



Central Florida Regional Planning Council

June 8, 2016

Highlands County Commission Board Room

600 South Commerce Avenue

Sebring, FL

9:30 a.m.

AGENDA

CALL TO ORDER – Chairman Buddy Mansfield

- Invocation
- Pledge of Allegiance
- Roll Call
- Announcements

AGENDA ITEM #1 PUBLIC COMMENTS

AGENDA ITEM #2 COUNCIL ADMINISTRATION

A. April 13, 2016, Council Meeting Minutes

B. April 2016 Financial Report

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

AGENDA ITEM #3 HIGHLANDS COUNTY ACTIVITIES REPORT

June Fisher, Highlands County Administrator, will update the Council on current activities in Highlands County.

- Action Recommended: Information Only
- Exhibit: None

DeSoto Hardee Highlands Okeechobee & Polk Counties

AGENDA ITEM #4 RECOMMENDATIONS FROM THE FINANCE COMMITTEE

The Finance Committee met on May 11, 2016 to review budget items. The Finance Committee is recommending the follow actions:

- Actions Recommended: A. Approve Budget Amendment for FY 2015-16
B. Adopt Proposed FY 2016-17 Annual Budget
C. Set FY 2016-17 Member Assessments

- Exhibit #4: A. Budget Amendment for FY 2015-16
B. Proposed FY 2016-17 Annual Budget
C. FY 2016-17 Member Assessments
D. Organizational Chart of Staff

AGENDA ITEM #5 APPROVE AUDIT ENGAGEMENT LETTER

Mike Carter from CliftonLarsonAllen, LLP, will present the proposed annual audit engagement letter. The fee for the fiscal year 2015-16 will be \$22,500.

- Action Recommended: Authorize Chairman and Executive Director to Sign Audit Engagement Letter
- Exhibit #5: Audit Engagement Letter

AGENDA ITEM #6 RESOLUTION FOR JOINT PARTICIPATION AGREEMENT (JPA) WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT)

Staff will present a Resolution to accept funding through a JPA from the FDOT under the Section 5311 Program (Formula Grants for Rural Areas Program) to support the Transportation Disadvantaged Program. The grant award is \$596,495.

- Action Recommended: Adopt Resolution 2016A and Authorize Executive Director to Sign and Administer Grant
- Exhibit #6: Resolution Number 2016-6A

AGENDA ITEM #7 RESOLUTION FOR JOINT PARTICIPATION AGREEMENT (JPA) WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT)

Staff will present a Resolution to accept funding through a JPA from the FDOT under the Section 5310 Program (Enhanced Mobility of Seniors and Individuals with Disabilities) to support the Transportation Disadvantaged Program. The grant award is \$400,000.

- Action Recommended: Adopt Resolution 2016B and Authorize Executive Director to Sign and Administer Grant
- Exhibit #7: Resolution Number 2016-6B

AGENDA ITEM #8 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, and Authorize Executive Director to Administer Contract.
- Exhibit #8: Scope of Work

AGENDA ITEM #9 UPDATE ON THE HEARTLAND REGIONAL TRANSPORTATION PLANNING ORGANIZATION (HRTPO)

Staff will update the Council on current activities of the HRTPO.

- Action Recommended: Information Only
- Exhibit: None

AGENDA ITEM #10 SOUTH FLORIDA WATER MANAGEMENT DISTRICT – SUCCESSES OF STORMWATER TREATMENT AREAS

Elizabeth Maxwell of the South Florida Water Management District will provide an overview of two successful stormwater treatment areas within Okeechobee County. Stormwater treatment areas provide water quality treatment by reducing phosphorus to the maximum extent possible. These facilities also serve as significant recreation amenities in the region.

- Action Recommended: Information Only
- Exhibit: None

AGENDA ITEM #11 EXECUTIVE DIRECTOR’S REPORT

The Executive Director will report on current work activities.

- Action Recommended: Information Only
- Exhibit: None

AGENDA ITEM #12 OTHER BUSINESS

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

ADJOURN

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

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

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Central Florida Regional Planning Council

April 13, 2016

DeSoto County Commission Chambers

201 East Oak Street

Arcadia, FL 34266

9:30 a.m.

Meeting Minutes

Immediate Past Chairman Pat Huff stated that Chairman Buddy Mansfield and Vice Chair Edie Yates were unable to attend the meeting today. Therefore, he would be chairing the meeting.

Chairman Huff called the meeting to order at 9:30 a.m. Norman White offered the invocation followed by the Pledge of Allegiance.

Roll was called with the following members present.

Jackie Tucker, DeSoto County Gubernatorial Appointee
 Commissioner Mike Thompson, Hardee County
 City Councilmember Joe Fink, City of Arcadia
 City Commissioner, Mike O'Connor, City of Okeechobee
 City Councilmember Neda Cobb, City of Wauchula
 Mayor John Shoop, City of Sebring
 Commissioner Don Elwell, Highlands County
 Commissioner Melony Bell, Polk County
 City Commissioner Pat Huff, City of Bartow and Ridge League of Cities
 Hazel Sellers, Polk County Gubernatorial Appointee; Polk County School Board
 Jeff Kincart, Polk County Gubernatorial Appointee
 City Commissioner, William Twyford, City of Winter Haven
 Jennifer Stults, Florida Department of Transportation, Ex-officio
 Elizabeth "Libby" Maxwell, South Florida Water Management District, Ex-officio

Members absent:

Chairman, Commissioner Buddy Mansfield, DeSoto County
 Vice-Chair, Commissioner Edie Yates, City of Lakeland
 Donna Howerton, Highlands County Gubernatorial Appointee; Highlands County
 School Board
 Commissioner Bryant Culpepper, Okeechobee County



Elvie Posey, Okeechobee County Gubernatorial Appointee
 Chet Huddleston, Hardee County Gubernatorial Appointee
 Earl Hahn, DeSoto County Planning Director, Ex-officio
 Ben Dunn, Highlands County Development Services Director, Ex-officio
 Todd Miller, Hardee County Planning Director, Ex-officio
 Bill Royce, Okeechobee County Planning Director, Ex-officio
 Tom Deardorff, Polk County Director of Growth Management, Ex-officio
 Jim Golden, Southwest Florida Water Management District, Ex-officio
 Mary Yeargan, Department of Environmental Protection, Ex-officio

Announcements

Immediate Past Chairman Huff announced that Chairman Buddy Mansfield was recovering from major surgery, and Vice-Chair Edie Yates had previous obligations and neither would be in attendance. Therefore, as Immediate Past Chairman, he would chair the meeting.

Jackie Tucker welcomed everyone to DeSoto County, and was happy to have the honor of celebrating Marcia Staszko's retirement in DeSoto County.

AGENDA ITEM #1 PUBLIC COMMENTS

There were no public comments.

AGENDA ITEM #2 COUNCIL ADMINISTRATION

A. March 9, 2016, Council Meeting Minutes

Immediate Past Chairman Huff asked if there were any changes to the March 9, 2016 Council Meeting Minutes.

MOTION

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

Motion carried unanimously.

B. March 2016 Financial Report

Pat Steed reviewed the Statement of Activities and Statement of Net Assets for the month ended March 2016.

Don Elwell asked if staff could include a column for the previous year's financial report for the month, for comparison purposes.



MOTION

Joe Fink moved to accepted the March 2016 Financial Report as presented. Melony Bell seconded.

Motion carried unanimously.

AGENDA ITEM #3 DESOTO COUNTY ACTIVITIES REPORT

County Administrator Mandy Hines updated the Council on current activities in DeSoto County. She discussed DeSoto County's Community Conversation Program, where officials venture out into the community and listen to what is important to its citizens in the community. She discussed new businesses that have located in DeSoto County, to include Worldwide Doors and Crown Roofing. DeSoto County has co-located their building department and other related departments into one area to make it easier for businesses to obtain permits. Ms. Hines discussed their on-line permitting and project tracking program. She added that DeSoto County has started an incentive program for new businesses. She highlighted road improvements that are scheduled to take place this year, and discussed DeSoto County's new community appearance program. Discussion followed.

AGENDA ITEM #4 STATE OF THE ECONOMY

Pat Steed briefed the Council on current economic indicators for the State. Her presentation included information on key economic variables and their major drivers, and how they work together. She discussed Florida's personal income growth rate and how it compares to the rest of the country. Ms. Steed also presented information on Florida's job market, wages, employment conditions, the number of people employed, and Florida's population growth.

Shannon Brett, Program Director, updated the Council on the Regional economy to include each county's average annual wages, graduation rates and math testing scores. She discussed the Region's gross domestic product (GDP), building permits and unemployment rates. Ms. Brett shared voter participation rates and tourist development tax revenues for the Region. Discussion and questions followed.

AGENDA ITEM #5 REBID CONTRACT FOR AVON PARK AIR FORCE RANGE JOINT LAND USE STUDY (JLUS) NOISE STUDY CONSULTANT

Shannon Brett stated that one response was received to the Council's Request for Sealed Bids for consultants to conduct Noise Study Data Interpretation. The one response was

from Wyle Laboratories. That bid exceeded the amount of funding budgeted for this project. Ms. Brett stated that staff was requesting that the Council reject the bid and authorize staff to reissue the Request for Proposals/Bids for Noise Study Data Interpretation with further clarification of the requested work product. Discussion followed.

MOTION

Jackie Tucker moved to authorize staff to reject the current bid and reissue the Request for Bids for the Noise Study Data Interpretation. Hazel Sellers seconded.

Under discussion, Don Elwell asked if staff felt that by reissuing the RFP with clarification as to the specifics of what is needed, that would lower the bid.

Shannon stated that she felt it would.

Motion carried unanimously.

AGENDA ITEM #6 RATIFICATION OF CONSULTANT SELECTION FOR CONTINUING SERVICES AND AUTHORIZATION TO NEGOTIATE CONTRACTS

Shannon Brett stated that every five years the Council issues a Request for Qualifications (RFQ) for qualified consultants in a variety of areas of expertise. The Council received 17 responses. A committee of staff ranked each complete qualifications package and eight firms are recommended for selection. Staff requested the Council approve the list of firms and authorize contract negotiations with each selected firm and authorize the Executive Director to execute contracts. Discussion followed.

MOTION

Hazel Sellers moved to authorize staff to negotiate and enter into a continuing contract with each recommended firm. Joe Fink seconded.

Motion carried unanimously.

AGENDA ITEM #7 LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) CONTRACT FOR FY 2016-17

Pat Steed stated that the Council serves as staff to the Local Emergency Planning Committee (LEPC), which is made up of first responders from cities and counties in the five county region, as well as first responders from private businesses. This is a reoccurring contract to support the LEPC District 7 by coordinating activities. The contract amount is \$59,000 and work begins July 1, 2016.

MOTION

Jeff Kincart moved to approve the LEPC Contract, authorize the Chairman to sign and Executive Director to administer the contract. Don Elwell seconded.

Motion carried unanimously.

AGENDA ITEM #8 LOCAL PLANNING SERVICES UPDATE

Jennifer Codo-Salisbury updated the Council on Planning Advisory Services (PAS) projects for 2016. The Council is under contract with 17 local governments for Planning Advisory Services, which includes day to day planning activities, assisting with development applications and reviewing future land use amendments. Staff also maintains Shape Files for the official Future Land Use and Zoning Maps within the region. Ms. Codo-Salisbury listed the local governments that have received the DEO Community Planning Technical Assistance Grants for this fiscal year, which the Council is assisting with. Several local governments are under contract with the Council to assist with special projects. Staff also has been working with many jurisdictions to update their Transportation Element consistent with the 2040 Long Range Transportation Plan. Staff is working with the Town of Dundee to complete their Downtown Vision Plan and Land Development Regulations to implement that plan. She stated that the Department of Economic Opportunity (DEO) Competitive Florida Grant and their Community Planning Technical Assistance Grant applications are due on May 2, 2016. Discussion followed.

AGENDA ITEM #9 UPDATE ON THE HEARTLAND REGIONAL TRANSPORTATION PLANNING ORGANIZATION (HRTPO)

Pat Steed updated the Council on current activities of the HRTPO. The Long Range Transportation Plan (LRTP) was adopted on March 16, 2016 by the HRTPO Board, along with the first Transportation Improvement Program (TIP). Staff is working with FDOT to add required amendments to the LRTP. The development of the Unified Planning Work Program (UPWP) is also in the process of being updated. Staff continues to conduct meetings of the HRTPO Technical Advisory Committee (TAC) and the Citizens Advisory Committee (CAC) as well as the HRTPO Board. She stated that there are a number of other HRTPO projects that will be underway in the next few months, and she urged members to visit www.heartlandregionaltpo.org for the latest information.

AGENDA ITEM #10 EXECUTIVE DIRECTOR'S REPORT

Pat Steed reported on her recent trip to Washington DC to attend the National Association of Development Organizations (NADO) Annual Policy Conference. At the conference, she heard from Federal agencies who presented information on upcoming programs and possible opportunities for the Council. She visited Senator Nelson where he discussed plans to obtain funding for Zika Virus research.

Ms. Steed stated that while she was in Washington, she also attended the Economic Development Administration national conference. At that conference they discussed the changing workforce and how to adjust to it, as well as funding for rural areas that will be available next year.

Ms. Steed stated that staff is in the process of conducting a minor update to the Statewide Regional Evacuation Study. Staff will be presenting more information at a later meeting.

Jennifer Codo-Salisbury distributed a summary of major enrolled bills for the 2016 Legislative Session, and reviewed the seven adopted Bills that impact Florida's Growth Management.

Mike Thompson stated that Hardee County was recently updated by their health department regarding the Zika Virus, and indicated that it is expected to get worst. Hardee County is in the process of developing a response plan.

AGENDA ITEM #11 OTHER BUSINESS

The next meeting was scheduled for June 8, 2016, at 9:30 a.m. in Sebring at the Highlands County Courthouse, Board of County Commissioners Chambers.

A Finance Committee will be scheduled for May.

John Idleheart, Department of Environmental Protection, Ft. Myers office, sitting in for Mary Yeargan, the ex-officio member from DEP, stated that DEP together with the Southwest Florida Regional Planning Council are hosting a Brownfields workshop on June 8 and 9 in Sarasota. All Mayors in the SWFRPC and the CFRPC region are invited to attend a Mayor's Round Table to discuss obtaining visioning grants for both areas.

There being no further business, the meeting adjourned.

Respectfully submitted,

Pat Huff, CFRPC Immediate Past Chairman
April 13, 2016 Council Meeting Minutes

AGENDA ITEM #12 RECOGNITION OF MARCIA STASZKO

Pat Steed stated that Marcia Staszko, Transportation Disadvantaged Program Director, will be retiring on April 29, 2016. Ms. Steed presented Ms. Staszko with a Certificate of Appreciation recognizing her outstanding contributions made during her nearly 40 years of

public service to the Central Florida Regional Planning Council. Immediate Past Chairman Pat Huff presented Ms. Staszko with an engraved clock, and a card signed by Council members.

Marcia's colleagues and friends wished her well, to include Jim Duane, the first Executive Director of the Council, who shared the story of hiring Marcia in 1976, and how she got started in the TD Program.

Marcia Staszko thanked the Council members, staff and her colleagues and friends for many years of support in her program and her career with the Council.

A reception followed with refreshments.



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CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
STATEMENT OF ACTIVITIES FY 2015-2016
For the Month Ended April 30, 2016

Exhibit 2B

UNAUDITED

April = 58%

	<u>ACCRUAL</u>	<u>ACCRUAL</u>	<u>ACTUAL</u>	<u>ADOPTED</u>	<u>ACCRUAL</u>
	<u>April 2016</u>	<u>April 2015</u>	<u>April 2016</u>	<u>Budget</u>	<u>% of Budget</u>
ORDINARY INCOME/EXPENSE					
INCOME					
1 Use of Prior Year Surplus	\$ -		\$ -	\$ -	0%
2 Member Assessments	154,681	152,784	154,681	206,240	75%
3 Local Revenue	390,577	424,703	310,126	735,145	53%
4 State Revenue	46,332	44,689	47,791	234,627	20%
5 Federal Revenue	1,040,728	823,126	1,048,977	2,501,401	42%
6 TOTAL INCOME	1,632,317	1,445,301	1,561,576	3,677,413	44%
7 EXPENSE					
8 Salaries & Fringe Benefits	867,091	754,348	856,956	1,517,982	57%
9 Consultants	75,928	93,983	29,630	295,510	26%
10 Transportation for the Disadvantaged Trips	425,252	297,750	475,925	952,000	45%
11 BrownfieldsRLF - Pass Through	57,687	148,433	79,463	575,000	10%
12 Accounting/Payroll Services	534	1,765	534	2,500	21%
13 Advertising	2,794	2,464	2,296	4,000	70%
14 Audit	15,950	14,350	15,950	19,425	82%
15 Auto Expense	8,141	7,326	7,996	15,000	54%
16 Building Security	297	217	297	450	66%
17 Dues & Fees	25,051	23,561	24,819	36,000	70%
18 Equipment Expense	10,703	14,805	10,104	18,000	59%
19 File Management	2,460	2,422	2,460	4,000	61%
20 Insurance	17,828	17,546	18,288	32,000	56%
21 Janitorial/Maintenance	6,235	6,104	5,310	12,000	52%
22 Legal Fees	26,280	18,250	26,280	29,046	90%
23 Meeting Expense	3,308	2,470	3,516	5,000	66%
24 Miscellaneous	-	399	-	1,000	0%
25 Office Supplies	7,845	5,940	7,716	15,000	52%
26 Postage & Delivery	3,042	754	2,933	5,000	61%
27 Printing	467	3,284	467	4,000	12%
28 Repair & Maintenance	1,975	5,745	2,150	6,500	30%
29 Technology Supplies	16,291	7,387	16,191	18,000	91%
30 Telephone	5,528	4,994	5,165	8,000	69%
31 Travel & Registration Fees	21,505	20,823	20,590	55,000	39%
32 Utilities	4,370	4,891	4,370	12,000	36%
33 Capital Outlay - Office & Technology	19,911	8,884	19,911	35,000	57%
34 Capital Outlay - Vehicle	-	23,445			
35 Capital Outlay - Building	-	-	-		
34 TOTAL EXPENSE	\$ 1,626,476	\$ 1,492,340	\$ 1,639,317	\$ 3,677,413	44%
35					
36 INCOME OVER (UNDER) EXPENSE	\$ 5,840	\$ (47,038)	\$ (77,741)	\$ -	

CASH ON HAND 4/30/2016

Checking Account + Petty Cash	\$ 352,631
Cash Held in Reserve:	
Money Market Account	\$ 263,220
Local Govt Investment Pool	\$ 8,809
Total Cash	\$ 624,660

CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
STATEMENT OF NET ASSETS
April 30, 2016

<u>UNAUDITED</u>	<u>ACCRUAL</u>
ASSETS	
1 Cash	\$ 352,631
2 Petty Cash	112
3 Accounts Receivable	349,824
4 Unbilled Costs	220,649
5 Prepaid Expenses	9,907
6 Fixed Assets	609,988
7 Funds Held in Reserve	272,029
8	
9 TOTAL ASSETS	<u><u>\$ 1,815,140</u></u>
10	
11 LIABILITIES & EQUITY	
12	
13 Liabilities	
14 Accounts Payable	\$ 252,887
15 Compensated Absences Liability	105,479
16 Deferred Revenue	50,326
17 Total Liabilities	<u>408,692</u>
18	
19 Fund Balance	1,406,448
20	
21 TOTAL LIABILITIES & EQUITY	<u><u>\$ 1,815,140</u></u>

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

	10/15-9/16 Original Budget FY15-16	Proposed Amended Budget FY15-16
LOCAL REVENUE:		
County (Member) Assessments	\$ 206,240	\$ 206,240
DRI Administration	\$ 3,000	\$ -
DRI Consultants (Pass-thru)	-	-
Hazardous Waste Assessments (SQG)	28,105	36,537
Emergency Management Exercises	10,000	10,000
PAS Contracts	400,000	448,650
TD Local Planning Assessments	38,000	38,000
Interest	1,400	1,000
Other Local Revenue	12,000	12,000
Local Match for TD - Highlands	201,500	116,000
DIG - Encroachment (14-06) Polk	41,140	5,000
Total Local Revenue	\$ 735,145	\$ 667,187
STATE REVENUE:		
Florida Department of Economic Opportunity		
Heartland 2060	\$ 3,000	\$ -
Florida Department of Emergency Management		
LEPC	48,000	48,000
Hazards Materials Planning & Prevention	3,833	3,833
Florida Department of Transportation		
Commission for TD - Planning	59,794	59,794
State Transit Discretionary Funds	120,000	75,000
Total State Revenue	\$ 234,627	\$ 186,627
FEDERAL REVENUE:		
Department of Commerce		
EDA - District Planning	\$ 63,000	\$ 63,000
Department of Defense		
JLUS Update	113,500	90,000
Department of Transportation		
HMEP Planning & Training	63,142	68,653
Mobility Management	265,000	151,000
LRTP Development	20,000	40,578
TPO Planning	385,136	415,000
Section 5305	105,973	-
Section 5311		
Admin	79,000	79,000
Operating Trips	360,000	520,000
Section 5310 Operating		
Admin	26,650	26,650
Operating Trips	240,000	375,000
Section 5307		
Admin	10,000	-
Operating Trips	90,000	-
Environmental Protection Agency		
Brownfields Revolving Loan Fund	530,000	230,000
Brownfields Assessment Grant	150,000	110,000
Total Federal Revenue	\$ 2,501,401	\$ 2,168,881
TOTAL REVENUE	\$ 3,677,413	\$ 3,228,935

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

	Budget FY15-16	Proposed Amended Budget FY15-16
Personnel	\$ 1,198,751 *	\$ 1,197,174
Employee Fringe & Benefits		
Payroll Taxes	106,429	98,260
Leave Time Liability	20,000	-
Insurance Premiums	94,488	114,488
Retirement Contributions (457 Plan)	98,314	95,803
Total Payroll	1,517,982	1,505,725
Consultants/EPA Brownfields	60,000	30,000
Consultants/Emer Mgt	39,000	39,000
Consultants/CFRPC - Technology	22,460	22,460
Consultants/DIG - Polk	35,050	4,500
Consultants/TPO	105,000	70,000
Consultants - JLUS	34,000	34,000
Total Consultants	295,510	199,960
Brownfields - Pass through	575,000	211,000
TD Trip Expense 5311	360,000	520,000
TD Trip Expense 5310 Operating	240,000	375,000
TD Trip Expense 5307	180,000	-
TD State Transit Discretionary Funds	172,000	75,000
Total TD	780,000	895,000
Accounting/Payroll Services	2,500	2,500
Advertising	4,000	4,000
Audit	19,425	20,500
Auto Expense	15,000	15,000
Building Security	450	450
Dues & Fees	36,000	36,000
Equipment Lease & Maintenance	18,000	18,000
File Management	4,000	3,300
Insurance - Auto, Property, Liability	25,000	25,000
Insurance - Workers Compensation	7,000	6,200
Total Insurance	32,000	31,200
Janitorial	12,000	12,000
Legal Fees	29,046	37,200
Meeting Expense	5,000	5,100
Miscellaneous	1,000	1,000
Office Supplies	15,000	15,000
Postage & Delivery	5,000	7,000
Printing	4,000	4,500
Repair & Maintenance	6,500	6,500
Technology Supplies & Equipment	18,000	18,000
Telephone	8,000	9,000
Travel & Registration Fees	55,000	50,000
Utilities	12,000	11,000
Capital Outlay - Office & Technology	35,000	35,000
Total Capital Outlay	35,000	35,000
TOTAL EXPENSE	\$ 3,677,413	\$ 3,228,935
TOTAL REVENUE	\$ 3,677,413	\$ 3,228,935
REVENUE OVER (UNDER) EXPENSE	\$0	\$ (0)

* Included \$1,000 per full time non-probationary employee. Total = \$15,000

**Central Florida Regional Planning Council
Revenue Budget Fiscal Year 2016-17**

	Proposed Budget FY 16-17
LOCAL REVENUE:	
County (Member) Assessments	\$ 209,069
Hazardous Waste Assessments (SQG)	36,537
Emergency Management Exercises	10,000
PAS Contracts	350,000
TD Local Planning Assessments	38,000
Interest	1,000
Other Local Revenue	12,000
Local Match for TD - Highlands	116,000
Local Match for TD - Vehicles	14,007
DIG - Encroachment (14-06) Polk	5,000
Total Local Revenue	\$ 582,544
STATE REVENUE:	
Florida Department of Economic Opportunity	
Heartland 2060	\$ 3,000
Florida Department of Emergency Management	
LEPC	59,000
Hazards Materials Planning & Prevention	4,149
Florida Department of Transportation	
Commission for TD - Planning	59,686
State Match for TD Vehicles	14,007
State Transit Discretionary Funds	105,000
Total State Revenue	\$ 244,842
FEDERAL REVENUE:	
Department of Commerce	
EDA - District Planning	\$ 63,000
Department of Defense	
JLUS Update	36,000
Department of Transportation	
HMEP Planning & Training	68,653
Mobility Management	152,000
TPO Planning	539,428
Section 5310 TD Vehicles	112,054
Section 5305	127,117
Section 5311	
Admin	49,500
Operating Trips	504,000
Section 5310 Operating	
Admin	32,500
Operating Trips	420,000
Section 5307	
Admin	10,000
Operating Trips	90,000
Environmental Protection Agency	
Brownfields Revolving Loan Fund	255,000
Brownfields Assessment Grant	180,000
Total Federal Revenue	\$ 2,639,252
TOTAL REVENUE	\$ 3,675,707

CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
Expense Budget Fiscal Year 2016-17

	Proposed Budget FY 16-17
Personnel	\$ 1,198,111
Employee Fringe & Benefits	
Payroll Taxes	104,293
Insurance Premiums	123,333
Retirement Contributions (457 Plan)	84,552
Total Payroll	1,510,289
Consultants/EPA Brownfields	30,000
Consultants/Emer Mgt	42,000
Consultants/CFRPC - Technology	25,200
Consultants/DIG - Polk	4,000
Consultants/TPO	180,000
Consultants - JLUS	13,500
Total Consultants	294,700
Brownfields - Pass through	275,000
TD Trip Expense 5311	504,000
TD Trip Expense 5310 Operating	420,000
TD Trip Expense 5307	90,000
TD State Transit Discretionary Funds	105,000
Total TD	1,014,000
Accounting/Payroll Services	2,500
Advertising	4,000
Audit	21,000
Auto Expense	15,000
Building Security	450
Dues & Fees	37,000
Equipment Lease & Maintenance	18,000
File Management	3,500
Insurance - Auto, Property, Liability	25,000
Insurance - Workers Compensation	6,500
Total Insurance	31,500
Janitorial	12,000
Legal Fees	28,200
Meeting Expense	5,500
Miscellaneous	1,000
Office Supplies	15,000
Postage & Delivery	7,500
Printing	5,000
Repair & Maintenance	6,500
Technology Supplies & Equipment	18,000
Telephone	9,000
Travel & Registration Fees	50,000
Utilities	11,000
Capital Outlay - TD Vehicles	140,068
Capital Outlay - Office & Technology	35,000
Total Capital Outlay	35,000
TOTAL EXPENSE	\$ 3,675,707
TOTAL REVENUE	\$ 3,675,707
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>(16,521)</u>
Budgeted Fund Balance, Year Ended September 30, 2015	\$ 854,862
Budgeted Change in Fund Balance	<u>-</u>

Change in Proposed Fiscal Year Budgets

	<u>Proposed FY 15-16</u>	<u>Proposed FY 16-17</u>	<u>Difference</u>
Revenue	\$ 3,228,935	\$ 3,675,707	\$ 446,772
Expenses	<u>3,228,935</u>	<u>3,675,707</u>	<u>446,772</u>
Balance	-	-	-

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**CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
MEMBER ASSESSMENTS FOR FY 2016-17***

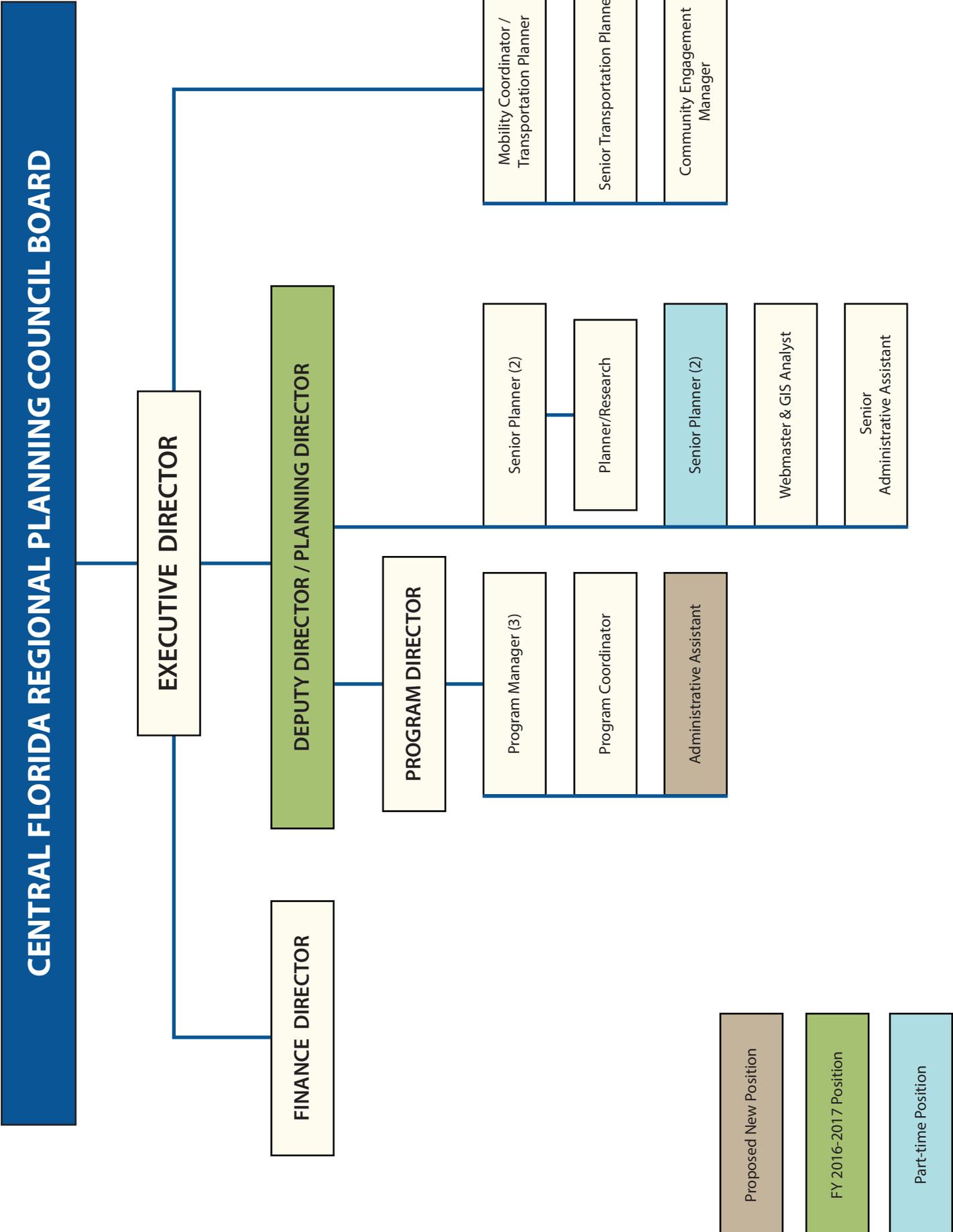
	2014 ** Population Estimates	FY 15-16 Assessments (25 Cents)	2015 ** Population Estimates	FY 16-17 Assessments (25 Cents)	FY 16-17 Quarterly Amount
DESOTO COUNTY	34,426	\$8,607	34,777	\$8,694	\$ 2,174
HARDEE COUNTY	27,712	\$6,928	27,645	\$6,911	\$ 1,728
HIGHLANDS COUNTY	99,818	\$24,955	100,748	\$25,187	\$ 6,297
OKEECHOBEE COUNTY	39,828	\$9,957	40,052	\$10,013	\$ 2,503
POLK COUNTY	623,174	\$155,794	633,052	\$158,263	\$ 39,566
TOTAL	824,958	\$206,240	836,274	\$209,069	\$ 52,267

* Subject to Final Council Approval on June 8, 2016

** Population is based on the Florida Population Estimates: April 1, 2015

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

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Proposed New Position

FY 2016-2017 Position

Part-time Position

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

May 16, 2016

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, 2016.

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 major fun, which collectively comprise the basic financial statements of Central Florida Regional Planning Council, as of and for the year ended September 30, 2016, 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

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 comprehensive annual financial report



An independent member of Nexia International

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; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our audit will include tests of your accounting records, a determination of major program(s) in accordance with the Uniform Guidance, 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 over financial reporting and compliance with the provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Reporting on internal control over compliance related to major programs and expressing an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Uniform Guidance.

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 Uniform Guidance 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 the Uniform Guidance. 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 or the single audit compliance opinion are other than unmodified, 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, 2016 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 the Uniform Guidance. 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 the Uniform Guidance, 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 the Uniform Guidance.

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 the Uniform Guidance.

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*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards that may have a direct and material effect on each of the entity's major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the "OMB 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 the Uniform Guidance.

We will evaluate the presentation of the schedule of expenditures of federal awards 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 the Uniform Guidance, 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 in accordance with U.S. GAAP. Management is also responsible for identifying all federal awards received, understanding and complying with the compliance requirements, and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the requirements of the Uniform Guidance.

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, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs. Your responsibilities also include identifying significant contractor relationships in which the contractor 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, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs; identifying and ensuring that the entity complies with applicable laws, regulations, contracts, and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs; 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 the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings; and to follow up and take prompt 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) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) 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 in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards 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 in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with the Uniform Guidance; (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.

Management is responsible for the preparation and fair presentation 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 and providing report copies to us of 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.

If we agree that CLA will not be involved with your official statements related to municipal securities filings or other offering documents, we will require that any official statements or other offering documents issued by you with which we are not involved clearly indicate that CLA is not involved with the contents of such documents. Such disclosure should read as follows:

CliftonLarsonAllen LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. CliftonLarsonAllen LLP also has not performed any procedures relating to this offering document.

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 October 31, 2016.

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, 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 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

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 manner 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.

CLA will not disclose any confidential, proprietary, or privileged information of the entity to any persons without the authorization of entity management or unless required by law. This confidentiality provision does not prohibit us from disclosing your information to one or more of our affiliated companies in order to provide services that you have requested from us or from any such affiliated company. Any such affiliated company shall be subject to the same restrictions on the use and disclosure of your information as apply to us.

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 that may arise between us. The parties agree that, notwithstanding any statute or law of limitations that might otherwise apply to a Dispute, including one arising out of this agreement or the services performed under this agreement, for breach of contract or fiduciary duty, tort, fraud, misrepresentation or any other cause of action or remedy, 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 \$22,500 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.

Finance charges and collection expenses

In the event that any collection action is required to collect unpaid balances due us, reasonable attorney fees and expenses shall be recoverable.

Consent

Consent to use financial information

Annually, we assemble a variety of benchmarking analyses using client data obtained through our audit and other engagements. Some of this benchmarking information is published and released publicly. However, the information that we obtain is confidential, as required by 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.

May 16, 2016
Central Florida Regional Planning Council
Page 11

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: _____

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RESOLUTION 2016-6A

**ITEM-SEGMENT-PHASE
(Financial Management Number)
410124-1-84**

A RESOLUTION OF THE CENTRAL FLORIDA REGIONAL PLANNING COUNCIL PROVIDING AUTHORIZATION TO SIGN THE JOINT PARTICIPATION AGREEMENT AND ASSOCIATED ADMINISTRATIVE SUPPORT DOCUMENTS WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION FOR TRANSIT PROJECTS.

A **RESOLUTION** of the Central Florida Regional Planning Council (CFRPC) authorizing the execution of that certain Joint Participation Agreement (JPA) with the Florida Department of Transportation.

WHEREAS, the Central Florida Regional Planning Council has the authority to enter into a Joint Participation Agreement (JPA) with the Florida Department of Transportation to undertake a project as authorized by Chapter 341, Florida Statutes and/or by the Florida Transit Administration Act of 1964, as amended;

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

1. The JPA for the Item-Segment-Phase-Sequence (Financial Management Number) 410124-1-84 is approved.
2. That Patricia M. Steed, Executive Director, is authorized to enter into, modify or terminate the JPA with the Florida Department of Transportation, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS 8th DAY OF JUNE, 2016.

BY: _____

JURIL O. MANSFIELD, CHAIRMAN

ATTEST:

_____ (seal)



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RESOLUTION 2016-6B

**ITEM-SEGMENT-PHASE-SEQUENCE
(Financial Management Number)
435862-1-84-03**

A RESOLUTION OF THE CENTRAL FLORIDA REGIONAL PLANNING COUNCIL PROVIDING AUTHORIZATION TO SIGN THE JOINT PARTICIPATION AGREEMENT AND ASSOCIATED ADMINISTRATIVE SUPPORT DOCUMENTS WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION FOR TRANSIT PROJECTS.

A **RESOLUTION** of the Central Florida Regional Planning Council (CFRPC) authorizing the execution of that certain Joint Participation Agreement (JPA) with the Florida Department of Transportation.

WHEREAS, the Central Florida Regional Planning Council has the authority to enter into a Joint Participation Agreement (JPA) with the Florida Department of Transportation to undertake a project as authorized by Chapter 341, Florida Statutes and/or by the Florida Transit Administration Act of 1964, as amended;

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

1. The JPA for the Item-Segment-Phase-Sequence (Financial Management Number) 435862-1-84-03 is approved.
2. That Patricia M. Steed, Executive Director, is authorized to enter into, modify or terminate the JPA with the Florida Department of Transportation, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS 8th DAY OF JUNE, 2016.

BY: _____

JURIL O. MANSFIELD, CHAIRMAN

ATTEST:

_____ (seal)



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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 for 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 coordinate the activities of 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 hazardous 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.

- A. 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; <https://www.epa.gov/epcra/technical-guidance-hazardous-analysis-emergency-planning-extremely-hazardous-substances>. 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.
- B. 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 **CAMEO*fm* version 3.2 (download from):** <http://www.epa.gov/cameo/cameo-software>. 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.
 - (a) Enter the facility physical address (no Post Office Box) in the Street Address fields of the Address tab.
 - (b) Enter the geographic coordinates (in decimal degrees) in the latitude/longitude fields of the Map Data tab.
 - (c) Enter the maximum number of occupants present at the facility at any given time in the Maximum Number of Occupants Fields on the ID and Regs tab. The Facility Manned tab must also be correctly checked. Select the correct check boxes indicating if the facility is subject to section 112r and/or section 302. (All facilities should be subject to 302 unless they submitted an SOD)
 - (d) Enter the Facility phone number in the Facility Phones tab field.
 - (e) Enter the name, title and 24-hour phone number of the designated facility emergency coordinator in the Contacts tab field.
 - (f) 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.
 - (g) Enter the route(s) used to exit the Threat Zone(s) in the notes tab of the Facility Page or link the facility to a Marplot map that graphically shows the evacuation routes. This image must be available off-line if this alternative method is selected. A map-capture from Marplot may be saved as an alternative method.
 - (h) Enter any past reportable releases that have occurred in the last five years at the facility in the notes tab of the Facility Page. Include a copy of the Section 304 follow-up report submitted to the LEPC. If it is determined that a facility has not have an accident, that shall be noted.
 1. 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.

- (a) 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.
- (b) 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**).
- (c) Choose the appropriate description 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.
- (d) 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 either the CAMEO Chemicals program or website.)

2. Vulnerability Analysis (**CAMEO*fm* 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.
- (a) On the Scenario page(s) Scenario Description tab, enter the concentration percentage in the Concentration field.
- (b) On the Scenario page(s) Scenario Description tab, enter the release duration in the Release Duration field as follows:
 - (1) Gases – 10 minutes
 - (1) Powders or solids in solution – 10 minutes
 - (2) Liquids – No value shall be entered
- (c) Enter the proper natural physical state of the chemical at room temperature in the physical state field. (as specified in CAMEO*fm* Chemicals)
- (d) On the Scenario page(s) Scenario Description tab, use the weather default settings or, enter average wind speed. Alternate scenarios may also be entered.
- (e) 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.).
- (f) After entering the information noted above on the Scenario Description tab and clicking on the Estimate Threat Zone Radius button, CAMEO*fm* will automatically estimate the extent of the threat zone that may cause injury or death to human populations following a release.
- (g) On the Scenario page(s) notes tab, enter an estimate of the total exposed population within the threat zone(s) or link the facility location to a Marplot map where the threat zone population may be estimated based on the most recently available Census data.

This image must be available off-line if this alternative method is selected. A map-capture from Marplot may be saved as an alternative method. If using this method upload the map data image to the **CAMEO_{fm}** Site Plan tab/Facility page and also write on the Notes tab/Scenario page where the Total Exposed Population can be found. Add the file name. (Example: Total Exposed Population: See Marplot map (name of map SERC#TEP))

- (h) On the Scenario page(s) notes tab, identify each critical facility by name and maximum expected occupancy within the threat zone(s) (schools, day cares, public safety facilities, hospitals, etc.). If there are no critical facilities within the threat zone(s), that shall be noted. An alternative method is to link the facility location to a Marplot map in which a critical facilities geographic shape file has been loaded. Critical facilities files are available for downloading from the Florida Division of Emergency Management CAMEO data portal. If using this method upload the map data image to the **CAMEO_{fm}** Site Plan tab/Facility page and also write on the Notes tab/Scenario page where the Critical Facility information can be found. Add the file name. (Example: Critical Facilities: See Marplot map (name of map SERC#CF))

- C. Supporting documentation in the form of Site Visit Certification Form, Statement of Determination or dated letter or email to the SERC, LEPC, and local fire department from the facility identifying the reason the EHS is no longer present shall be submitted to the Division with a list of the facilities for which a hazards analysis was not completed Section 302 site and need to be removed from the official list of Section 302 sites for which hazards analyses are conducted..

D. 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. If authorized by the Division, a new or alternate facility may be substituted for a site that has previously had a hazards analysis conducted. A change of facilities after the agreement is executed will require a modification agreement.
1. 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. Upload 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.
- (1) 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. **Nothing additional is required to be changed or updated in CAMEO*fm* for Sulfuric Acid (Battery) Exemption facilities.**

- (2) 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, complete all applicable **CAMEO*fm* pages and tabs** and submit a completed on-site visit form (Attachment J) to the Division.
 - (3) A list of the facilities using the Sulfuric Acid (Battery) Exception must be included with deliverable submittals.
2. **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)
 - (a) Name and location of extremely hazardous substance(s). If multiple extremely hazardous substances are co-located, noting EHS is acceptable.
 - (b) Name and location of street(s) in immediate vicinity, minimum of one cross street and street facility is located on.
 - (c) Identify pertinent access and egress point(s)
 - (d) Note any additional features pertinent to hazmat and medical response
- E. Ensure that the Hazards Analysis information is provided to the County for inclusion in the Local Mitigation Plan.