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MEETING NOTICE

FINANCE COMMITTEE

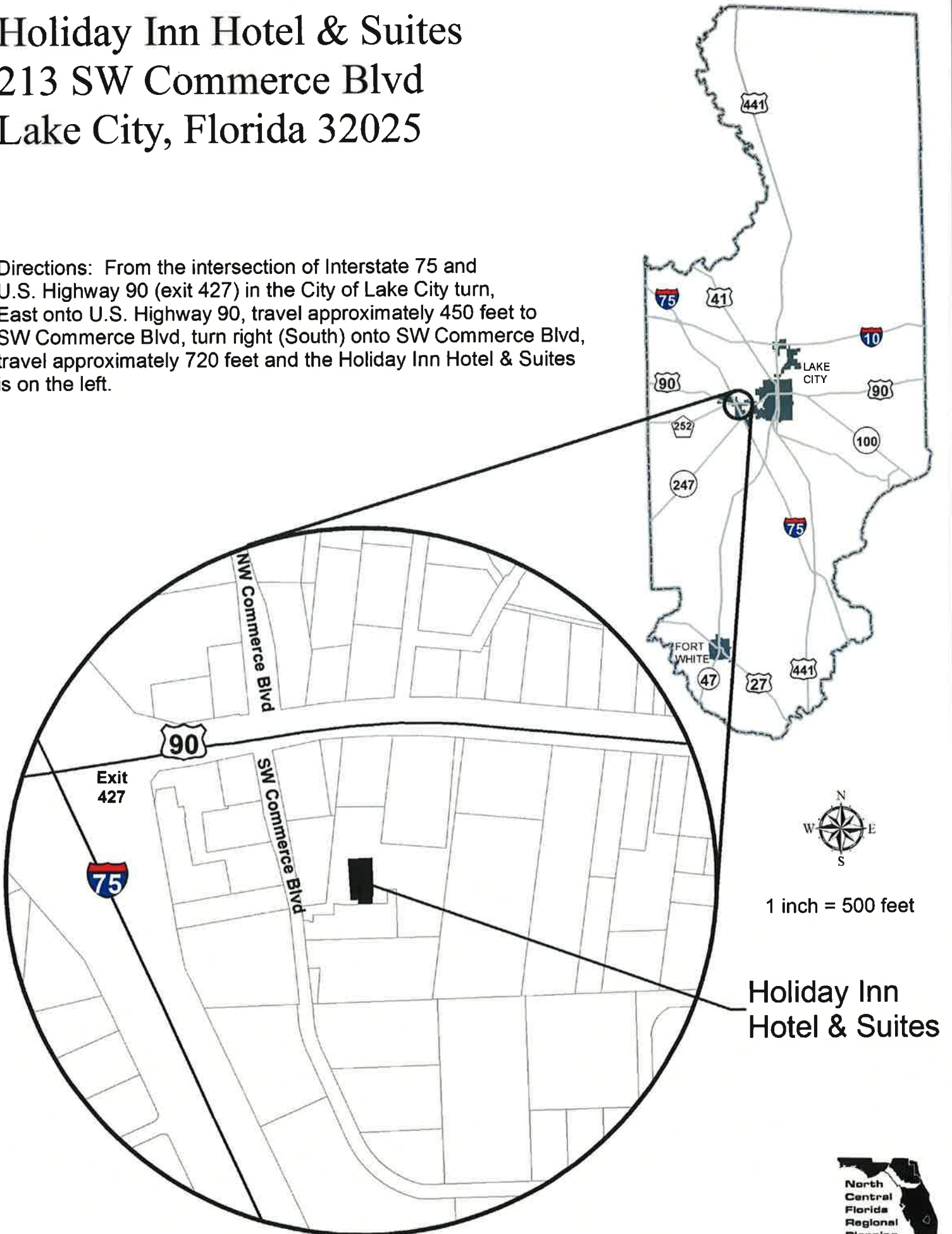
There will be a meeting of the Executive Committee of the North Central Florida Regional Planning Council on **May 17, 2017**. The meeting will be held at the **North Central Florida Regional Planning Council, 2009 N.W. 67th Place, Gainesville, Florida at 11:30 a.m.**

(Location Map on Back)

Holiday Inn Hotel & Suites

213 SW Commerce Blvd
Lake City, Florida 32025

Directions: From the intersection of Interstate 75 and U.S. Highway 90 (exit 427) in the City of Lake City turn, East onto U.S. Highway 90, travel approximately 450 feet to SW Commerce Blvd, turn right (South) onto SW Commerce Blvd, travel approximately 720 feet and the Holiday Inn Hotel & Suites is on the left.





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AGENDA

FINANCE COMMITTEE

Holiday Inn Hotel and Suites
213 Southwest Commerce Boulevard
Lake City FL

May 17, 2017
11:30 a.m.

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* See Attachments

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by coordinating growth management, protecting regional resources,
promoting economic development and providing technical services to local governments.

FINANCE COMMITTEE
MINUTES

Holiday Inn Hotel and Suites
213 Southwest Commerce Boulevard
Lake City, Florida

December 8, 2016
5:30 p.m.

MEMBERS PRESENT

Ken Cornell, Vice-Chair
Bill Hunter

MEMBER PRESENT
VIA TELEPHONE

Louie Davis, Chair

MEMBERS ABSENT

None

The meeting was called to order by Vice-Chair Cornell at 5:30 p.m.

I. APPROVAL OF MINUTES - October 20, 2016

ACTION: Mr. Hunter made the motion, with a second by Mayor Davis to approve the minutes of the Finance Committee meeting held on October 20, 2016. The motion carried unanimously.

II. REVIEW OF FISCAL YEAR 2014-15 AUDIT

Richard Powell of Powell & Jones, Certified Public Accountants, reviewed the Fiscal Year 2014-15 audit. Following discussion, the following action was taken.

ACTION: Mr. Hunter made the motion, with a second by Mayor Davis, to recommend that the Council accept the Fiscal Year 2014-15 Annual Audit prepared by Powell and Jones, Certified Public Accountants. The motion carried unanimously.

III. AUTHORIZE PAYMENT OF AUDITOR

ACTION: Mayor Davis made the motion, with a second by Mr. Hunter, to recommend that the Council authorize final payment for audit services to the auditor, Powell and Jones, Certified Public Accountants, for the preparation of the Fiscal Year 2014-15 Annual Audit. The motion carried unanimously.

The meeting was adjourned at 5:48 p.m.

Louie Davis, Chair

Date



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May 10, 2017

TO: Finance Committee
Louie Davis, Chair
Ken Cornell, Vice-Chair
William Hunter

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Fiscal Year 2017-18 Budget

RECOMMENDATION:

Recommend to the Council approval of the Fiscal Year 2017-18 budget.

BACKGROUND:

A meeting of the Finance Committee will be held on May 17, 2017 at 11:30 a.m. The meeting will be held at the Council offices. The purpose of the meeting is to consider a recommendation to the Council for the Fiscal Year 2017-18 budget. For your information, please find attached a proposed budget as prepared by staff.

As you can see, the anticipated expenditures for next year will be \$2,102,300 which is \$197,000 more than the current year budget.

As usual, almost all funds to be expended by the Council are received through contracts for services and grants. There is one exception: Member local governments pay dues, which are proposed to remain at \$0.30 per capita for the 36th year, and will produce approximately \$261,000.

The most significant policy decision that must be made with respect to the budget is related to personnel. There is provision for a total of 11 full-time staff positions, plus funds for part-time positions, which is the same number of full-time staff positions budgeted for the current year. The budget includes a recurring increase across the board for all employees, including the Executive Director, equal to two percent of the salary for each employee and one percent of the salary budget for merit increases for all employees, except the Executive Director.

Overall, this budget provides for significant services to be rendered to member cities and counties. This is to be done by effectively using resources, and at the same time, ensuring that the Council remains in a sound financial condition.

If you have any questions concerning this matter, please do not hesitate to call me.

Attachment

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Dedicated to improving the quality of life of the Region's citizens,
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NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

PROPOSED BUDGET

FISCAL YEAR OCTOBER 1, 2017 - SEPTEMBER 30, 2018

Expenses by Line Item
May 17, 2017

AUDIT

This item includes fees for audit performed by a certified public accounting firm for the Council.

Indirect: \$19,000

BUILDING OCCUPANCY AND GROUNDS

This item includes costs associated with maintaining the Council office building such as electricity, heat/air, water, sanitary sewer, custodial services, pest control services, lawn services, maintenance and repairs.

Indirect: \$40,000

CONTRACTUAL SERVICES

This item includes costs to be incurred through charges related to the hazardous materials preparedness training program.

Indirect: \$113,000

Direct: \$45,000

DUES, PUBLICATIONS AND SUBSCRIPTIONS

This item includes membership dues in organizations such as National Association of Development Organizations, National Regional Councils Association, Florida Regional Councils Association, subscriptions to newspapers and periodicals, and books. The Florida Regional Councils Association costs pay for a cooperative program with other regional planning councils to work with state agencies, the Governor's Office, and the Legislature.

Indirect: \$35,000

Direct: \$19,000

FURNITURE AND EQUIPMENT

This item includes computer upgrades and replacement office furniture costing more than \$1,000.

Direct: \$15,000

INSURANCE AND BONDING

This item includes general liability/fire and casualty, workers' compensation and fidelity, and officers and directors liability insurance.

Indirect: \$21,000

LEGAL SERVICES AND PUBLIC NOTICES

This item includes expenses for required publication of legal notices. Also included are funds for legal services from the Council Attorney.

Indirect: \$10,000

Direct: \$4,000

MACHINE RENTAL/MAINTENANCE

This item includes lease of a postage meter and maintenance contract for a check writing machine.

Indirect: \$5,000

MEETING EXPENSES

This item includes expenses for Council and committee meetings.

Indirect: \$18,000

Direct: \$1,000

MOVING EXPENSES

This item includes costs for moving expenses of new employees and office furniture.

Indirect: \$2,000

OFFICE SUPPLIES

This item includes supplies for office use. Also included in this item is furniture, equipment and computer programs costing \$1,000 or less, computer program licenses, not purchased, such as Regional Economic Models, Inc., as well as maintenance and support costs for such programs.

Indirect: \$24,000

Direct: \$1,000

PERSONNEL

Total Payroll	\$853,300
Fringe Benefits	<u>\$358,400</u>
Total Personnel Costs	\$1,211,700

This item includes payroll costs. Total payroll includes a proposal for a recurring increase across the board for all employees, including the Executive Director, equal to 2.0 percent of the salary for each employee and 1.0 percent of the salary budget for merit increases for all employees, except the Executive Director. Fringe Benefits include employer social security, health insurance and retirement plan contributions.

(Note: The total proposed full-time staff level is 11 positions, plus part-time labor.)

Indirect: \$435,900

Direct: \$775,800

POSTAGE

This item includes costs for administrative mail and program mail.

Indirect: \$3,000

Direct: \$3,000

PRINTING

This item includes cost of printing of the Annual Report, letterhead and business cards.

Indirect: \$2,000

RECRUITING

This item includes advertising job positions and interview expenses.

Indirect: \$2,000

REPRODUCTION

This item includes cost of photocopier maintenance.

Indirect: \$15,000

TELEPHONE

This item includes charges for local and long distance telephone calls.

Indirect: \$7,000

TRAVEL

This item includes automobile travel at the U. S. Internal Revenue Service rate, currently \$0.54 per mile, and per diem of \$80 per day (or \$36 a day for meals, plus lodging and air travel). These expenses are staff travel for program related meetings and attending training conferences and workshops, and Council members travel for attending Council meetings and conferences such as the Florida Regional Councils Association and the National Association of Development Organizations.

Indirect: \$48,000

Direct: \$35,000

ORIGINAL FLORIDA TOURISM TASK FORCE

This item includes all expenditures approved by and paid for by The Original Florida Tourism Task Force including travel trade show attendance and printing promotional material.

Direct: \$303,000

CONTINGENCY

This item includes funds for unanticipated expenditures.

Direct: \$100,600

INDIRECT COSTS

Indirect costs are defined by the Code of Federal Regulations 200.414: Cost Principles for as which are: (1) incurred for a common or joint purpose benefitting more than one cost objective, and (2) not readily assignable to the cost objective specifically benefitted, without effort disproportionate to the results achieved. All indirect costs are accumulated in a pool and distributed as charges to each program by use of an indirect cost rate. The indirect cost rate is the total indirect cost divided by total direct personnel dollars. Thus, indirect costs are distributed based upon the number of salary dollars for each program. This method provides an equitable distribution of costs. The Indirect Rate for Fiscal Year 2017-18 is estimated to be approximately 105 percent.

TABLE I
NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
BUDGET -Proposed May 17, 2017
FISCAL YEAR OCTOBER 1, 2017 - SEPTEMBER 30, 2018

EXPENSES	INDIRECT EXPENSES	DIRECT EXPENSES	REVENUE	
Audit	\$16,000		Program Development	\$37,300
Building Occupancy & Grounds	\$40,000			
Contractual Services	\$125,000	\$25,000	Regional Planning	
Dues, Pubs., Subs. & Training	\$35,000	\$19,000	Regional Planning & Review	\$110,000
Furniture & Equipment		\$15,000		
Insurance & Bonding	\$21,000		Public Safety & Regulatory Compliance	
Legal Services & Public Notices	\$13,000	\$4,000	Hazardous Waste Monitoring	\$58,900
Machine Rental & Maintenance	\$5,000		Local Emergency Planning Committee	\$133,600
Meeting Expenses	\$20,000	\$1,000	Hazards Analyses	\$18,500
Moving Expenses	\$2,000		Public Safety Training Exercises	\$20,000
Office Supplies	\$24,000	\$1,000		
Personnel	\$435,900	\$775,800		
Postage	\$3,000	\$3,000	Transportation	
Printing	\$2,000		Gainesville Urbanized Area Transportation Planning	\$411,200
Recruiting	\$2,000		Gainesville Urbanized Area Mass Transit	\$184,000
Reproduction	\$18,000		Transportation Disadvantaged - Alachua County	\$24,100
Telephone	\$7,000		Transportation Disadvantaged - Region	\$192,700
Travel	\$48,000	\$35,000		
Original Florida Tourism Task Force		\$303,000	Economic Development	
Contingency		\$103,600	Economic Strategy & Technical Assistance	\$150,000
			Original Florida Tourism Task Force Staffing	\$53,300
			Original Florida Tourism Task Force	\$303,000
			Local Government Assistance	
			General Technical Services	\$35,000
			City & County Planning Services	\$214,700
			Community Development Block Grant Administration	\$156,000
Total Indirect Expenses	\$816,900			
Total Direct Expenses		\$1,285,400		
TOTAL EXPENSES (Direct & Indirect)		\$2,102,300	TOTAL REVENUE	\$2,102,300

TABLE II
NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
REVENUE BY PROGRAM - Proposed May 17, 2017
FISCAL YEAR OCTOBER 1, 2017 - SEPTEMBER 30, 2018

REVENUE	FEDERAL FUNDS	STATE FUNDS	MEMBER DUES	MTPO* FUNDS	SERVICE CONTRACTS	TOURISM TASK FORCE FUNDS	OTHER INCOME	TOTAL	TOTAL BY PROGRAM	% TOTAL BY PROGRAM
PROGRAM DEVELOPMENT			\$36,300				\$1,000	\$37,300	\$37,300	2%
REGIONAL PLANNING										
Regional Planning & Review			\$110,000					\$110,000	\$110,000	5%
PUBLIC SAFETY & REGULATORY COM										
Hazardous Waste Monitoring					\$58,900			\$58,900		
Local Emergency Planning Committee	\$55,600	\$78,000						\$133,600		
Hazards Analyses		\$18,500						\$18,500		
Public Safety Training Exercises					\$20,000			\$20,000		
									\$231,000	11%
TRANSPORTATION										
Gainesville Urbanized Area Trans Planning				\$411,200				\$411,200		
Gainesville Urbanized Area Mass Transit				\$184,000				\$184,000		
Trans Disadvantaged - Alachua Co				\$24,100				\$24,100		
Trans Disadvantaged - Region		\$192,700						\$192,700		
									\$812,000	39%
ECONOMIC DEVELOPMENT										
Economic Strategy & Technical Assistance	\$70,000		\$80,000					\$150,000		
Original Florida Tourism Task Force Staffing					\$53,300			\$53,300		
Original Florida Tourism Task Force		\$150,000				\$153,000		\$303,000		
									\$506,300	24%
LOCAL GOVERNMENT ASSISTANCE										
General Technical Services			\$35,000					\$35,000		
City & County Planning Services					\$214,700			\$214,700		
Community Development Block Grant Admin					\$156,000			\$156,000		
									\$405,700	19%
TOTAL	\$125,600	\$439,200	\$261,300	\$619,300	\$502,900	\$153,000	\$1,000	\$2,102,300	\$2,102,300	100%

* Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

TABLE III
NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
EXPENSES BY PROGRAM - Proposed May 17, 2017
FISCAL YEAR OCTOBER 1, 2017 - SEPTEMBER 30, 2018

TOTAL	EXPENSES	REGIONAL		PUBLIC SAFETY & REGULATORY COMPLIANCE				ECONOMIC DEVELOPMENT			TRANSPORTATION			LOCAL GOVERNMENT ASSISTANCE			TOTAL
		PROGRAM DEVELOP	STATE PLANNING & REVIEW	HAZARDOUS WASTE MONITORING	LOCAL EMERGENCY PLANNING COMMITTEE	HAZARDS ANALYSES	PUBLIC SAFETY TRAINING EXERCISES	COMP ED STRATEGY & TECHNICAL ASSIST	TOURISM TASK FORCE STAFFING	TOURISM TASK FORCE	TRANS DISADVANT	GAINESVILLE URBANIZED AREA TRANS PLANNING	GAINESVILLE URBANIZED AREA MASS TRANSIT	GENERAL TECHNICAL SERVICES	LOCAL PLANNING SERVICES	COMMUNITY DEVELOPMENT BLOCK GRANT ADMIN	
\$25,000	Contractual Services				\$25,000												\$25,000
\$19,000	Dues, Pubs., Subs. & Training	\$8,000			\$11,000												\$19,000
\$15,000	Furniture & Equipment	\$15,000															\$15,000
\$4,000	Legal Services & Public Notices				\$1,500						\$2,500						\$4,000
\$1,000	Meeting Expenses	\$500			\$500												\$1,000
\$1,000	Office Supplies	\$1,000															\$1,000
\$775,800	Personnel		\$47,000	\$24,600	\$35,800	\$4,500	\$5,600	\$67,100	\$22,400		\$101,500	\$194,300	\$87,500	\$12,500	\$99,000	\$74,000	\$775,800
\$3,000	Postage		\$200	\$300	\$500			\$400			\$400	\$300		\$100	\$500	\$300	\$3,000
\$35,000	Travel		\$2,500	\$4,000	\$11,500	\$2,500		\$3,500			\$3,000	\$3,500		\$1,500	\$1,500	\$1,500	\$35,000
\$303,000	Original FL Tourism Task Force									\$303,000							\$303,000
\$103,600	Contingency	\$12,800	\$10,810	\$4,097	\$10,103	\$6,762	\$8,503	\$8,345	\$7,313	\$0	\$2,523	\$8,507	\$4,364	\$7,738	\$9,455	\$2,280	\$103,600
\$816,900	Indirect Costs*		\$49,490	\$25,903	\$37,697	\$4,738	\$5,897	\$70,655	\$23,587		\$106,877	\$204,594	\$92,136	\$13,162	\$104,245	\$77,920	\$816,900
\$2,102,300	TOTAL	\$37,300	\$110,000	\$58,900	\$133,600	\$18,500	\$20,000	\$150,000	\$53,300	\$303,000	\$216,800	\$411,200	\$184,000	\$35,000	\$214,700	\$156,000	\$2,102,300

* See Table I for line item expenses of Indirect Costs. Total indirect expenses are distributed among programs at the rate of 105.30% of Direct Personnel costs.

TABLE IV
NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
MEMBER LOCAL GOVERNMENT DUES - Proposed May 17, 2017
FISCAL YEAR OCTOBER 1, 2017 - SEPTEMBER 30, 2018

	POPULATION*		DUES @ .30** PER CAPITA
	JURISDICTION	TOTAL COUNTY	
Alachua County		255,766	
County Government	102,798		\$30,839
Alachua	9,892		\$2,968
Archer	1,158		\$750
Gainesville	127,795		\$38,339
Hawthorne	1,425		\$750
High Springs	5,813		\$1,744
Newberry	5,946		\$1,784
Waldo	939		\$750
Bradford County		24,548	
County Government	19,045		\$5,714
Starke	5,503		\$1,651
Columbia County		64,529	
County Government	52,718		\$15,815
Lake City	11,811		\$3,543
Dixie County		15,091	
County Government	15,091		\$4,527
Gilchrist County		16,340	
County Government	16,340		\$4,902
Hamilton County		12,146	
County Government	10,446		\$3,134
Jasper	1,700		\$750
Lafayette County		7,000	
County Government	7,000		\$2,100
Levy County		40,553	
County Government	40,553		\$12,166
Madison County		17,713	
County Government	14,669		\$4,401
Madison	3,044		\$913
Marion County		340,354	
County Government	340,354		\$102,106
Suwannee County		41,644	
County Government	34,825		\$10,448
Live Oak	6,819		\$2,046
Taylor County		19,698	
County Government	12,724		\$3,817
Perry	6,974		\$2,092
Union County		10,898	
County Government	10,898		\$3,269
TOTAL	866,280	866,280	\$261,318

*Official State estimates used for Revenue Sharing purposes: April 1, 2016.

**Minimum dues paid by any member local government is \$750.