Central Florida Regional Planning Council
Meeting Agenda
August 13, 2014
Sebring Airport Authority Board Room
128 Authority Lane
Sebring, FL 33870
9:30 a.m.

CALL TO ORDER – Chairman W. Patrick Huff

- Invocation
- Pledge of Allegiance
- Roll Call
- Announcements

AGENDA ITEM #1 PUBLIC COMMENTS

AGENDA ITEM #2 COUNCIL ADMINISTRATION

A. June 11, 2014, Council Meeting Minutes
B. August, 2014 Finance Report

- Action Recommended: Approval
- Exhibit #2: A. Minutes – *Pg 1*
  B. Finance Report – *Pg 8*

AGENDA ITEM #3 UPDATE ON EMERGENCY MANAGEMENT AND PREPAREDNESS AND HAZARDOUS MATERIALS PROGRAMS

Chuck Carter, Program Manager, will update the Council on the Emergency Management and Preparedness, and the Hazardous Materials Programs for which CFRPC provides support.

- Action Recommended: Information Only
- Exhibit: None

AGENDA ITEM #4 APPROVAL OF LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) REGION 7, AND HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS (HMEP) CONTRACTS

These are reoccurring contracts to support LEPC District 7.

A. Local Emergency Management Committee (LEPC) Contract
B. Hazardous Materials Emergency Preparedness (HMEP) Contract

- Action Recommended: A. Approve LEPC Pending Contract and Authorize Chairman's Signature
  B. Approve HMEP Pending Contract and Authorize Chairman's Signature
- Exhibit #4: Summary of Contracts – *Pg 10*

AGENDA ITEM #5 APPLICATION FOR DEPARTMENT OF DEFENSE, OFFICE OF ECONOMIC ADJUSTMENT GRANT AWARD

The Council is applying for a Department of Defense, Office of Economic Adjustment grant. The Grant will fund activities to update and implement the recommendations of the Joint Land Use Study for the Avon Park Air Force Range conducted by the CFRPC.

- Action Recommended: Authorize Executive Director to submit Grant and Execute Grant Documents
- 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 six-county Heartland Regional Transportation Planning Organization (HRTPO).

- Action Recommended: Information Only
- Exhibit: None

AGENDA ITEM #7 TRANSPORTATION DISADVANTAGED (TD) AND TRANSIT FUNDING UPDATE

Staff will brief the Council on the current status of transit funding and expected impacts on service.

- Action Recommended: Information Only
- Exhibit: None

AGENDA ITEM #8 APPOINT MEMBERS TO THE TRANSPORTATION DISADVANTAGED (TD) LOCAL COORDINATING BOARD (LCB)

Staff is submitting potential members to fill vacancies on the TD Local Coordinating Board.

- Action Recommended: Appoint Members
- Exhibit #8: List of Recommended Members – *Pg 11*

AGENDA ITEM #9 EXECUTIVE DIRECTOR'S ANNUAL PERFORMANCE EVALUATION

The Council is charged with conducting a performance evaluation of the Executive Director each year. Evaluation forms were mailed to each Council Member to fill out. Included was a postage paid envelope addressed to the Council Chairman. The results of those evaluation forms will be discussed at the meeting.

- Action Recommended: Decision of Council
- Exhibit: None

AGENDA ITEM #10 CFRPC 40TH ANNIVERSARY ACTIVITIES

The CFRPC celebrates its 40th Anniversary this year. Staff will review the status of planned activities.

- Action Recommended: Information Only
- Exhibit: None

AGENDA ITEM #11 CHANGES TO PERSONNEL POLICIES

Staff will present an addition to the Personnel Policies to address employee conduct and appearance.

- Action Recommended: Approval
- Exhibit #11: Proposed Changes to Personnel Policies – *Pg 12*

AGENDA ITEM #12 EXECUTIVE DIRECTOR'S REPORT

The Executive Director will report on the following work activities:

A. Planning Projects
B. Grant Status
C. FRCA and Policy Board
D. Awards

- Action Recommended: Information Only
- Exhibit: None

AGENDA ITEM #13 OTHER BUSINESS

A. Set date, time, and location for the 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). If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled to the provision of certain assistance. Please contact Patricia M. Steed, Executive Director, 555 East Church Street, Bartow, FL 863-534-7130 x 130 within two working days of receipt of this notification. If you are hearing or vision impaired, call 1-800-955-8771.

Central Florida Regional Planning Council
June 11, 2014
Sebring Airport Authority Boardroom
128 Authority Lane
Sebring, FL 33870
9:30 a.m.

Meeting Minutes

Vice-Chairman Clayton Williams called the meeting to order at 9:30 a.m. and led the Council in prayer. The Council Pledged Allegiance to the Flag. Roll was called and the following members were present.

CFRPC Vice-Chairman, Councilman Clayton Williams, City of Okeechobee
Commissioner Buddy Mansfield, DeSoto County
Jackie Tucker, DeSoto County Gubernatorial Appointee
Commissioner Sue Birge, Hardee County
City Councilwoman Neda Cobb, Wauchula
Commissioner Ron Handley, Highlands County
Commissioner Melony Bell, Polk County
City Commissioner Edie Yates, Lakeland
Dr. Marshall Goodman, Polk County Gubernatorial Appointee
Jennifer Stults, Florida Department of Transportation, Ex-officio
Gary Ritter, South Florida Water Management District, Ex-officio

Members absent:

CFRPC Chairman, City Commissioner Pat Huff, Ridge League of Cities, City of Bartow
City Councilman Robert Heine, Arcadia
Chet Huddleston, Hardee County Gubernatorial Appointee
City Councilman Bud Whitlock, Sebring
Commissioner Ray Domer, Okeechobee County
City Commissioner J.P. Powell, Winter Haven
Kevin Denny, Hardee County Planning Director, Ex-officio
Tom Cookingham, DeSoto County Planning Director, Ex-officio
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 explained that Chairman Pat Huff was not present due to his attending the Mayors' Roundtable Conference which was being held on the same day.

Ms. Steed announced that the Council will be receiving two awards from the Florida Planning and Zoning Association at the end of this week. The Council will receive an Outstanding Study in Florida award for the Heartland 2060 Housing Tool Kit, which was done in conjunction with the Shimburg Center and an award for the Energy Resiliency Statewide Study, which will be shared by all Florida's Regional Planning Councils.

AGENDA ITEM #1 PUBLIC COMMENTS

Vice-Chairman Williams opened the public comment period. He closed the public comment period with no comments.

AGENDA ITEM #2 COUNCIL ADMINISTRATION

A. April 9, 2014, Council Meeting Minutes

Vice-Chairman Williams asked if there were any additions, deletions or corrections to the April 9, 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. May Financial Report

Kristen Guy, Finance Director, reviewed the Statement of Activities and Statement of Net Assets for the month ended May 31, 2014. Discussion followed.

MOTION

Buddy Mansfield moved to approve the May, 2014, Financial Report as presented. Ron Handley seconded.

Motion carried unanimously.

AGENDA ITEM #3 RECOMMENDATIONS FROM THE FINANCE COMMITTEE

Pat Steed stated that the Finance Committee met on May 14, 2014, to review the following budget items in detail and is recommending approval of each item to the Council.

A. Budget Amendment for FY 2013-14

Ms. Steed reviewed and explained each line item in Local Revenue, State Revenue and Federal Revenue that contained an adjustment. The total amended revenue was increased from $3,163,116 to $3,340,721. Expenses and funding which reflect this increased revenue were explained.

MOTION

Sue Birge moved to approve the Budget Amendment for FY 2013-14 as presented. Buddy Mansfield seconded.

Motion carried unanimously.

B. FY 2014-15 Member Assessments

Ms. Steed stated that staff is proposing no change to the current Member Assessments. The assessments are currently set at $0.25 per capita for each of the Council's five counties. The amount for each county will be calculated using Bureau of Economic and Business Research (BEBR) Population Estimates.

MOTION

Edie Yates moved to approve the $0.25 per capita Member Assessments for FY 2014-15, as presented. Ron Handley seconded.

Motion carried unanimously.

C. Proposed FY 2014-15 Annual Budget

Ms. Steed reviewed the proposed Local, State and Federal Revenue expected in the FY 2014-15 Annual Budget. Total revenue was proposed at $3,503,891. Ms. Steed reviewed the proposed expenses for FY 2014-15, explaining any significant changes from the current year budget. Total expenses were proposed at $3,503,891. The proposed budget included a one-time, two percent of salary incentive for staff. Discussion followed.

MOTION

Melony Bell moved to adopt the Proposed FY 2014-15 Annual Budget as presented. Edie Yates seconded.

Motion carried unanimously.

D. Staffing Chart

Ms. Steed presented the organizational chart showing staff positions for FY 2014-15.

AGENDA ITEM #4 APPROVE AUDIT ENGAGEMENT LETTER

Ms. Steed referred to the Audit Engagement Letter with CliftonLarsonAllen, LLP, CPA firm. The fee for this audit year will be $18,850 which is a slight increase from last year.

MOTION

Buddy Mansfield moved to authorize the Chairman and the Executive Director to sign the Audit Engagement Letter as presented. Jackie Tucker seconded.

Motion carried unanimously.

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

Pat Steed stated that staff currently is contracted with DeSoto, Hardee and Okeechobee Counties to conduct their HA inspections. Polk and Highlands Counties conducts their own inspections. Due to staff cutbacks at the State level, CFRPC staff will soon be assuming the State's role of contract management and responsibilities for the State Department of Emergency Management (DEM) for all five counties in the region for Hazards Analysis oversight reviews. This will begin July 1, 2014, and staff has not yet received the contract. Ms. Steed requested the Council authorize the Chairman to execute the agreement when it is received. Discussion followed.

MOTION

Edie Yates moved to authorize the Chairman to execute the HA agreement with DEM as well as the agreements with Polk and Highlands Counties. Buddy Mansfield seconded.

Motion carried unanimously.

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

Pat Steed reported on the status of the formation of the new TPO which will represent the urbanized area of Highlands County, and how it affects CFRPC's grant funding. She stated that the Membership Apportionment Plan was submitted to FDOT this week. She reviewed this document with the Council, and stated that staff had assisted Highlands County with technical services in preparing the Apportionment Plan.

Jennifer Stults, FDOT, added that the Membership Apportionment Plan is now in FDOT's 30-day review period. From there, it will be submitted to the Governor's office for review and approval, then to the Federal Highway Administration.

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

Marcia Staszko, Transportation Disadvantaged (TD) Director, announced that the Council was awarded FTA 5310 Operating funds to be expended in Hardee and Okeechobee Counties, and the rural portion of Highlands County. The award requires a resolution authorizing the Executive Director to accept the funds and execute associated documents.

MOTION

Buddy Mansfield moved to adopt Resolution Number 2014-6A. Edie Yates seconded.

Motion carried unanimously.

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

Marcia Staszko, Transportation Disadvantaged (TD) Director, explained that this planning grant requires the Council to adopt a resolution authorizing the Executive Director to accept the funds and execute associated documents.

MOTION

Ron Handley moved to adopt Resolution Number 2014-6B. Edie Yates seconded.

Motion carried unanimously.

AGENDA ITEM #9 MEDICAID TRANSPORTATION UPDATE

Marcia Staszko, Transportation Disadvantaged (TD) Director, reported that as of June 1, 2014, the Florida Medicaid program has implemented a new system for Medicaid participants in Hardee, Highlands and DeSoto Counties. Most Medicaid clients do not understand the changes in procedures, which has caused numerous problems. Also, Veolia Transportation, the Community Transportation Coordinator (CTC), recently converted to an electronic format, requiring all contract carriers to use Tablets to receive their assigned pickups and deliveries. The transition has presented many issues for the CTC. She reported that the manager of Veolia Transportation recently resigned amidst the turmoil. Ms. Staszko stated that TD staff have been in crisis management mode for the past few weeks and are working toward solutions. Discussion followed.

AGENDA ITEM #10 CFRPC 40TH ANNIVERSARY PROCLAMATION

Pat Steed presented a Proclamation for the 40th Anniversary of the Central Florida Regional Planning Council.

MOTION

Buddy Mansfield moved to adopt the CFRPC's 40th Anniversary Proclamation as presented. Jackie Tucker seconded.

Motion carried unanimously.

Ms. Steed presented the CFRPC's 40th Anniversary Logo, which she plans to use on communications for the remainder of this year. Also, each County Commission in the region will be presented with, and asked to adopt a similar proclamation. There will be a 40th Anniversary Celebration immediately after the September 10th Council Meeting. Former members and past Executive Directors will be invited.

AGENDA ITEM #11 EXECUTIVE DIRECTOR'S REPORT

Pat Steed reported on the following current work activities:

A. Grant Announcement

Ms. Steed reported that the Council was awarded a $400,000 Brownfields Assessment Grant. She referred to a summary of information regarding the grants. The CFRPC was the only recipient of a Brownfields Assessment Grant in the state this year. Use of consultants in the Brownfields grant was discussed.

B. Legislative Wrap-up

Pat Steed reported on current activities of the Florida Legislature, saying that the Florida Regional Planning Councils will not receive funding from the Florida Department of Economic Opportunity again this year. She personally thanked Chet Huddleston, Hardee County Gubernatorial Appointee to the Council, for meeting with the Governor on the Council's behalf regarding the Council's funding.

Ms. Steed distributed the FRCA monthly Activity Report for May 2014 to the Council, for general information. She also reported that she attended the National Association of Development Associations (NADO) board meeting, where they heard from the new director of the Economic Development Administration. He has a local government background and she felt he will be a good fit for that position.

C. Communications

Ms. Steed stated that staff is currently working to publish the inaugural issue of the Council's electronic Quarterly Newsletter, which will commemorate the Council's 40th Anniversary. It is scheduled for publication in mid-July, 2014.

D. Other Planning Activities

Jennifer Codo-Salsbury, Planning and Administrative Director, updated the Council on the Local Government Technical Assistance Grants. She referred to a list of jurisdictions that have filed for Community Planning Technical Assistance Grants from the Florida Department of Economic Opportunity. She stated that the State is looking for applications for rural community's projects that promote economic development and will serve as a model for other communities. She reported that as of the deadline to apply for this grant, staff had eight jurisdictions that the CFRPC is assisting with their application process. DEO should notify local governments on the status of their application sometime this summer.

AGENDA ITEM # OTHER BUSINESS

The next meeting was scheduled for August 13, 2014 in Sebring at the Airport at 9:30 a.m.

There being no further business, the meeting adjourned.

Respectfully submitted,

_____

Clayton Williams, Vice-Chairman
June 11, 2014 Council Meeting Minutes

Exhibit #2B

CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
STATEMENT OF ACTIVITIES FY 2013-2014
For the Month Ended July 31, 2014

UNAUDITED

July = 83%

		ACCRUAL Oct 13 - July 14	ACTUAL Oct 13 - July 14	ADOPTED Budget	ACCRUAL % of Budget
	ORDINARY INCOME/EXPENSE				
	INCOME				
1	Use of Prior Year Surplus	$ -	$ -	$ 122,471	0%
2	Member Assessments	201,960	159,806	201,955	100%
3	Local Revenue	517,940	526,914	588,653	88%
4	State Revenue	109,135	97,408	136,586	80%
5	Federal Revenue	1,288,072	1,659,561	2,413,527	53%
6	TOTAL INCOME	2,117,107	2,443,688	3,463,192	61%
7	EXPENSE				
8	Salaries & Fringe Benefits	1,186,043	1,188,137	1,427,394	83%
9	Consultants	71,270	65,803	144,247	49%
10	Transportation for the Disadvantaged Trips	549,052	718,758	1,149,663	48%
11	BrownfieldsRLF - Pass Through	177,920	257,570	319,676	56%
12	HUD Sustainable Communities Subgrantee	54,539	56,884	54,539	0%
13	Accounting/Payroll Services	1,752	1,752	2,000	88%
14	Advertising	1,890	1,916	3,000	63%
15	Audit	13,900	13,900	18,850	74%
16	Auto Expense	13,525	13,995	14,000	97%
17	Building Security	326	326	450	72%
18	Dues & Fees	28,090	33,301	30,000	94%
19	Equipment Expense	20,926	22,239	24,000	87%
20	File Management	2,682	3,208	5,000	54%
21	Insurance	24,563	28,118	32,200	76%
22	Janitorial/Maintenance	8,530	7,749	11,000	78%
23	Legal Fees	23,100	25,410	27,720	83%
24	Meeting Expense	3,723	3,761	5,000	74%
25	Miscellaneous	818	818	1,000	82%
26	Office Supplies	10,389	10,433	12,000	87%
27	Postage & Delivery	2,167	2,167	3,000	72%
28	Printing	992	1,622	3,000	33%
29	Repair & Maintenance	4,211	5,639	5,000	84%
30	Technology Supplies	8,355	16,220	13,000	64%
31	Telephone	6,645	6,648	8,000	83%
32	Travel & Registration Fees	30,402	31,027	50,000	61%
33	Utilities	7,444	8,285	10,500	71%
34	Capital Outlay - Office & Technology	-	3,999	5,000	0%
35	Capital Outlay - TD Vehicles	-	-	83,953	0%
36	Capital Outlay - Building	-	-	-	0%
37	TOTAL EXPENSE	$ 2,253,253	$ 2,529,685	$ 3,463,192	65%
38					
39	INCOME OVER (UNDER) EXPENSE	**$ (136,145)**	**$ (85,996)**	**$ -**	

CASH ON HAND 7/31/2014	
Checking Account + Petty Cash	$ 437,972
Cash Held in Reserve:	
Money Market Account	$ 261,776
Local Govt Investment Pool	$ 8,740
Total Cash	**$ 708,488**

CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
STATEMENT OF NET ASSETS
July 31, 2014

	UNAUDITED	ACCRUAL
	ASSETS	
1	Cash	$ 437,868
2	Petty Cash	104
3	Accounts Receivable	226,114
4	Unbilled Costs	84,277
5	Prepaid Expenses	20,544
6	Fixed Assets	634,324
7	Funds Held in Reserve	270,515
8		
9	**TOTAL ASSETS**	**$ 1,673,747**
10		
11	**LIABILITIES & EQUITY**	
12		
13	Liabilities	
14	Accounts Payable	$ 81,139
15	Compensated Absences Liability	85,580
16	Deferred Revenue	70,177
17	Total Liabilities	236,896
18		
19	Fund Balance	1,436,851
20		
21	**TOTAL LIABILITIES & EQUITY**	**$ 1,673,747**

Summary of Contracts
FY 2014-2015

Local Emergency Planning Committee Staff Support Contract (LEPC)

Estimated Amount: *$ 40,909*

Scope of Work:

- Provide Staff Support to the Local Emergency Planning Committee -
  Schedule meetings, take the minutes and keep the members of the LEPC up to date on information that comes from the State Emergency Response Commission (SERC) and the Training Task Force (TTF). Additionally, hold discussions that help to focus on the needs of the LEPC members in the area of training and exercise that may be run under the requirements of other contracts.

- Plan Development and Exercise -
  On a biennal basis, conduct a training exercise within the boundaries of the Region. These exercises are based upon a real world threat that must contain a hazardous materials focus. Also, maintain the regional Hazardous Materials Emergency Plan.
- Technical Assistance -
  Provide direct assistance to any facility or agency within the regional boundaries that request help with Hazardous Materials planning and/or management.

Hazardous Materials Emergency Preparedness Agreement (HMEP)

Estimated Amount: *$ 54,345*

Scope of Work:

- Planning Grant -
  Select and run a project from the list provided by the State, usually an excerise that has a hazardous materials and transportation component.
- Training Grant -
  1) Assist Division staff with an annual hazardous materials training needs assessment.
  2) Coordinate the delivery of transportation related hazardous materials response training within the district.
  3) Facilitate the delivery of federally-sponsored training.
  4) Deliver only courses that have been aprpoved by the U.S. DOT for use with HEMP training grant funds or courses that meet the SERC training guidelines.
  5) Document number of hours of trainers and course participants spent in HMEP sponsored training courses.
  6) Submit quarterly performance reports to the Division outlining courses offered and monies spent under the HMEP training grant program.

List of Appointees

To the

Hardee, Highlands, Okeechobee

Transportation Disadvantaged Local Coordinating Board

Citizen Advocates – Cameron Barnard from Highlands County and

Wanda Klesper from Okeechobee

Department of Elder Affairs – Don Hill with the Area Agency on Aging and

Kevin Gilds alternate for Mr. Hill

Private Operator – Robert Layne with Positive Medical Transport

Proposed Addition to Personnel Policies

Employee Conduct and Appearance

Conduct

Employees of the Central Florida Regional Planning Council (CFRPC) accept the responsibility to conduct themselves in a courteous, conscientious and considerate manner at all times. Employees shall at all times treat all other employees, customers, and the general public respectfully, with dignity, and in a manner so as not to offend their sensibilities. Further all employees shall observe safety measures appropriate for their position to minimize any risk for injury to themselves or others.

Appearance

While the CFRPC recognizes the need and desire for individual expression, anything that could be considered to be a safety hazard, distracting or otherwise diminish the confidence of citizens in the CFRPC's ability to deliver quality services will not be permitted.

Attire

Dress and good personal grooming and hygiene standards are key parts of the professional image the CFRPC shows to all of our citizens, guests and visitors. Employees should present a neat and businesslike appearance during work hours unless specifically exempted by the Executive Director.

Business Casual

On most days, business casual attire in the office is appropriate.

Business Attire - Council Meetings/Public Hearings/Presentations

It is recommended that all employees who attend Council meetings, public meetings, or public presentations wear appropriate business dress.

Casual Dress on Fridays

With the exception of employees with certain outside meetings or gatherings, employees may wear casual attire on Fridays unless otherwise required for a specific Friday. Casual attire shall be appropriate to the professional office setting and may include jeans.

Shoes and Footwear

Employees must wear shoes that are appropriate for an office setting with regard to personal safety and reducing any risk to the Council.

Employees should consult with their immediate supervisor if they have questions as to what constitutes appropriate attire and appearance.