules of the Auditor General of the State of Florida requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the "OMB Circular A-133 and Chapter 10.550, Rules of the Auditor General of

the State of Florida Compliance Supplement” for the types of compliance requirements that could have a direct and material effect on each of the entity’s major programs. The purpose of these procedures will be to express an opinion on the entity’s compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133 and Chapter 10.550, Rules of the Auditor General of the State of Florida.

We will evaluate the presentation of the schedule of expenditures of federal awards and state projects accompanying the financial statements in relation to the financial statements as a whole. We will make certain inquiries of management and evaluate the form, content, and methods of preparing the schedule to determine whether the information complies with U.S. GAAP and OMB Circular A-133 and Chapter 10.550, Rules of the Auditor General of the State of Florida, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We will compare and reconcile the schedule to the underlying accounting records and other records used to prepare the financial statements or to the financial statements themselves.

We are also responsible for communicating certain matters in accordance with the provisions of Chapter 10.550, Rules of the Auditor General, which govern the conduct of local governmental entity audits performed in the state of Florida. These matters will be communicated in the management letter.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Management responsibilities

Our audit will be conducted on the basis that you (management and, when appropriate, those charged with governance) acknowledge and understand that you have certain responsibilities that are fundamental to the conduct of an audit.

You are responsible for the preparation and fair presentation of the financial statements, RSI, and the schedule of expenditures of federal awards and state projects in accordance with U.S. GAAP. Management is also responsible for identifying all federal awards and state projects received, understanding and complying with the compliance requirements, and for the preparation of the schedule of expenditures of federal awards and state projects in accordance with the requirements of OMB Circular A-133 and Chapter 10.550, Rules of the Auditor General of the State of Florida.

Management’s responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the financial statements to correct material misstatements; and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. Management is responsible for compliance with applicable laws and regulations and the provisions of contracts and grant agreements. Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information.

You are responsible for the design, implementation, and maintenance of effective internal control, including internal control over compliance, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; and that there is reasonable assurance that government programs are administered in compliance with compliance requirements.

You are responsible for the design, implementation, and maintenance of internal controls to prevent and detect fraud; assessing the risk that the financial statements may be materially misstated as a result of fraud; and for informing us about all known or suspected fraud affecting the entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for implementing systems designed to achieve compliance with applicable laws and regulations and the provisions of contracts and grant agreements; identifying and ensuring that the entity complies with applicable laws, regulations, contracts, and grant agreements; and informing us of all instances of identified or suspected noncompliance whose effects on the financial statements should be considered.

You are responsible for taking timely and appropriate steps to remedy any fraud; noncompliance with provisions of laws, regulations, contracts, or grant agreements; or abuse that we may report. Additionally, as required by OMB Circular A-133 and Chapter 10.550, Rules of the Auditor General of the State of Florida, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review on November 3, 2014.

You are responsible for ensuring that management is reliable and for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters, and for the accuracy and completeness of that information, and for ensuring the information is reliable and properly reported; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence. You agree to inform us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements.

You agree to include our report on the schedule of expenditures of federal awards and state projects in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards and state projects. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards and state projects that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards and state projects no later than the date the schedule of expenditures of federal awards and state projects is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards and state projects in accordance with OMB Circular A-

133 and Chapter 10.550, Rules of the Auditor General of the State of Florida; (2) you believe the schedule of expenditures of federal awards and state projects, including its form and content, is fairly presented in accordance with OMB Circular A-133 and Chapter 10.550, Rules of the Auditor General of the State of Florida; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards and state projects.

Management is responsible for the preparation of other supplementary information in accordance with U.S. GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. You agree to provide us written representations related to the presentation of the supplementary information.

Management is responsible for providing us with a written confirmation concerning representations made by you and your staff to us in connection with the audit and the presentation of the basic financial statements and RSI. During our engagement, we will request information and explanations from you regarding, among other matters, the entity's activities, internal control, future plans, specific transactions, and accounting systems and procedures. The procedures we will perform during our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the representations that we receive in the representation letter and otherwise from you. Accordingly, inaccurate, incomplete, or false representations could cause us to expend unnecessary effort or could cause a material fraud or error to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the entity's financial statements that we may fail to detect as a result of misrepresentations made to us by you.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the "Audit objectives" section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Responsibilities and limitations related to nonaudit services

For all nonaudit services we may provide to you, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services.

Use of financial statements

The financial statements and our report thereon are for management's use. If you intend to reproduce and publish the financial statements and our report thereon, they must be reproduced in their entirety. Inclusion of the audited financial statements in a document, such as an annual report or an offering document, should be done only with our prior approval of the document. You are responsible to provide us the opportunity to review such documents before issuance.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

We may issue preliminary draft financial statements to you for your review. Any preliminary draft financial statements should not be relied on or distributed.

Engagement administration and other matters

We expect to begin our audit on approximately November 3, 2014.

We understand that your employees will prepare all confirmations, account analyses, and audit schedules we request and will locate any documents or invoices selected by us for testing. A list of information we expect to need for our audit and the dates required will be provided in a separate communication.

At the conclusion of the engagement, we will complete the auditor sections of the electronic Data Collection Form SF-SAC and perform the steps to certify the Form SF-SAC and single audit reporting package. It is management's responsibility to complete the auditee sections of the Data Collection Form. We will create the single audit reporting package PDF file for submission; however, it is management's responsibility to review for completeness and accuracy and electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards and state projects, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be electronically submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audit.

We will provide copies of our reports to the entity; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

We are available to perform additional procedures with regard to fraud detection and prevention, at your request, as a separate engagement, subject to completion of our normal engagement acceptance procedures. The terms and fees of such an engagement would be documented in a separate engagement letter.

The audit documentation for this engagement is the sole and exclusive property of CLA and constitutes confidential and proprietary information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely matter to the Auditor General, or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of CLA personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the Auditor General. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Government Auditing Standards require that we make our most recent external peer review report publicly available. The report is posted on our website at www.CLAconnect.com/Aboutus/.

Mediation

Any disagreement, controversy, or claim ("Dispute") that may arise out of any aspect of our services or relationship with you, including this engagement, shall be submitted to non-binding mediation by written notice ("Mediation Notice") to the other party. In mediation, we will work with you to resolve any differences voluntarily with the aid of an impartial mediator.

The mediation will be conducted as specified by the mediator and agreed upon by the parties. The parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the Dispute.

Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties.

Any Dispute will be governed by the laws of the state of Minnesota, without giving effect to choice of law principles.

Time limitation

The nature of our services makes it difficult, with the passage of time, to gather and present evidence that fully and fairly establishes the facts underlying any Dispute. The parties agree that, notwithstanding any statute or law of limitations that might otherwise apply to a Dispute, any action or legal proceeding by you against us must be commenced within twenty-four (24) months ("Limitation Period") after the date when we deliver our final audit report under this agreement to you, regardless of whether we do other services for you relating to the audit report, or you shall be forever barred from commencing a lawsuit or obtaining any legal or equitable relief or recovery.

The Limitation Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of the existence or possible existence of a Dispute.

Fees

Our fees for these services will be based on the time involved and the degree of responsibility and skills required, plus expenses including internal and administrative charges. Based on our preliminary estimates, the fee for the engagement should approximate \$18,850 for the audit and for entering the information in the Data Collection Form SF-SAC and creating the single audit reporting package. The fee estimate is based on anticipated cooperation from your personnel and their assistance with preparing confirmations and requested schedules. If the requested items are not available on the dates required or are not accurate, the estimated fee for services will likely be higher. If unexpected circumstances require significant additional time, we will advise you before undertaking work that would require a substantial increase in the fee estimate. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not issued our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Other fees

You also agree to compensate us for any time and expenses, including time and expenses of legal counsel, we may incur in responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings that we are asked to respond to on your behalf. You and your attorney will receive a copy of every subpoena or request we are asked to respond to. You can control the costs of any discovery process or document request by informing us which requests you would like us to act on.

Finance charges and collection expenses

You agree that if any statement is not paid within 30 days from its date, the unpaid balance shall accrue interest at the monthly rate of one and one-quarter percent (1.25%), which is an annual percentage rate of 15%. In the event that any collection action is required to collect unpaid balances due us, reasonable attorney fees and expenses shall be recoverable.

Consent

Consent to use financial information

Annually, we assemble a variety of benchmarking analyses using client data obtained through our audit and other engagements. Some of this benchmarking information is published and released publicly. However, the information that we obtain is confidential, as required by ET Section 301 of the AICPA Code of Professional Conduct. Your acceptance of this engagement letter will serve as your consent to use of Central Florida Regional Planning Council's information in these cost comparison, performance indicator, and/or benchmarking reports.

Subcontractors

CLA may, at times, use subcontractors to perform services under this agreement, and they may have access to your information and records. Any such subcontractors will be subject to the same restrictions on the use of such information and records as apply to CLA under this agreement.

Agreement

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. This letter constitutes the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between us. If you have any questions, please let us know. Please sign, date, and return the copy of this letter to us to indicate your acknowledgment and understanding of, and agreement with, the arrangements for our audit of your financial statements including the terms of our engagement and our respective responsibilities.

Sincerely,

CliftonLarsonAllen LLP



Michael E. Carter, CPA
Principal
863-680-5614
Mike.Carter@CLAconnect.com

Enclosure

Response:

This letter correctly sets forth the understanding of Central Florida Regional Planning Council.

Authorized governance signature: _____

Title: _____

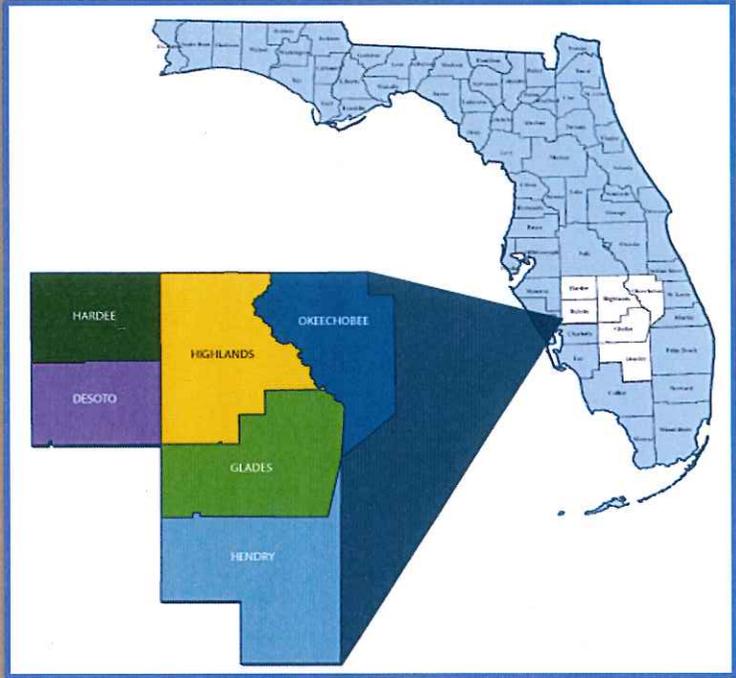
Date: _____

Authorized management signature: _____

Title: _____

Date: _____

MEMBERSHIP APPORTIONMENT PLAN



FOR THE PROPOSED
HEARTLAND REGIONAL TRANSPORTATION
PLANNING ORGANIZATION
MAY 2014



Metropolitan Planning Area Boundary and Apportionment Plan

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This report documents the process that was undertaken to develop a planning boundary map and apportionment plan for the proposed Heartland Regional Transportation Planning Organization (HRTPO), which will include the Counties of DeSoto, Glades, Hardee, Hendry, Highlands, and Okeechobee, and the Cities of Avon Park and Sebring.

1. INTRODUCTION

The Census Bureau designates a new list of Urbanized Areas (UZAs) every ten (10) years, following the conclusion of the decennial census. The definition of an UZA is “a Census-designated urban area with 50,000 residents or more”; therefore, the designation of UZAs by the United States (US) Census Bureau has significant implications for the metropolitan planning process. Current Federal law requires that every urbanized area with a population of 50,000 or more must be represented by a metropolitan planning organization (MPO) which shall be responsible for carrying out a comprehensive, coordinated, and continuing planning process resulting in plans and priorities for the expenditure of federal transportation funds.

On March 27, 2012, the Census Bureau published the new list of UZAs and Urban Clusters (UCs) based on the 2010 Census in the *Federal Register, Volume 77, Number 59*, which included the Sebring – Avon Park urbanized area. As a newly designated urbanized area, this area is required to form a transportation planning organization meeting the requirements of a metropolitan planning organization as defined in 23 United States Code (U.S.C.) 134(d) and (e); 49 U.S.C. 5303(d)(e); 23 Code of Federal Regulations (C.F.R.) 450.310 and 339.175(2) Florida Statutes (F.S). Also, new MPOs were to be designated by March 27, 2013. Although this requirement was triggered by the 2010 US Census, the regional interaction of the counties of the Heartland Region is historic and continuing.

On November 2, 2012, the Florida Department of Transportation (FDOT) officially notified the Highlands County Board of County Commissioners, as well as the Cities of Avon Park and Sebring, that the Sebring - Avon Park area was being identified as an urbanized area. On November 7, 2012, the FDOT hosted a meeting in Sebring, Florida to discuss the MPO designation process for the new Sebring – Avon Park Urbanized Area. There was a second meeting convened by FDOT in January of 2013 to continue discussions on the MPO designation and formation process. Subsequently, the local governments of the Sebring – Avon Park Urbanized Area and the five (5) counties of the Heartland, which comprise a regional South Central Florida Heartland Regional Economic Development Initiative, along with other development organizations, support the creation of a six (6) county regional transportation planning organization. The FDOT held a third

meeting on October 1, 2013 in Arcadia, Florida to discuss the proposed six-county Regional Transportation Planning Organization, which had received approval from the Governor. The six counties and two cities collaborated in a series of meetings in order to establish the metropolitan planning area boundary and membership apportionment plan for the proposed Heartland Regional Transportation Planning Organization.

2. METROPOLITAN PLANNING AREA BOUNDARY

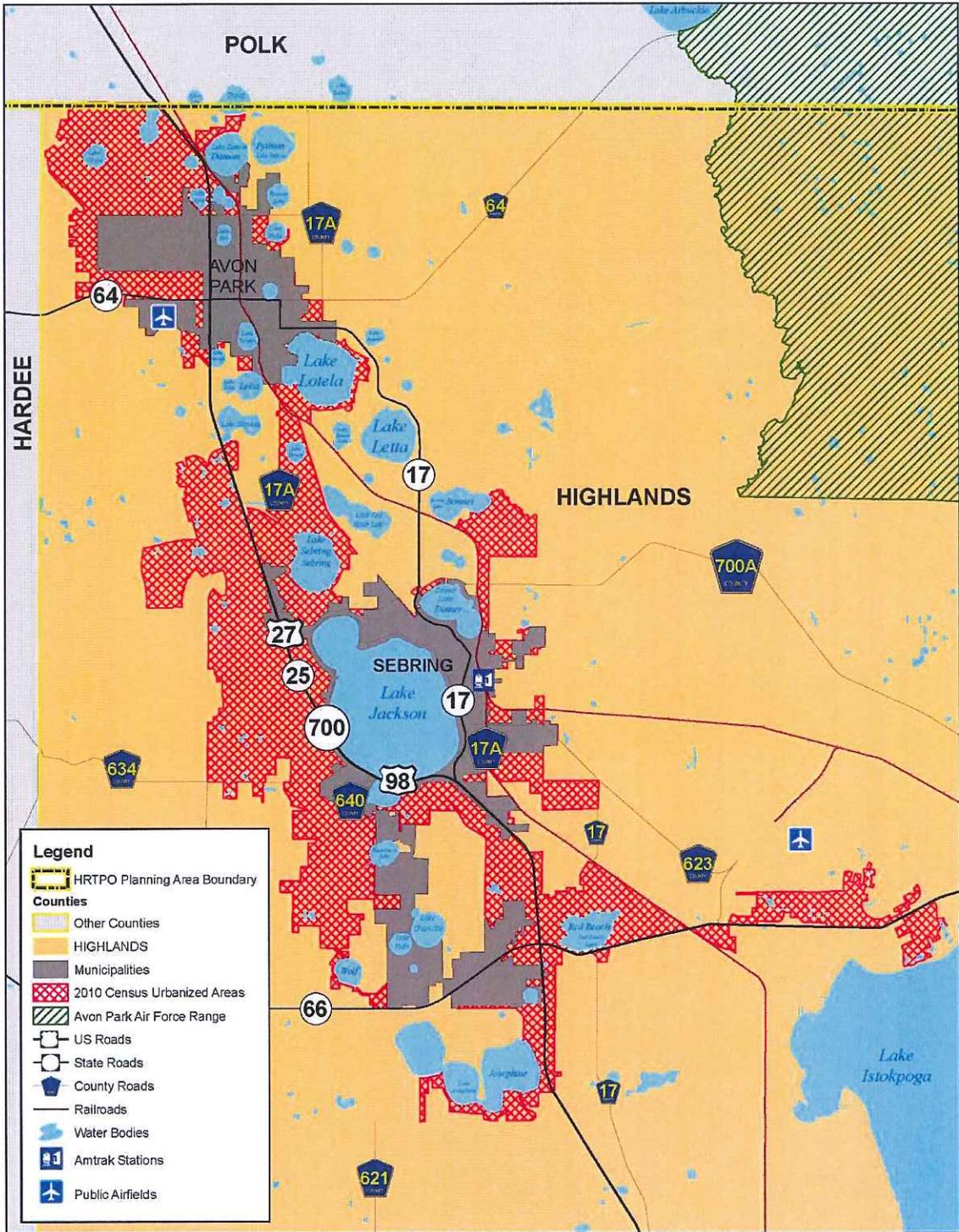
The planning area boundary shall be determined by agreement between the Governor and the applicable MPO. The boundary must include at least the existing urbanized area and the contiguous area expected to be urbanized within 20 years.

Map A shows the 2010 Census Urban Area Reference Map for the Sebring – Avon Park Urbanized Area.

Map B reflects the Metropolitan Planning Area Boundary for the proposed Heartland Transportation Planning Organization (HRTPO), which includes the various jurisdictions and counties used to apportion the MPO membership proposed in this plan. Currently, a small area in the southwest quadrant of DeSoto County is included within the planning area boundary for the Charlotte County – Punta Gorda MPO, and the MPO performs the planning activities for this area. Once the HRTPO is designated and established, there will be an opportunity for further discussion with the Charlotte County – Punta Gorda MPO regarding the potential for transferring this portion of DeSoto County into the HRTPO's planning area boundary.

MAP A

Proposed Heartland Regional Transportation Planning Organization (HRTPO)
SEBRING - AVON PARK URBANIZED AREA



Legend

- HRTPO Planning Area Boundary
- Counties**
- Other Counties
- HIGHLANDS
- Municipalities
- 2010 Census Urbanized Areas
- Avon Park Air Force Range
- US Roads
- State Roads
- County Roads
- Railroads
- Water Bodies
- Amtrak Stations
- Public Airfields

DISCLAIMER:
The information in this map should be considered conceptual and subject to change. This map is not a survey.

DATA SOURCES:
Central Florida Regional Planning Council
Florida Geographic Data Library (FGDL)
Florida Department of Transportation

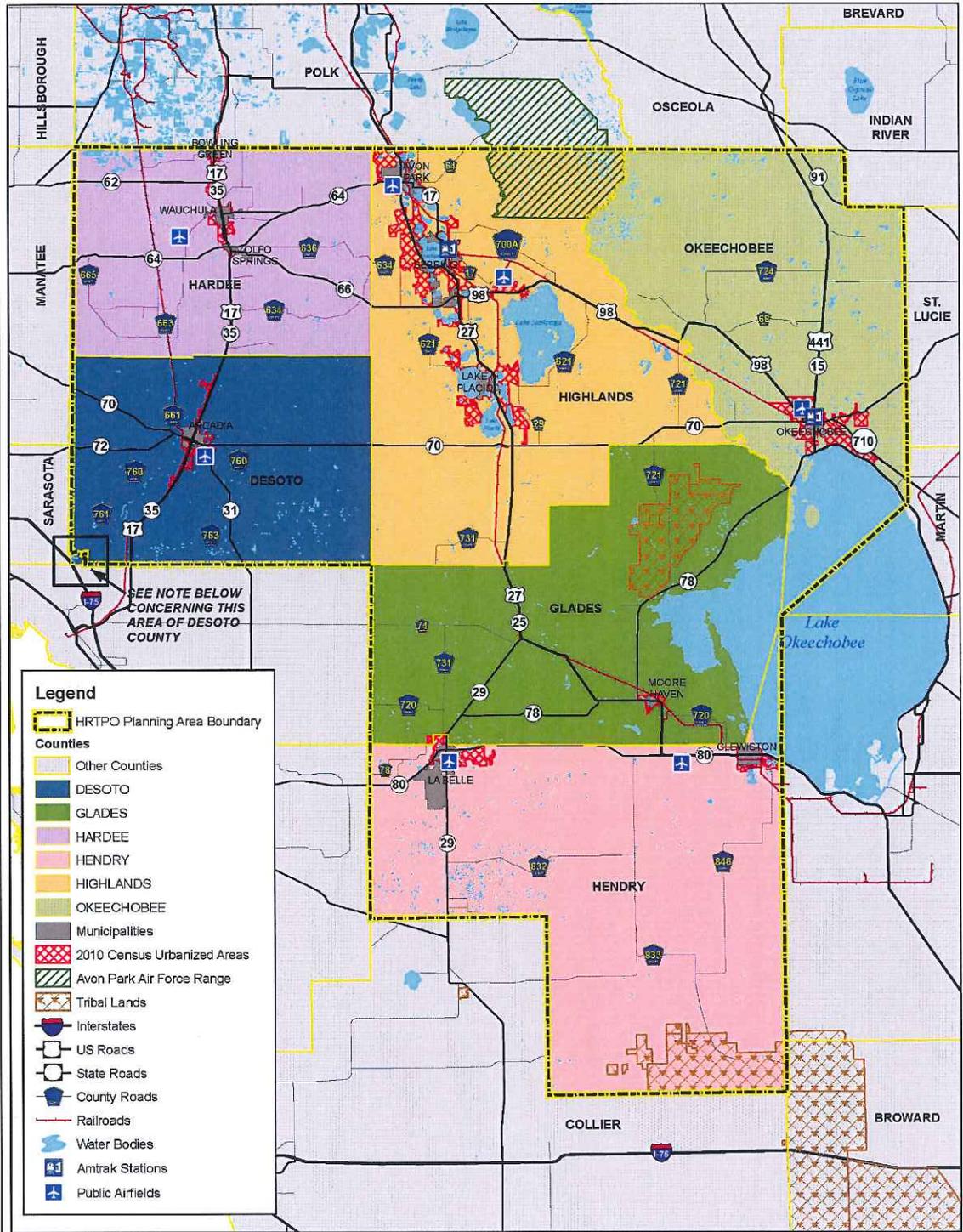
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April 2014



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MAP B

**Proposed
Heartland Regional Transportation Planning Organization (HRTPO)
Planning Area Boundary**



Legend

- HRTPO Planning Area Boundary
- Counties**

 - Other Counties
 - DESOTO
 - GLADES
 - HARDEE
 - HENDRY
 - HIGHLANDS
 - OKEECHOBEE

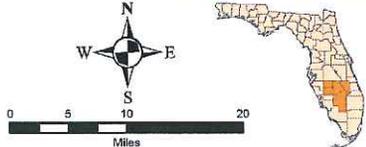
- Municipalities
- 2010 Census Urbanized Areas
- Avon Park Air Force Range
- Tribal Lands
- Interstates
- US Roads
- State Roads
- County Roads
- Railroads
- Water Bodies
- Amtrak Stations
- Public Airfields

DISCLAIMER:
The information in this map should be considered conceptual and subject to change. This map is not a survey.

DATA SOURCES:
Central Florida Regional Planning Council
Florida Geographic Data Library (FGDL)
Florida Department of Transportation

NOTE:
Currently, a portion of DeSoto County exists within the planning area boundary of the Charlotte County-Punta Gorda MPO. Future opportunities may exist for this portion of DeSoto County to be included in the HRTPO planning area boundary.

DRAFT
April 2014



3. POPULATION AND GROWTH

The Heartland counties of DeSoto, Glades, Hardee, Hendry, Highlands and Okeechobee form the South Central Economic Region of Florida. These historically rural counties have collectively experienced double-digit growth in the past two decades: 45% from 1990 to 2010, as shown in **Table 1** below. As a result of this growth, Highlands County has a newly designated urbanized area of Sebring-Avon Park which makes up approximately 62% of the County's population. Although this requirement was triggered by the 2010 US Census, the regional interaction of the counties of the Heartland Region is historic and continuing. The linkage of these counties is economic, environmental, cultural and collaborative. Through a history in agriculture and mining, with ranching and small business centered on the abundant natural resources including lakes, the Heartland counties have worked together in changing times. As the Region prepares for increasing urbanization and infrastructure investment, it is key that they build a multimodal transportation system to serve that future. One viable option that can lay that foundation is through a regional transportation planning organization covering the six counties of the Heartland. The recently completed HUD/EPA/DOT Sustainable Counties Grant supported the development of the *Heartland 2060: Building a Resilient Region* plan which called for a multi-modal transportation network for these six counties. The Region is surrounded by fast-growing metropolitan areas on the east and west coasts of Florida and the Orlando and Lakeland/Winter Haven metro areas to the north.

**Table 1:
Population in the Heartland – 1980 to 2010**

County/Area	1980	1990	2000	2010	Population Growth Rate (2000 to 2010)
DeSoto	19,039	23,865	32,209	34,862	8.24%
Glades	2,992	7,591	10,576	12,884	21.82%
Hardee	20,357	19,499	26,938	27,731	2.94%
Hendry	18,599	25,773	36,210	39,140	8.09%
Highlands	47,526	68,432	87,366	98,786	13.07%
Okeechobee	20,264	29,627	35,910	39,996	11.38%
6-County Region	128,777	174,787	229,209	253,399	10.55%
Florida	9,746,961	12,938,071	15,982,824	18,801,310	17.63%
Nation	226,545,805	248,718,302	281,424,603	308,745,538	9.71%

Source: U.S. Census Bureau.

4. MEMBERSHIP APPORTIONMENT PLAN METHODOLOGY

Regarding the development of an apportionment plan, *Chapter 339.175(3)(a)*, *Florida Statutes* states:

“The voting membership of an MPO shall consist of not fewer than 5 or more than 19 apportioned members, the exact number to be determined on an equitable geographic-population ratio basis by the Governor, based on an agreement among the affected units of general-purpose local government as required by federal rules and regulations.”

The metropolitan planning area for the proposed Heartland RTPO includes the total geographical area of DeSoto, Glades, Hardee, Hendry, Okeechobee, Highlands (Unincorporated) and the cities of Lake Placid, Avon Park, and Sebring; therefore, the population ratio analysis is based on the total combined population of the referenced counties and cities.

In order to satisfy the federal and state requirements that apply to membership apportionment, the following methodology was applied:

The proposed membership apportionment plan includes 12 voting members with a weighted vote. The weight per vote will be in proportion to each local government's share of the total area population within the planning area. In Highlands County, unincorporated Highlands County (including the Town of Lake Placid) will have a total of 5 votes weighted equally at 6.27%. The cities of Avon Park and Sebring, in Highlands County, will have 1 seat each, weighted at 3.49% and 4.14% respectively. This will result in Highlands County (including the cities referenced above) having a total of 7 seats and 38.98% of the weighted vote of the total TPO. The Counties of DeSoto, Glades, Hardee, Hendry, and Okeechobee, will have a combined weighted vote of 61.01 %. The votes in these five counties include the total population of both incorporated and unincorporated areas of the county. Percentages representing the portion of the total regional population within each of the eight local governments is shown in **Table 2** below.

5. MEMBERSHIP APPORTIONMENT PLAN

**Table 2:
Proposed Membership Apportionment Plan**

County/City	County/City Population 2010 *	% of total population	Number of Voting Members	Weight Per Vote
DeSoto	34,862	13.76%	1.00	13.76%
Glades	12,884	5.08%	1.00	5.08%
Hardee	27,731	10.94%	1.00	10.94%
Hendry	39,140	15.45%	1.00	15.45%
Okeechobee	39,996	15.78%	1.00	15.78%
Highlands(Unincorporated) + Lake Placid	79,459	31.36%	5.00	6.27%
Avon Park	8,836	3.49%	1.00	3.49%
Sebring	10,491	4.14%	1.00	4.14%
Total	253,399	100%	12	-

*: US Census Population 2010

The proposed membership apportionment plan includes FDOT District One, as a non-voting advisory member of the TPO Board in accordance with F.S. 339.175(4)(a).

6. RESOLUTIONS OF SUPPORT

Resolutions of support were obtained from the eight local governments that represent the voting membership of the HRTPO. The resolutions are from the Board of County Commissioners from DeSoto, Glades, Hardee, Hendry, Highlands and Okeechobee Counties, as well as the City Councils for the cities of Avon Park and Sebring. The adopted resolutions endorse and support the proposed membership apportionment plan and authorize its submittal to the FDOT and Governor. The adopted resolutions are included in Section No. 7, Appendix.

7. APPENDIX OF RESOLUTIONS OF SUPPORT

A copy of the following resolutions from the member local governments is attached:

- Resolution from the Hardee County Board of County Commissioners; adopted on March 20, 2014

- Resolution from the Highlands County Board of County Commissioners; adopted on April 1, 2014
- Resolution from the DeSoto County Board of County Commissioners; adopted on April 8, 2014
- Resolution from the Hendry County Board of County Commissioners; adopted on April 8, 2014
- Resolution from the Okeechobee County Board of County Commissioners; adopted on April 10, 2014
- Resolution from the Avon Park City Council; adopted on April 14, 2014
- Resolution from the Sebring City Council; adopted on April 15, 2014
- Resolution from the Glades County Board of County Commissioners; adopted on May 27, 2014



RESOLUTION 2014-6A

A RESOLUTION OF THE CENTRAL FLORIDA REGIONAL PLANNING COUNCIL AUTHORIZING THE SIGNING AND SUBMISSION OF A GRANT APPLICATION AND SUPPORTING DOCUMENTS AND ASSURANCES TO THE FLORIDA DEPARTMENT OF TRANSPORTATION, THE ACCEPTANCE OF A GRANT AWARD FROM THE FLORIDA DEPARTMENT OF TRANSPORTATION AND AUTHORIZATION TO SIGN THE JOINT PARTICIPATION AGREEMENT AND ASSOCIATED ADMINISTRATIVE SUPPORT DOCUMENTS

WHEREAS, the Central Florida Regional Planning Council has the authority to apply for and accept grants and make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended;

NOW, THEREFORE, BE IT RESOLVED BY THE Central Florida Regional Planning Council, Florida:

1. This resolution applies to Federal Programs under U.S.C. Section 5310 Operating.
2. The submission of a grant application, supporting documents, and assurances to the Florida Department of Transportation is approved.
3. Patricia M. Steed, Executive Director is authorized to sign the application, accept a grant award, sign a Joint Participation Agreement, and/or expend grant funds including operating assistance funds, pursuant to a grant award, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS 11th DAY OF JUNE, 2014

BY: _____
W. Patrick Huff, Chairman

ATTEST:

_____ (seal)



RESOLUTION 2014-6B

A RESOLUTION OF THE CENTRAL FLORIDA REGIONAL PLANNING COUNCIL,
HEREINAFTER REFERRED TO AS "THE COUNCIL", HEREBY AUTHORIZING
THE FILING OF A TRANSPORTATION DISADVANTAGED TRUST FUND GRANT
APPLICATION WITH THE FLORIDA COMMISSION FOR THE
TRANSPORTATION DISADVANTAGED

WHEREAS, the COUNCIL is eligible to receive a Transportation Disadvantaged Trust Fund Grant and to undertake a transportation disadvantaged planning service project as authorized by Section 427.0159, Florida Statutes, and Rule 41-2, Florida Administrative Code.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL THAT:

1. The Council has the authority to file this grant agreement.
2. The Council authorizes Patricia M. Steed, Executive Director to execute the grant agreement on behalf of the Central Florida Regional Planning Council with the Florida Commission for the Transportation Disadvantaged.
3. The Council authorizes Patricia M. Steed, Executive Director to sign any and all agreements or contracts which are required in connection with the application.
4. The Council authorizes Patricia M. Steed, Executive Director to sign any and all assurances, reimbursement invoices, warranties, certifications and any other documents which may be required in connection with the application or subsequent agreements.

DULY PASSED AND ADOPTED THIS 11TH DAY OF JUNE, 2014

CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

W. Patrick Huff, Chairman

ATTEST:

**Changes in the Florida Medicaid Program
And How It May Impact Clients Currently
Transported in the Community Transportation
Transportation Disadvantaged Program
Provided by Veolia Transportation**

The Florida Medicaid program is implementing a new system through which Medicaid enrollees will receive services. This program is called the Statewide Medicaid Managed Care Managed Medical Assistance program. This is referred to as the Managed Medical Assistance Program (MMA). Changes in Medicaid medical services provision will have an impact on how some current Medicaid clients will be transported in the future.

CHANGES IN MEDICAL SERVICES

The Managed Medical Assistance program is comprised of several types of managed care plans:

- Health Maintenance Organizations
- Provider Service Networks
- Children's Medical Services Network

Most Medicaid recipients must enroll in the Managed Medical Assistance Program.

The following individuals are NOT required to enroll although they may enroll if they choose to:

- Medicaid recipients who have other creditable health care coverage, excluding Medicare
- Persons eligible for refugee assistance
- Medicaid recipients who are residents of a developmental disability center.
- Medicaid recipients enrolled in the developmental disabilities home and community based services waiver or Medicaid recipients waiting for waiver services

The following individuals are NOT eligible to participate

- Woman who are eligible only for family planning services
- Women who are eligible through the breast and cervical cancer services program.
- Persons who are eligible for emergency Medicaid for aliens.
- Children receiving services in a prescribed pediatric extended care center.

Timeframe for Enrollment

Medicaid Clients in the Central Florida Regional Planning Council Region including DeSoto, Hardee, Highlands, Okeechobee and Polk Counties are in the following Medicaid Regions:

- Region 6 – Hardee , Highlands and Polk Counties – June 1st transition deadline date
- Region 8 – DeSoto – June 1st transition deadline date
- Region 9 – Okeechobee – August 1st transition deadline date

When Will Clients Be Notified and Be required to Enroll?

- Approximately 60 days prior to each start date, eligible Medicaid recipients should have received a letter with information about the managed care plans in the region and information on how to enroll.
- Eligible clients who must enroll will have a minimum of 30 days from the date they received their welcome letter to choose from the plans available in their region.
- Clients will have 90 days after enrolling in their choice plan to change to a different plan if they choose.

What Do Clients Have to Do to Choose a Managed Medical Assistance Plan?

- Counselors are available to assist clients in selecting a plan that best meets their needs. This assistance is provided by phone. In-person visits are also available by request for clients with special needs.
- Clients can also enroll online at: www.flmedicaidmanagedcare.com

What Managed Medical Assistance (MMA) Plans are Available in Each County in the Region

- **Region 6 (Hardee, Highlands, Polk)**
 1. Amerigroup – 866-372-9794 TTY: 866-288-3133
 2. Better Health – 866-201-9970
 3. Humana – 866-779-0565
 4. Integral – 866-258-4326
 5. Prestige – 855-381-3778
 6. Sunshine – 866-790-8817
 7. Staywell – 866-591-4066
 8. Wellcare – 866-591-4066
- **Region 8 (DeSoto)**
 1. Integral – 866-258-4326
 2. Prestige – 855-381-3778
 3. Sunshine – 866-790-8817
 4. Staywell – 866-591-4066
 5. Wellcare – 866-591-4066

- **Region 9 – (Okeechobee)**
 1. Humana – 866-779-0565
 2. Molina – 866-528-0454
 3. Prestige – 855-382-3778
 4. Sunshine – 866-790-8817

What are MMA Specialty Plans?

- Five companies were selected to provide specialty plans that will serve populations with a distinct diagnosis or chronic condition. These plans are tailored to meet the specific needs of the specialty population.
- Information on each specialty plan is available through the choice counseling website: www.flmedicaidmanagedcare.com

Where can more information be found about the changes for medical services for Medicaid clients?

- Complaints – on-line complaint form at <http://apps.ahca.myflorida.com/smmc/cirts/>.
- Email questions about the program to: FLMedicaidManagedCare@ahca.myflorida.com
- Sign up for up-to-date information by signing up for updates at <http://ahca.myflorida.com/SMMC> and click the red “Sign Up for Program Updates” box on the right hand side of the page.

CHANGES IN HOW MEDICAID CLIENTS ARE TRANSPORTED

As a result of the changes that are occurring for Medicaid clients under their medical program, transportation services will change as well.

The Community Transportation Coordinator (TD Program)(Veolia Transportation for Hardee, Highlands, Okeechobee, and DeSoto) may or may not be providing trips for Medicaid clients under the following scenarios:

- Medicaid clients choose the Managed Medical Assistance (MMA) plan/provider of their choice.
- **The MMA has the responsibility to provide transportation for the Medicaid client to a Medicaid compensable (doctor visit etc.) visit.**
- The MMA **may contract** with the Community Transportation Coordinator (TD Program) in their service area, or, **they may choose to contract with a transportation provider of their choice (that provider may be from outside of the service area).** At this writing, Veolia Transportation, Community Transportation Coordinator under the Transportation Disadvantaged program has only one contract with a transportation provider who will provide transportation under one or more Managed Medical Assistance providers.

Potential Problems

1. Clients are familiar with calling one phone number to access transportation services for all of their transportation needs. Depending on the MMA provider they choose, Medicaid clients will now have to call one number for their Medicaid trips and the TD Community Transportation Coordinator for all of their other trips. This will be very confusing and frustrating for the clients.
2. Clients rides will most likely be scheduled from an off-site location (call center). Schedulers at those call centers will not be familiar with the clients nor their home location or destination location. Clients will have to give the address of their destination. The Community Transportation Coordinator knows these locations.
3. There may be long wait times especially for return home trips.
4. There may be confusion among transportation providers as to who should really be transporting the client(s). We have heard that in some cases either more than one provider has arrived to transport a client or nobody shows to transport the client.
5. We have heard that because the new providers are not familiar with the routes/locations of clients, they are unable to locate clients.
6. Medicaid trip revenues are used as match for other grant resources in the system. If Medicaid trips are significantly reduced, the amount of match money to access other resources will diminish as well. Thus, fewer dollars to provide trips in this service area.
7. It is rather certain that fewer Medicare trips will be provided under the Transportation Disadvantaged Community Transportation Coordinator (Veolia). Veolia is a full brokerage system and they contract with local transportation carriers/providers to provide trips in the TD system. With fewer trips provided, there is the potential that the system may need fewer drivers and fewer vehicles. End result could be loss of local jobs and resources.

What is the Central Florida Regional Planning Council staff and the Community Transportation Coordinator doing to help negate problems during this transition?

- CFRPC staff has provided information to their Board.
- Staff will forward Medicaid transition information to each county commission in the region.
- CFRPC staff is communicating with other areas of the state to see how they are handling the transition and incorporating "lessons learned".
- Community Transportation Coordinator and CFRPC staff are providing information to social service agencies, dialysis centers, nursing homes, etc.

PROCLAMATION

Honoring the 40th Anniversary of the Central Florida Regional Planning Council

WHEREAS, after preliminary work towards formation, the Central Florida Regional Planning Council (CFRPC) was officially created in July 1974; and

WHEREAS, the mission of the Central Florida Regional Planning Council is to provide support to the citizens, cities, and counties of the region in seeking resources and providing planning and programs to serve them; and

WHEREAS, the local governments of DeSoto, Hardee, Highlands, Okeechobee and Polk Counties entered into agreement in 1974 to create an organization known as the Central Florida Regional Planning Council to accomplish this mission; and

WHEREAS, the organization has engaged in economic development strategic planning, emergency preparedness planning, transportation planning including program management for transportation disadvantaged services, intergovernmental coordination, review of regional impacts, community visioning, a wide variety of grant management activities, and opportunities to provide public participation in government at all levels; and

WHEREAS, the Central Florida Regional Planning Council over the years has provided planning advisory services and programs to all five counties and 25 cities of the region; and

WHEREAS, the Central Florida Regional Planning Council has served as a forum where leaders from counties, cities, and gubernatorial appointees from the region discuss complex issues, provide solutions to common problems, develop strategic regional programs, and build consensus to support the improvement of the region.

NOW, THEREFORE, BE IT RESOLVED, on this 11th day of June 2014, that the Central Florida Regional Planning Council proclaims and celebrates the 40th Anniversary of its official founding to serve the local governments and citizens of the region.

W. Patrick Huff, Chairman

Norman White, Council Attorney

Patricia M. Steed, Executive Director

Kathryn T. Hall, Recorder
Program Coordinator