



Central Florida Regional Planning Council

Agenda

June 10, 2015

Sebring Airport Boardroom

128 Authority Lane

Sebring, FL 33870

9:30 a.m.

CALL TO ORDER – Chairman Buddy Mansfield

- Invocation
- Pledge of Allegiance
- New Member Oath-of-Office
- Roll Call
- Announcements

AGENDA ITEM #1 PUBLIC COMMENTS

AGENDA ITEM #2 COUNCIL ADMINISTRATION

- A. May 13, 2015 Council Meeting Minutes
- B. May 2015 Financial Report

- Action Recommended: Approval
- Exhibit #2: A. Minutes
B. Financial Report

AGENDA ITEM #3 RECOMMENDATIONS FROM THE FINANCE COMMITTEE

The Finance Committee is scheduled to meet on June 2, 2015 to review budget items. The Finance Committee is recommending the follow actions:

- Actions Recommended: A. Approve Budget Amendment for FY 2014-15
B. Set FY 2015-16 Member Assessments
C. Adopt Proposed FY 2015-16 Annual Budget
- Exhibit #3: A. Budget Amendment for FY 2014-15
B. FY 2015-16 Member Assessments
C. Proposed FY 2015-16 Annual Budget
D. Staffing Chart

DeSoto Hardee Highlands Okeechobee & Polk Counties

AGENDA ITEM #4 APPROVE AUDIT ENGAGEMENT LETTERS

Staff will present the annual audit engagement letters with CliftonLarsonAllen, LLP. The audit fee for the fiscal year 2014-15 will be \$19,425.

- Action Recommended: Authorize Chairman and Executive Director to Sign Audit Engagement Letters
- Exhibit #4: Audit Engagement Letters

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

This is a re-occurring contract, funded by the US Department of Transportation and passed down to the Council through the Florida Division of Emergency Management for Hazardous Materials (HA) Emergency Preparedness.

- Action Recommended: Authorize Chairman to Execute Agreement with DEM and Agreements with Counties.
- Exhibit #5: Subgrant Agreement

AGENFDA ITEM #6 FLORIDA POWER & LIGHT PRESENTATION

Florida Power and Light (FP&L) representatives will update the Council on power related projects throughout the CFRPC region.

- Action Recommended: Information Only
- Exhibit: None

AGENDA ITEM #7 TRANSPORTATION DISADVANTAGED AND RURAL TRANSIT UPDATE

A. Staff will update the Council on the Transportation Disadvantaged Commission decision regarding the Community Transportation Coordinator (CTC) for Hardee, Highlands and Okeechobee Counties.

B. Transit Grants Update

- Action Recommended: Information Only
- Exhibit: None

AGENDA ITEM #8 ACTIVITIES OF THE HEARTLAND REGIONAL TRANSPORTATION PLANNING ORGANIZATION (HRTPO)

Staff will update the Council on activities of the HRTPO.

- Action Recommended: Information Only
- Exhibit: None

AGENDA ITEM #9 SERDI, NADO, NARC, FRCA

The Executive Director will update the Council on the organizations which represent the interest of Regional Planning Councils at the State and National levels.

- Action Recommended: Information Only
- Exhibit: None

AGENDA ITEM #10 EXECUTIVE DIRECTOR'S REPORT

The Executive Director will report on current work activities.

- Action Recommended: Information Only
- Exhibit: None

AGENDA ITEM #11 OTHER BUSINESS

- A. Set date, time, and location for next meeting: August 12, 2015, 9:30 a.m.
- 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

May 13, 2015

Hardee County Commission Chambers

412 West Orange Street

Wauchula, FL 33873

9:30 a.m.

Meeting Minutes

Chairman Buddy Mansfield called the meeting to order at 9:30 a.m. Norman White led the Council in prayer. The Council Pledged Allegiance to the Flag. Roll was called and the following members were present.

CFRPC Chairman Commissioner Buddy Mansfield, DeSoto County
Jackie Tucker, DeSoto County gubernatorial appointee
Commissioner Mike Thompson, Hardee County
City Councilwoman Neda Cobb, City of Wauchula
Mayor John Shoop, City of Sebring
Commissioner Bryant Culpepper, Okeechobee County
City Commissioner Pat Huff, City of Bartow and Ridge League of Cities
Todd Miller, Hardee County Planning Director, Ex-officio
Elizabeth "Libby" Maxwell, South Florida Water Management District, Ex-officio
Jim Golden, Southwest Florida Water Management District, Ex-officio

Members absent:

CFRPC Vice-Chairman, Commissioner Edie Yates, City of Lakeland
City Councilman Joe Fink, City of Arcadia
Commissioner Don Elwell, Highlands County
City Commissioner, Mike O'Connor, City of Okeechobee
Commissioner Melony Bell, Polk County
City Commissioner, J.P. Powell, City of Winter Haven
Bill Royce, Okeechobee County Planning Director, Ex-officio
Tom Deardorff, Polk County Director of Growth Management, Ex-officio
Jennifer Stults, Florida Department of Transportation, Ex-officio
Gina Reynolds, Florida's Heartland Regional Economic Development Initiative, Ex-officio
Mary Yeargan, Department of Environmental Protection, Ex-officio

Announcements

Pat Steed thanked Hardee County for hosting this meeting.

AGENDA ITEM #1 PUBLIC COMMENTS

Chairman Mansfield opened the public comment period. The public comment period closed with no comments.

Pat Steed, Executive Director, stated that Sebring Mayor John Shoop is expected to attend the meeting. She offered to proceed with an Agenda Item that did not require Council action until his arrival.

AGENDA ITEM #8 UPDATE ON LOCAL PLANNING SERVICES

Jennifer Codo-Salisbury, Planning and Administrative Director, distributed a Summary of the Council’s Planning Advisory Service (PAS) Items. Some of the services the Council provides include but are not limited to day-to-day planning, assistance with large projects, and GIS mapping such as Future Land Use and Zoning map updates. She also briefed the Council regarding the upcoming June 17, 2015 grant deadline for the Florida Department of Economic Opportunity Community Planning Technical Assistance Grant and for the Competitive Florida Partnership grant. Discussion followed.

Oath of Office

Norman White, Council Attorney, administered the Oath of Office to new Council Member Sebring Mayor John Shoop.

AGENDA ITEM #2 COUNCIL ADMINISTRATION

A. April 8, 2015 Council Meeting Minutes

Chairman Mansfield asked if there were any additions, deletions or corrections to the April 8, 2015 Council Meeting Minutes.

MOTION

There being none, Jackie Tucker moved to approve the April 8, 2015 Council Meeting Minutes as submitted. Pat Huff seconded.

Motion carried unanimously.

B. April 2015 Financial Report

Kristen Labbe, Finance Director, reviewed the Statement of Activities and Statement of Net Assets for the month ended April 2015. Discussion followed.

MOTION

Pat Huff moved to approve the April 2015 Financial Report as presented. Jackie Tucker seconded.

Motion carried unanimously.



AGENDA ITEM #3 CERTIFICATION OF TRANSPORTATION DISADVANTAGED (TD) LOCAL COORDINATING BOARD (LCB) MEMBERSHIP FOR HARDEE HIGHLANDS AND OKEECHOBEE COUNTIES

Marcia Staszko, Transportation Disadvantaged (TD) Director, stated that the TD Commission requires recertification by the Council when changes occur in the LCB membership. A list of the current LCB members was distributed.

MOTION

Pat Huff moved to certify the TD LCB membership as presented. Jackie Tucker seconded.

Motion carried unanimously.

AGENDA ITEM #4 JOINT PARTICIPATION AGREEMENT WITH THE DEPARTMENT OF TRANSPORTATION TO RECEIVE EMERGENCY STOPGAP STATE TRANSIT FUNDING FOR THE SEBRING-AVON PARK URBANIZED AREA

Marcia Staszko referred to Resolution number 2015-5A and stated that it authorizes the CFRPC to enter into a Joint Participation Agreement (JPA) with the Florida Department of Transportation (FDOT) to provide State discretionary transit funds to the Council to be used as an emergency stopgap funding measure to help maintain public transportation services in the urbanized area of Highlands County.

MOTION

Jackie Tucker moved to adopt Resolution number 2015-5A as presented. Bryant Culpepper seconded.

Motion carried unanimously.

AGENDA ITEM #5 RECOMMENDATION FOR COMMUNITY TRANSPORTATION COORDINATOR (CTC) FOR HARDEE, HIGHLANDS AND OKEECHOBEE COUNTIES

Marcia Staszko stated that staff had completed a Request for Proposal (RFP) process for selecting and recommending a Community Transportation Coordinator (CTC) for Hardee, Highlands and Okeechobee Counties. She described the organizational structure of the Transportation Disadvantaged program, and she distributed the RFP process schedule, which had been followed and was the same as previously presented to the Council. She stated that every five years, the Central Florida Regional Planning Council conducts an RFP process for a Transportation Disadvantaged CTC for the three county service area. Ms. Staszko stated that a Selection Committee of qualified professionals was appointed to review, rate and rank the proposals. Three proposals were received. After review by the Selection Committee, they were ranked as follows: MV Transportation, Inc. was ranked as number one; Transdev Transportation, Inc. was ranked as number two; and Good Wheels, Inc. was ranked as number three. As a result of the ranking by the Selection Committee, Ms. Staszko presented Resolution Number 2015-5B recommending MV

Transportation to the Transportation Disadvantaged Commission as the Community Transportation Coordinator (CTC) for the three county service area of Hardee, Highlands and Okeechobee Counties, for the next five year contract period. The recommendation of the Council will be forwarded to the TD Commission for final decision.

Opportunity for Public Comment

David Mullin, Director of Operations of Transdev Transportation, Inc. Intelliride Division, stated that he had reviewed MV Transportation's proposal and felt that some of it was misleading and false. Mr. Mullins stated that MV Transportation's partial brokerage service would have a negative effect on the local carriers that are currently providing the transportation service. Mr. Mullins asked the Council to reject Resolution Number 2015-5B, and to select Transdev Transportation, Inc. to recommend as the continuing CTC to the TD Commission.

Ms. Cora Hudson spoke in favor of keeping Transdev Transportation, Inc. as the CTC for the service area, stating that the current system is providing good service.

Ms. Alice Johnson, also speaking for Mr. Ken Johnson, stated that she and her husband are users of the TD service and stated they had no complaints. The current system is efficient and on time.

Mr. Dwaine Hayes, owner and operator of Hayes Medical Transport, expressed concern regarding the recommended CTC being a partial broker, and the survivability of the individual local carriers.

Ms. Ingra Gardener, Executive Director of NuHope Elder Care Services, who provides meals to the elderly, questioned MV Transportation's ability, as a partial broker, and asked the Council to do the same.

Mr. Robert Layne, transportation provider under the CTC, stated that a partial brokerage system would cause his employees to most likely be laid-off. Since MV Transportation is not local, they would have to bring vehicles in from outside. He felt that this change will hurt the local economy, at least in the short term. Mr. Layne expressed concern regarding the clients being transported to their life-sustaining services.

Mr. Edward Griffin, Vice President of Business Development for MV Transportation, Inc., introduced Mr. Alex Laudi, founder and owner of MV Transportation, Inc. Mr. Griffin reviewed his credentials, which included over 26 years working with the Transportation Disadvantaged program, including serving as TD Commissioner. Mr. Griffin summarized MV Transportation's qualifications.

MOTION

Pat Huff moved to adopt Resolution Number 2015-5B recommending MV Transportation, Inc. to the TD Commission as the Transportation Disadvantaged Coordinator (CTC) for the Multi-County Service Area of Hardee, Highlands and Okeechobee Counties for the next five year contract period. Jackie Tucker seconded.

Under discussion, Bryant Culpepper expressed concern regarding the new Transdev Manager not having been given an ample amount of time since taking over that position, to implement the changes in technology to the providers.

Ms. Steed stated that the Selection Committee reviewed the three proposals that were submitted. The three proposals were ranked based on the information they provided which addressed the criteria. That issue would not have been considered in the ranking of the proposals.

Mike Thompson asked if staff had data as to why they were ranked in that order.

Ms. Steed stated that the ranking criteria were specific. The three member Selection Committee reviewed each of the three proposals individually and their tally sheets were combined. All three of the committee members had ranked MV Transportation in the highest category. Transdev received the second highest total points, and Good Wheels, Inc. received the third highest points.

John Shoop asked if the companies were vetted and were their references checked. He expressed concern that a well written proposal could be ranked higher than one that was written poorly.

Ms. Staszko stated that all three were valid companies and their references were checked. The three companies were given opportunities to make oral presentations to the committee as part of the selection process.

Neda Cobb asked Mr. Edward Griffin if he would like to respond to Mr. Mullins suggestion that there proposal was misleading and false.

Mr. Edward Griffin stated that the trip scheduling software used by MV Transportation is Trapeze and it is the most respected transportation management software company in the industry and is used throughout the nation. He added that with any transition, there are concerns. Mr. Griffin added that MV Transportation has a great support staff and a model for implementation, and they expect the transition to run smoothly.

Pat Huff asked about the mention of taking Highlands County out of the TD program.

Chairman Mansfield asked Mr. Edward Griffin to respond.

Mr. Griffin stated that for this situation, approximately 60 percent of the TD clients are in Highlands County. Therefore, MV Transportation is proposing to operate the service from a base in Highlands County and subcontract with local operators to supplement in Highlands, Okeechobee and Hardee Counties. He stated that is the model they are proposing based on a partial brokerage.

Pat Huff stated that he is impartial since his county was not in this service area. He added however, that he is familiar with staff and with members of the Selection Committee. He added that he felt comfortable that they went through the process and procedures correctly. Mr. Huff stated that he felt staff and the Selection Committee arrived at the correct conclusion and recommendation, and he supports the Resolution as presented.

Chairman Buddy Mansfield reiterated that this RFP process and guidelines used for the selection and recommendation of a CTC, is put in place by the TD Commission at the State level, and is used

throughout the state. He stated that he felt comfortable with the process, but was concerned about the local service providers possibly being hurt the most by this change.

With no further discussion, Chairman Mansfield called for the vote.

A roll call vote was taken.

DeSoto County Commissioner Buddy Mansfield –	No
DeSoto County Gubernatorial Appointee Jackie Tucker –	Yes
Hardee County Commissioner Mike Thompson –	No
Wauchula City Councilwoman Neda Cobb –	Yes
Sebring Mayor John Shoop –	Yes
Okeechobee County Commissioner Bryant Culpepper –	No
Bartow City Commissioner Pat Huff –	Yes

Motion carried four to three.

Pat Huff stated that he hoped MV Transportation, if appointed by the TD Commission, would contract with the local providers and subcontractors, to help alleviate the Council’s concerns.

The Council took a ten minute recess.

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

Pat Steed stated that the Heartland Regional Transportation Planning Organization (HRTPO) officially formed at its first meeting held on April 29, 2015, in Sebring. Member Counties of the HRTPO are DeSoto, Glades, Hardee, Hendry, Highlands and Okeechobee. It also includes the City of Avon Park and the City of Sebring. Ms. Steed presented a PowerPoint summarizing the Unified Planning Work Program (UPWP) for the HRTPO. She stated that two actions were taken by the HRTPO at their meeting that require action by the Council.

- A. Ms. Steed stated that the HRTPO approved a Staff Services Agreement with the Central Florida Regional Planning Council. This Agreement would authorize the CFRPC to provide Administrative and Technical Assistance to the HRTPO and to manage the Grant funds which will pay for Tasks in the Unified Planning Work Program (UPWP). Discussion followed.

MOTION

Mike Thompson moved to approve entering into a Staff Services Agreement with the Heartland Regional Transportation Planning Organization (HRTPO) and authorizing the Chairman to execute the Agreement. Jackie Tucker seconded.

Motion carried unanimously.

- B. Ms. Steed stated that the HRTPO approved a resolution to enter into a Joint Participation Agreement (JPA) for Intergovernmental Coordination and Review (ICAR) and Public Transportation Coordination. These are functions for which Florida Regional Planning Councils



are typically responsible. The parties to the agreement are the HRTPO, FDOT, Sebring Airport Authority, Southwest Florida Regional Planning Council and the CFRPC. Discussion followed.

MOTION

Pat Huff moved to adopt Resolution 2015-5C as presented. Mike Thompson seconded.

Motion carried unanimously.

**AGENDA ITEM #7 LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)
CONTRACT FOR FY 2015-16**

Pat Steed stated that this is a reoccurring, standard contract with the State to support the Local Emergency Management Committee (LEPC) District 7 program for FY 2015-16, to begin July 1, 2015. The LEPC is made up of first responders from cities and counties, and also from private businesses in the region. The CFRPC provides staff support to the LEPC.

MOTION

Jackie Tucker moved to approve the LEPC Contract for FY 2015-16 as presented, and authorize chairman's signature. Bryant Culpepper seconded.

Motion carried unanimously.

**AGENDA ITEM #9 PRESENTATION ON THE COUNCIL'S BUDGET PREPARATION
PROCESS**

Pat Steed stated that staff is in the process of preparing next year's Council budget. The budget is scheduled for adoption at the June Council meeting.

Kristen Labbe, Finance Director, presented a PowerPoint on the details of the Council's budget making process. She included information on the Council's revenue sources and major expenses.

Discussion followed.

AGENDA ITEM #10 LEGISLATIVE WRAP-UP

Pat Steed distributed a summary of major Senate and House Bills approved by the 2015 Legislature. She briefed the Council on recent activities affecting Regional Planning Councils. There will now be ten regional planning councils in Florida instead of eleven. The Counties which were in the Withlacoochee RPC will be absorbed by the three surrounding regional planning council. CFRPC will not be affected by these boundary changes. She also said that new DRIs will not be processed by RPCs but by a simplified state process.

AGENDA ITEM #11 EXECUTIVE DIRECTOR’S REPORT

A. Florida Regional Councils Association (FRCA) Update

Pat Steed reported that Sheri Coven position as FRCA’s Intergovernmental Affairs Director was currently vacant. Ms. Coven was excellent in that position and the search for her replacement is underway. Meanwhile, several Regional Planning Council Executive Directors are assisting FRCA to ensure nothing goes unattended until the position is filled.

B. Programs Update

Ms. Steed reported that staff had been busy finalizing all deliverables for four communities that were awarded FY 14-15 Community Planning Technical Assistance Grants from the Florida Department of Economic Opportunity.

C. Other Activities

Pat Steed announced that she would be going to Washington DC the next week. The CFRPC was invited by the International Economic Development Council and the National Association of Development Organizations to present information regarding Resilience Planning with over 30 national agencies in the CFRPC and Heartland region at the convening.

AGENDA ITEM #12 OTHER BUSINESS

Finance Committee meeting is scheduled for June 2, 2015 at the Council office at 10:30 a.m.

The next regular meeting is scheduled for June 10, 2015, in Highlands County at the Sebring Airport at 9:30 a.m.

There being no further business, the meeting adjourned.

Respectfully submitted,

Commissioner Buddy Mansfield, Chairman
May 13, 2015 Council Meeting Minutes



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

	Original Budget FY14-15	Adopted Budget FY14-15	Proposed Budget FY14-15
LOCAL REVENUE:			
County (Member) Assessments	\$ 203,713	\$ 203,713	\$ 203,713
DRI Administration	\$ 16,500	\$ 16,500	\$ 30,000
DRI Consultants (Pass-thru)	30,000	30,000	15,250
Hazardous Waste Assessments (SQG)	36,536	36,536	36,536
Emergency Management Exercises	12,500	12,500	19,000
Statewide Regional Evacuation Study	-	-	19,000
PAS Contracts	400,000	400,000	445,060
TD Local Planning Assessments	38,000	38,000	38,000
Interest	1,400	1,400	1,400
Other Local Revenue	12,000	12,000	12,000
Local Match for TD Vehicles	8,794	17,189	15,174
Local Match for TD - Highlands	116,000	116,000	12,175
FDSTF - Encroachment (13-05) Highlands EDA	-	-	1,025
DIG - Encroachment (13-02) Highlands	10,474	10,474	17,575
DIG - Encroachment (13-08) Highlands	10,474	10,474	18,515
DIG - Encroachment (14-06) Polk	36,000	36,000	36,000
Total Local Revenue	\$ 728,678	\$ 737,073	\$ 716,710
STATE REVENUE:			
Florida Department of Economic Opportunity			
Heartland 2060	\$ 11,500	\$ 8,000	\$ 8,000
Florida Department of Emergency Management			
LEPC	40,909	40,909	43,500
Hazards Materials Planning & Prevention	26,500	6,849	5,146
Statewide Regional Evacuation Study	10,000	11,000	-
Florida Department of Transportation			
Commission for TD - Planning	59,794	59,794	59,794
State Match for TD Vehicles	7,094	15,489	15,174
State Transit Discretionary Funds	-	-	17,325
Total State Revenue	\$ 155,797	\$ 142,041	\$ 148,939
FEDERAL REVENUE:			
Department of Commerce			
EDA - District Planning	\$ 53,000	\$ 53,000	\$ 63,000
Department of Defense			
JLUS Update	150,000	100,000	80,000
Department of Transportation			
HMEP Planning & Training	54,345	68,345	75,060
Mobility Management	315,000	265,000	251,635
L RTP Development	-	150,000	130,000
TPO Planning	-	100,000	115,000
Section 5310 TD Vehicles	56,755	123,918	122,531
Section 5316 JARC			
Admin	20,000	19,000	19,350
Operating Trips	200,000	186,500	193,035
Section 5311 (Old)			
Admin	5,430	15,000	8,800

Operating Trips	30,164	90,000	101,000
Section 5311 (New)			
Admin	125,391	125,000	31,500
Operating Trips	696,618	620,000	142,000
Section 5310 Operating			
Admin	34,200	38,500	26,300
Operating Trips	309,800	350,000	236,500
Section 5307			
Admin	10,000	10,000	-
Operating Trips	90,000	90,000	-
Environmental Protection Agency			
Brownfields Revolving Loan Fund	165,000	450,000	280,000
Brownfields Area Wide Planning	100,000	110,000	100,475
Brownfields Assessment Grant	-	-	115,000
Total Federal Revenue	\$ 2,415,703	\$ 2,964,263	\$ 2,091,186
Restricted for TD Vehicles	\$ -	\$ -	\$ 19,000
TOTAL REVENUE	\$ 3,503,891	\$ 4,047,090	\$ 3,179,548

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

	Original Budget FY14-15	Adopted Budget FY14-15	Proposed Budget FY14-15
Personnel	\$ 1,112,986	\$ 1,195,567	\$ 1,093,220
Employee Fringe & Benefits			
Payroll Taxes	98,944	106,249	97,102
Leave Time Liability	20,000	20,000	20,000
Insurance Premiums	125,000	140,487	105,520
Retirement Contributions (457 Plan)	82,748	84,703	77,706
Total Payroll	1,439,678	1,547,006	1,393,548
Consultants/EPA Brownfields	30,000	65,000	40,000
Consultants/Emer Mgt	17,500	39,000	39,000
Consultants/CFRPC - Technology	23,540	23,540	23,540
Consultants/DRI's	30,000	30,000	15,250
Consultants/DIG - Highlands	20,948	20,948	35,075
Consultants/DIG - Polk	18,000	18,000	18,000
Consultants/TPO	-	30,000	40,000
Consultants/JLUS	50,000	35,000	35,000
Consultants/PAS	-	-	36,100
Total Consultants	189,988	261,488	281,965
Brownfields - Pass through	50,000	300,000	300,000
TD Trip Expense JARC	200,000	186,500	193,035
TD Trip Expense 5311 Old	30,164	90,000	101,000
TD Trip Expense 5311 New	696,618	620,000	142,000
TD Trip Expense 5310 Operating	309,800	350,000	236,500
TD Trip Expense 5307	180,000	180,000	-
TD Trip Expense - State Transit Discretionary	-	-	25,000
Total TD	1,416,582	1,426,500	697,535
Accounting/Payroll Services	2,000	2,000	2,500
Advertising	3,000	3,000	3,800
Audit	18,850	19,350	19,425
Auto Expense	15,000	15,000	15,000
Building Security	450	450	450
Dues & Fees	30,000	34,000	36,000
Equipment Lease & Maintenance	26,000	26,000	21,000
File Management	4,000	4,000	4,000
Insurance - Auto, Property, Liability	25,000	25,000	25,000
Insurance - Workers Compensation	7,000	7,000	7,000
Total Insurance	32,000	32,000	32,000
Janitorial	11,000	11,000	11,000
Legal Fees	28,200	28,200	28,200
Legal Fees - DRI	-	-	1,800
Meeting Expense	5,000	5,000	4,000
Miscellaneous	1,000	1,000	1,000
Office Supplies	12,000	12,500	12,500
Postage & Delivery	3,500	3,500	4,500
Printing	3,000	3,000	4,000
Repair & Maintenance	5,000	7,000	6,500
Technology Supplies & Equipment	13,000	13,000	15,000
Telephone	8,000	8,000	8,000
Travel & Registration Fees	50,000	50,000	50,000
Utilities	10,500	10,500	10,500

Capital Outlay - Office & Technology	9,500	20,000	20,000
Capital Outlay - Vehicle	25,000	28,000	23,446
Capital Outlay - TD Vehicles	91,643	175,596	171,879
<i>Total Capital Outlay</i>	126,143	223,596	215,325
TOTAL EXPENSE	\$ 3,503,891	\$ 4,047,090	\$ 3,179,548
TOTAL REVENUE	\$ 3,503,891	\$ 4,047,090	\$ 3,179,548
REVENUE OVER (UNDER) EXPENSE	-	-	-

**CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
MEMBER ASSESSMENTS FOR FY 2015-16***

	2013 ** Population Estimates	FY 14-15 Assessments (25 Cents)	2014 ** Population Estimates	FY 15-16 Assessments (25 Cents)	FY 15-16 Quarterly Amount
DESOTO COUNTY	34,367	\$8,592	34,426	\$8,607	\$ 2,152
HARDEE COUNTY	27,682	\$6,921	27,712	\$6,928	\$ 1,732
HIGHLANDS COUNTY	99,092	\$24,773	99,818	\$24,955	\$ 6,239
OKEECHOBEE COUNTY	39,762	\$9,941	39,828	\$9,957	\$ 2,489
POLK COUNTY	613,950	\$153,488	623,174	\$155,794	\$ 38,948
TOTAL	814,853	\$203,713	824,958	\$206,240	\$ 51,560

* Subject to Final Council Approval on June 10, 2015

** Population is based on the Florida Population Estimates: April 1, 2014

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

**Central Florida Regional Planning Council
Revenue Budget Fiscal Year 2015-16**

	Proposed Budget FY15-16
LOCAL REVENUE:	
County (Member) Assessments	\$ 206,240
DRI Administration	\$ 3,000
DRI Consultants (Pass-thru)	-
Hazardous Waste Assessments (SQG)	28,105
Emergency Management Exercises	10,000
PAS Contracts	400,000
TD Local Planning Assessments	38,000
Interest	1,400
Other Local Revenue	12,000
Local Match for TD - Highlands	201,500
DIG - Encroachment (14-06) Polk	41,140
Total Local Revenue	\$ 735,145
STATE REVENUE:	
Florida Department of Economic Opportunity	
Heartland 2060	\$ 3,000
Florida Department of Emergency Management	
LEPC	48,000
Hazards Materials Planning & Prevention	3,833
Florida Department of Transportation	
Commission for TD - Planning	59,794
State Transit Discretionary Funds	120,000
Total State Revenue	\$ 234,627
FEDERAL REVENUE:	
Department of Commerce	
EDA - District Planning	\$ 63,000
Department of Defense	
JLUS Update	113,500
Department of Transportation	
HMEP Planning & Training	63,142
Mobility Management	265,000
L RTP Development	20,000
TPO Planning	385,136
Section 5305	105,973
Section 5311	
Admin	79,000
Operating Trips	360,000
Section 5310 Operating	
Admin	26,650
Operating Trips	240,000
Section 5307	
Admin	10,000
Operating Trips	90,000
Environmental Protection Agency	
Brownfields Revolving Loan Fund	530,000
Brownfields Assessment Grant	150,000
Total Federal Revenue	\$ 2,501,401
TOTAL REVENUE	\$ 3,677,413

CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
Expense Budget Fiscal Year 2015-16

	Proposed Budget FY15-16	
Personnel	\$ 1,198,751	* Proposed 3% increase in annual pay effective October 5, 2015 for all salaried, non-probationary employees.
Employee Fringe & Benefits		
Payroll Taxes	106,429	
Leave Time Liability	20,000	
Insurance Premiums	94,488	
Retirement Contributions (457 Plan)	98,314	
Total Payroll	1,517,982	
Consultants/EPA Brownfields	60,000	
Consultants/Emer Mgt	39,000	
Consultants/CFRPC - Technology	22,460	
Consultants/DIG - Polk	35,050	
Consultants/TPO	105,000	
Consultants - JLUS	34,000	
Total Consultants	295,510	
Brownfields - Pass through	575,000	
TD Trip Expense 5311	360,000	
TD Trip Expense 5310 Operating	240,000	
TD Trip Expense 5307	180,000	
TD State Transit Discretionary Funds	172,000	
Total TD	780,000	
Accounting/Payroll Services	2,500	
Advertising	4,000	
Audit	19,425	
Auto Expense	15,000	
Building Security	450	
Dues & Fees	36,000	
Equipment Lease & Maintenance	18,000	
File Management	4,000	
Insurance - Auto, Property, Liability	25,000	
Insurance - Workers Compensation	7,000	
Total Insurance	32,000	
Janitorial	12,000	
Legal Fees	29,046	
Meeting Expense	5,000	
Miscellaneous	1,000	
Office Supplies	15,000	
Postage & Delivery	5,000	
Printing	4,000	
Repair & Maintenance	6,500	
Technology Supplies & Equipment	18,000	
Telephone	8,000	
Travel & Registration Fees	55,000	
Utilities	12,000	
Capital Outlay - Office & Technology	35,000	
Total Capital Outlay	35,000	
TOTAL EXPENSE	\$ 3,677,413	
TOTAL REVENUE	\$ 3,677,413	
REVENUE OVER (UNDER) EXPENSE	-	

CENTRAL FLORIDA REGIONAL PLANNING COUNCIL**Fund Balance Activity**

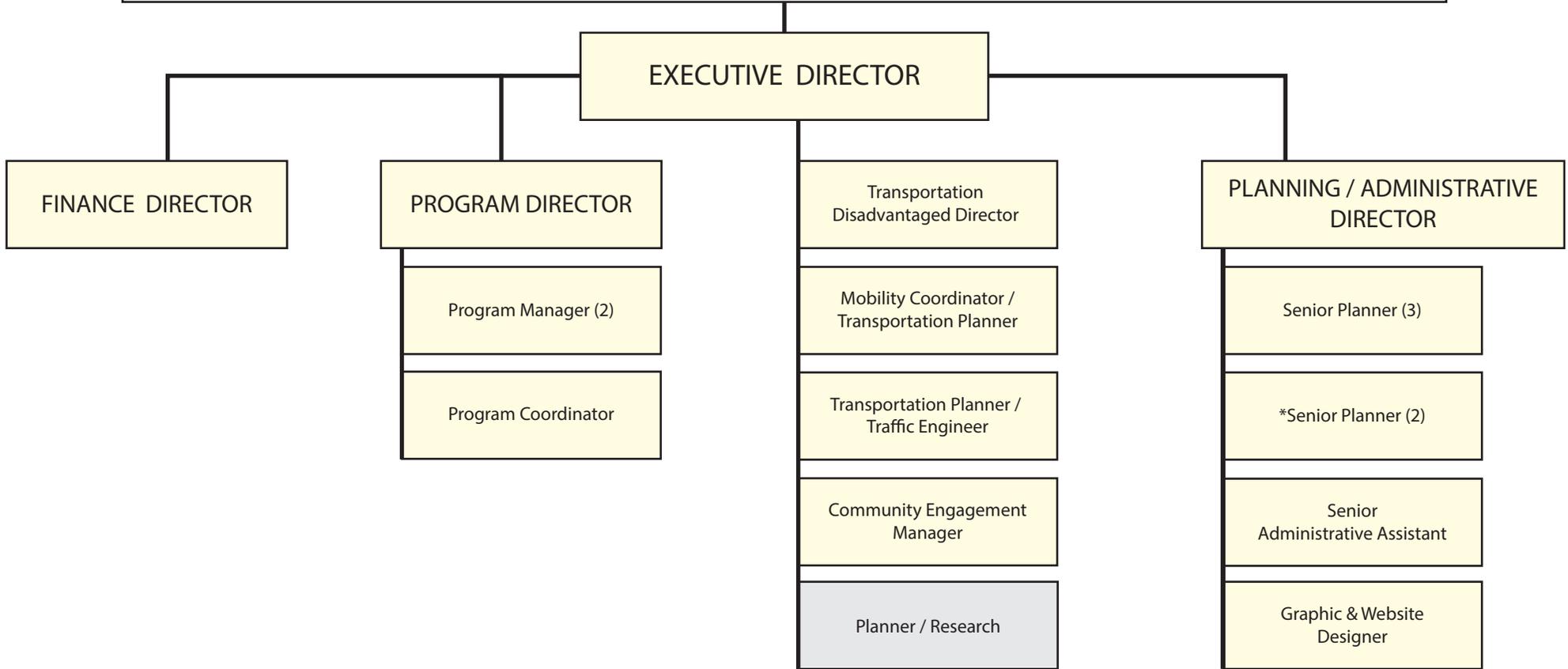
Fund Balance, Year Ended September 30, 2009	\$ 760,814
Increase in Fund Balance	<u>63,584</u>
Fund Balance, Year Ended September 30, 2010	824,398
Decrease in Fund Balance	<u>(56,609)</u>
Fund Balance, Year Ended September 30, 2011	767,789
Increase in Fund Balance	<u>244,832</u>
Fund Balance, Year Ended September 30, 2012	1,012,621
Increase in Fund Balance	<u>16,862</u>
Fund Balance, Year Ended September 30, 2013	1,029,483
Decrease in Fund Balance	<u>(158,100)</u>
Fund Balance, Year Ended September 30, 2014	871,383
Budgeted Change in Fund Balance	<u>(19,000)</u>
Budgeted Fund Balance, Year Ended September 30, 2015	\$ 852,383

Change in Proposed Fiscal Year Budgets

	<u>Proposed FY 14-15</u>	<u>Proposed FY 15-16</u>	<u>Difference</u>
Revenue	\$ 3,179,548	\$ 3,677,412	\$ 497,864
Expenses	<u>3,179,548</u>	<u>3,677,412</u>	<u>497,864</u>
Balance	-	-	-

FY 2015 - 2016

CENTRAL FLORIDA REGIONAL PLANNING COUNCIL BOARD



* Denotes part-time position

Subject to additional funding



CliftonLarsonAllen LLP
402 South Kentucky Avenue, Suite 600
Lakeland, FL 33801-5354
863-680-5600 | fax 863-680-5650
CLAconnect.com

May 14, 2015

Central Florida Regional Planning Council and Management
Mr. Buddy Mansfield, Chairman
555 East Church Street
Bartow, FL 33830-3931

Dear Mr. Mansfield:

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, 2015.

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 the major fund, which collectively comprise the basic financial statements of Central Florida Regional Planning Council, as of and for the year ended September 30, 2015, 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 RSI will be subjected to certain limited procedures, but will not be audited. The following RSI will be subjected to certain limited procedures, but will not be audited.

1. Management's discussion and analysis.

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*.
- 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, 2015 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 and those charged with governance 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 and those charged with governance 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.

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.

The responsibilities and limitations related to the nonaudit services performed as part of this engagement are as follows:

- We will propose adjusting journal entries as needed. You will be required to review and approve those entries and to understand the nature of the changes and their impact on the financial statements.

These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

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 or submitted on a regulator 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 July 7, 2015.

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.

Professional standards require us to be independent with respect to you in the performance of these services. Any discussion that you have with our personnel regarding potential employment with you could impair our independence with respect to this engagement. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence and objectivity. Further, any employment offers to any staff members working on this engagement without our prior knowledge may require substantial additional procedures to ensure our independence. You will be responsible for any additional costs incurred to perform these procedures.

Our relationship with you is limited to that described in this letter. As such, you understand and agree that we are acting solely as independent accountants. We are not acting in any way as a fiduciary or assuming any fiduciary responsibilities for you. We are not responsible for the preparation of any report to any governmental agency, or any other form, return, or report or for providing advice or any other service not specifically recited in this letter.

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.

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 \$19,425 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.

Unanticipated services

We do not anticipate encountering the need to perform additional services beyond those described in this letter. Below are listings of services considered to be outside the scope of our engagement. If any such service needs to be completed before the audit can proceed in an efficient manner, we will determine whether we can provide the service and maintain our independence. If appropriate, we will notify you and provide a fair and reasonable price for providing the service. We will bill you for the service at periodic dates after the additional service has been performed.

Changes in accounting and audit standards

Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the activities we are required to perform. To the extent that the amount of time required to provide the services described in the letter increases due to such changes, our fee may need to be adjusted. We will discuss such circumstances with you prior to performing the additional work.

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 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 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: _____



CliftonLarsonAllen LLP
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Lakeland, FL 33801-5354
863-680-5600 | fax 863-680-5650
CLAconnect.com

May 14, 2015

Central Florida Regional Planning Council
555 East Church Street
Bartow, FL 33830

To the Council and Management:

We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the examination engagement CliftonLarsonAllen LLP (CLA) will provide for Central Florida Regional Planning Council ("you" or "your") for the year ended September 30, 2015.

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

Scope, objective, and responsibilities

We will examine your compliance with investment provisions in accordance with the requirements of Section 218.415, Florida Statutes for the year ended September 30, 2015.

The objective(s) of our examination is the expression of an opinion about whether your investments were authorized by law, and if applicable, in accordance with your investment policy based on the requirements of Section 218.415, Florida Statutes. Our examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and will include tests of your records and other procedures we consider necessary to enable us to express such an opinion.

We will issue a written report upon completion of the engagement. The report will include a statement that the report is intended solely for the information and use of management, those charged with governance, and the Auditor General, State of Florida, and is not intended to be and should not be used by anyone other than these specified parties. We cannot provide assurance that an unqualified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or withdraw from the engagement. If our 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 evidence, or the existence of a significant risk of material misstatement or deviation from the criteria, which in our professional judgment prevent us from completing the examination or forming an opinion, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

Our engagement will not include a detailed inspection of every transaction and cannot be relied on to disclose all material errors, fraud, or other violations of laws or regulations, that may exist. However, we will inform you of any material errors or fraud that comes to our attention. We will also inform you of any other violations of laws or regulations that come to our attention, unless clearly inconsequential.

We understand that you will provide us with the basic information required for our examination and that you are responsible for the accuracy and completeness of that information. We may advise you about appropriate criteria or assist in the development of the subject matter, but the responsibility for the subject matter remains with you.

You are responsible for your compliance of investment provisions in accordance with the requirements of Section 218.415, Florida Statutes. For all accounting 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.

At the end of the engagement, we will require a representation letter from management.

Engagement administration and other matters

A list of information we expect to need for the engagement and the dates required will be provided in a separate communication.

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 workpapers supporting the services we perform are the sole and exclusive property of CLA and constitute confidential and proprietary information. We do not provide access to our workpapers to you or anyone else in the normal course of business. Unless required by law or regulation to the contrary, we retain our workpapers in accordance with our record retention policy that typically provides for a retention period of seven years.

Pursuant to authority given by law or regulation, we may be requested to make certain workpapers available to State of Florida, Auditor General for their regulatory oversight purposes. We will notify you of any such request. Access to the requested workpapers will be provided to the regulators under the supervision of CLA personnel and at a location designated by our firm. Furthermore, upon request, we may provide copies of selected workpapers to such regulators. The regulators may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

Professional standards require us to be independent with respect to you in the performance of these services. Any discussion that you have with our personnel regarding potential employment with you could impair our independence with respect to this engagement. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence and objectivity. Further, any employment offers to any staff members working on this engagement without our prior knowledge may require substantial additional procedures to ensure our independence. You will be responsible for any additional costs incurred to perform these procedures.

Our relationship with you is limited to that described in this letter. As such, you understand and agree that we are acting solely as independent accountants. We are not acting in any way as a fiduciary or assuming any fiduciary responsibilities for you. We are not responsible for the preparation of any report to any governmental agency, or any other form, return, or report or for providing advice or any other service not specifically recited in this letter.

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.

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 examination report under this agreement to you, regardless of whether we do other services for you relating to the examination 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 are included as part of the audit service fee referred to in the engagement letter dated May 14, 2015. 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 report. 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.

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. If you agree with the terms of our engagement as described in this letter, please sign, date, and return the copy to us.

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 Signature: _____

Title: _____

Date: _____

Authorized Signature: _____

Title: _____

Date: _____

Attachment A SCOPE OF WORK

Purpose

On October 17, 1986, Congress enacted the Emergency Planning and Community Right to Know Act (EPCRA), also known as Title III of the Superfund Amendments and Reauthorization Act (SARA). EPCRA requires hazardous chemical emergency planning by Federal, State and local governments, Indian Tribes, and industry. Additionally, EPCRA required industry to report on the storage, use and releases of certain hazardous materials.

At the Federal level, the U.S. Department of Environmental Protection Agency (EPA) administers EPCRA.

At the state level, the Florida Division of Emergency Management (DEM) serves as the lead agency responsible for oversight and coordination of the local planning efforts required by EPCRA. Chaired by the Director of DEM, the State Emergency Response Commission on Hazardous Materials (SERC) serves as a technical advisor and information clearinghouse for state and federal hazardous materials programs. Additionally, the SERC conducts quarterly public meetings in varying locations throughout the state. Currently, SERC membership consists of 28 Governor-appointed individuals who represent the interests of state and local government, emergency services, industry and the environment.

At the district level, Regional Planning Councils (RPCs) each oversee a Local Planning Committee (LEPC) that: (1) performs outreach functions to increase hazardous materials awareness; (2) collects data on hazardous materials stored within the geographical boundaries of the RPC; (3) develops hazardous materials emergency plans for use in responding to and recovering from a release or spill of hazardous or toxic substances; (4) submits hazardous materials emergency plans to the SERC for review; (5) provides the public with hazardous materials information upon request. LEPC membership consists of local professionals representing occupational categories such as firefighting, law enforcement, emergency management, health, environment, and/or transportation.

At the local level, each of Florida's 67 counties performs a hazards analysis (county may elect to contract to the RPC or qualified vendor). The county hazards analysis is used as input to the LEPC Emergency Response Plan for Hazardous Substances required under EPCRA and encompasses; identification of facilities and transportation routes of extremely hazards substances (EHS); description of emergency response procedures; designation of a community coordinator and facility emergency coordinator(s) to implement the plan; outline of emergency notification procedures; description of how to determine the probable affected area and population by releases; description of local emergency equipment and facilities and the persons responsible for them; outline of evacuation plans; a training program for emergency responders; and, methods and schedules for exercising emergency response plans. This Agreement provides funding so that the Recipient, can assist in maintaining the capability necessary to perform the duties and responsibilities required by EPCRA. The recipient shall update the hazards analysis for all facilities listed in Attachment C, which have reported to the State Emergency Response Commission the presence of those specific Extremely Hazardous Substances designated by the U.S. Environmental Protection Agency in quantities above the Threshold Planning Quantity. The data collected under this Agreement will be used to comply with the planning requirements of the Superfund Amendments and Reauthorization Act of 1986, Title III, "Emergency Planning and Community Right-To-Know Act of 1986" and the Florida Emergency Planning and Community Right-To-Know Act, Florida Statutes, Chapter 252, Part II.

Requirements

- A. The Recipient shall submit a list of facilities within the geographical boundaries of the County listed on Attachment C that are suspected of not reporting to the State Emergency Response Commission the presence of Extremely Hazardous Substances in quantities above the Threshold Planning Quantity, as designated by the U. S. Environmental Protection Agency.

- B. The completed hazards analysis shall comply with the site-specific hazards analysis criteria outlined below for each facility listed in Attachment C. The primary guidance documents are Attachment I (Hazards Analysis Contract Checklist and CAMEO*fm* Guide) to this Agreement and the U.S. Environmental Protection Agency's "Technical Guidance for Hazards Analysis" at: <http://www.epa.gov/emergencies/docs/chem/tech.pdf>. All hazards analyses shall be consistent with the provisions of these documents. Any variation from the procedures outlined in these documents must be requested in writing, submitted in advance and approved by the Division.
- C. Conduct an on-site visit at each Attachment C facility to ensure accuracy of the hazards analysis. Each applicable facility's hazards analysis information shall be entered into the U.S. Environmental Protection Agency's latest **CAMEO*fm* version 3.0.1 (download from):** <http://www.epa.gov/emergencies/content/cameo/index.htm>. Each facility hazards analysis shall include, but is not limited to, the following items:
1. Facility Information (**CAMEO*fm* Facility Page**)
 - (a) Enter the facility name (per Attachment C) in the Facility Name field.
 - (b) Enter the facility physical address (no Post Office Box) in the Street Address fields of the Address tab.
 - (c) Enter the geographic coordinates (in decimal degrees) in the latitude/longitude fields of the Map Data tab.
 - (d) Enter the maximum number of employees present at the facility at any given time in the Number of Employees on Site field of the ID Codes tab. (a minimum of one is required for unmanned facilities)
 - (e) Enter the Facility phone number in the Facility Phones tab field.
 - (f) Enter the name, title and 24-hour phone number of the designated facility emergency coordinator in the Contacts tab field.
 - (g) Enter the main route(s) used to transport chemicals to the facility (from the County line to the facility) in the notes tab of the Facility Page.
 - (h) Enter the route(s) used to exit the Vulnerable Zone(s) in the notes tab of the Facility Page.
 - (i) Enter any past releases that have occurred in the last five years at the facility in the notes tab of the Facility Page. Include date, time, chemical name/quantity and number of persons injured or deaths (this information is available from the facility). If it is determined that a facility does not have a historical accident record, that shall be noted.
 2. Hazard Identification (**CAMEO*fm* Chemical in Inventory Page**)
 - (a) For each Extremely Hazardous Substance present over the Threshold Planning Quantity (TPQ), create a Chemical in Inventory page (if a Chemical in Inventory page hasn't been created already) and enter the proper chemical name and Chemical Abstract Service (CAS) number.
 - (b) On each Chemical in Inventory page created for each Extremely Hazardous Substance present over the TPQ, enter in pounds (not range codes) the maximum quantity of each Extremely Hazardous Substance in the Max Daily Amount field of the Physical State and Quantity tab.

- (c) Enter the amount (in pounds) of each Extremely Hazardous Substance stored in the largest container or interconnected containers in the Max amount in largest container field of the Physical State and Quantity tab (**this is the release amount used to determine the Vulnerable Zone**).
- (d) Choose the appropriate code from the drop down list for the Type of storage container (drum, cylinder, tank etc.), storage pressure (ambient, greater than ambient etc.) and storage temperature (ambient, greater than ambient etc.) of each Extremely Hazardous Substance in those fields on the Location tab.
- (e) For each Extremely Hazardous Substance over TPQ, On the Physical State & Quantity tab check the appropriate boxes in the Physical State, Hazards and Health Effects fields (information on the above may be found by clicking on the Datasheet button which opens the *CAMEOfm* Chemicals database.)

3. Vulnerability Analysis (***CAMEOfm* Scenario Page**)

- (a) For each Extremely Hazardous Substance present over the Threshold Planning Quantity (TPQ), create a New Scenario page (if a Scenario page hasn't been created already) and enter the maximum amount in the largest container or interconnected containers in the Amount Released field of the Scenario Description tab.
- (b) On the Scenario page(s) Scenario Description tab, enter the concentration percentage in the Concentration field.
- (c) On the Scenario page(s) Scenario Description tab, enter the release duration in the Release Duration field as follows:
 - (1) Gases – 10 minutes
 - (2) Powders or solids in solution – 10 minutes
 - (3) Liquids – No value shall be entered**
- (d) Enter the proper natural physical state of the chemical at room temperature in the physical state field. (as specified in *CAMEOfm* Chemicals)
- (e) On the Scenario page(s) Scenario Description tab, use the weather default settings or, enter average wind speed (**don't enter a value in the Wind From field**) and Urban or Forest is recommended in the Ground Roughness field.
- (f) On the Scenario page(s) Scenario Description tab, rate the Risk, Consequences and Overall Risk of a release occurring at the facility on the bottom of the Scenario Page (the Risk Assessment should be based upon the Extremely Hazardous Substance, previous release history, maintenance conditions etc.).
- (g) After entering the information noted above on the Scenario Description tab and clicking on the Estimate Threat Zone Radius button, *CAMEOfm* will automatically estimate the extent of the vulnerable zone that may cause injury or death to human populations following an accidental release.
- (h) On the Scenario page(s) notes tab, enter an estimate of the total exposed population within the vulnerable zone(s).
- (i) On the Scenario page(s) notes tab, identify each critical facility by name and maximum expected occupancy within the vulnerable zone(s) (schools, day cares, public safety facilities, hospitals, etc.). If there are no critical facilities within the vulnerable zone(s), that shall be noted.

D. Supporting documentation in the form of Site Visit Certification Form, Statement of Determination or dated letter from the facility identifying the reason the EHS is no longer present shall be submitted to the Division which lists the facilities for which a hazards analysis was not completed.

E. On-Site Visits

1. Conduct a detailed on-site visit, within the period of this Agreement, of all the facilities listed in Attachment C, to confirm the accuracy and completeness of information in the hazards analysis.
2. Submit a completed Hazards Analysis Site Visit Certification Form (Attachment J) for each facility to the Division (file name must contain at minimum the SERC number if applicable and SV – if SERC number is not available facility name and SV – additional info allowed but not required). **Add the site visit certification form to the Site Plan Tab of the CAMEO_{fm} Facilities Page for each facility visited or contacted.**

(a) On-Site visit exception for sulfuric acid (batteries), this exception does NOT apply to bulk storage of sulfuric acid.

- (1) For facilities listed on Attachment C that report the presence of only sulfuric acid in batteries, an initial on-site visit is required and an on-site visit form (Attachment J) signed and dated by the facility representative and the Recipient shall be submitted to the Division.
- (2) In Agreements subsequent to the initial on-site visit, the Recipient shall contact the facility representative by email or telephone to verify the presence of all extremely hazardous substances. The on-site visit form shall be signed by the Recipient and identify the date and facility contact information. Another on-site visit is not required in subsequent Agreements, unless, the facility reports the presence of another extremely hazardous substance above TPQ.
- (3) If a facility representative reports the presence of an extremely hazardous substance other than sulfuric acid in batteries, subsequent to the period of Agreement in which the initial site visit was conducted, the Recipient shall conduct an on-site visit and submit a completed on-site visit form (Attachment J) to the Division.

3. **For each facility for which a hazard analysis is conducted, a site plan must be added to the site plan tab of the CAMEO_{fm} Facilities Page.** (file name must contain at minimum the SERC number if applicable and SP – if SERC number is not available facility name and SP – additional info allowed but not required) The site plan shall contain sufficient information to provide situational awareness and at a minimum include:

- (a) Location of major building(s)
- (b) Name and location of extremely hazardous substance(s). If multiple extremely hazardous substances are co-located, noting EHS is acceptable.
- (c) Name and location of street(s)
- (d) Identify pertinent access and egress point(s)
- (e) Note any additional features pertinent to hazmat and medical response

F. Ensure that the Hazards Analysis information is reflected in the County Local Mitigation Strategy.