

SWFRPC BUDGET & FINANCE COMMITTEE MEETING

August 18, 2011

The SWFRPC's Budget & Finance Committee held a meeting/conference call on August 18, 2011 at the offices of the Southwest Florida Regional Planning Council. The following members and staff were in attendance:

Committee Members

Councilwoman Teresa Heitmann, City of Naples (Chair)
Ms. Andrea Messina, Charlotte County Governor Appointee
Councilman Forrest Banks, City of Fort Myers
Vice Mayor Mick Denham, City of Sanibel

Other Council Members

Commissioner Carolyn Mason, Sarasota County BOCC

Others

Ms. Liz Donley, SWFRPC Interim Executive Director
Ms. Nancy Doyle, SWFRPC HR Operations Manager
Ms. Janice Yell, SWFRPC Finance Manager
Ms. Nichole Gwinnett, SWFRPC Sr. Administrative Assistant

Call to Order

Committee Chair Heitmann called the meeting to order at 3:00 p.m. and then introductions were made.

Amendment to the FY2011 Budget

Ms. Yell gave an overview of the proposed amendments to the FY2011 Budget which was included in the members' packet.

Vice Mayor Denham asked if the Council actually received the revenue. Ms. Yell replied yes. The Council has not only received the contract, but we have received the money as well.

Councilman Banks moved and Vice Mayor Denham seconded to recommend approval of the FY2011 Budget Amendment. The motion carried unanimously.

FY2012 Budget – Status, Need for Amendment

Ms. Donley explained that at earlier today's Executive Committee meeting the Executive Committee decided to meet on September 30th to finalize all of the actions which need to take place here at the Council in regards to the FY2012 Budget. There were some staffing actions associated with the budget,

so those issues will be discussed and finalized on September 30 through the Executive Committee. The need for the amendment is that she wanted to give the Committee advance notice that staff has received notification that they were awarded a grant from USEPA which was approximately \$159,000 per year over the next two years, but we have not received the final paperwork and the money is not in hand. However, the FY2012 Budget will need to be amended in the future to accommodate the grant.

Ms. Messina asked what the grant is for. Ms. Donley explained that the grant is for wetlands functional assessments and there are 20 partners throughout the region who also will be working on the grant with staff. The partners on the grant will be providing the in-kind match which is required by the USEPA. The actual cash that is coming in from the grant will be coming to the Council to provide for staff.

Chair Heitmann stated that in response to the last meeting on visioning, she feels that when staff submits for a grant or is awarded a grant that it is consistent with the Council's vision and structure.

Vice Mayor Denham referred to the Executive Committee's discussion regarding the FY2012 Budget and their concerns about staff names, which we weren't able to be forthcoming on. He then stated that Ms. Donley had provided him with a list of the Council's planners, their principal function, and the funding source/structure for those particular planners. He asked Ms. Donley to send that list to both the Executive Committee and Budget & Finance Committee. He believes that list/chart would be very helpful for each of the decision makers. Ms. Donley explained that it was a very large spreadsheet (11x17) and across the top it listed all of the Council's revenue streams coming into the RPC and it also had our indirect funds and local funds. Vice Mayor Denham stated that the principal concern was the planning organization, so he suggested taking out everything but the planning functions to see what those Principal Planners are on the headcount and what their principal role is in the Council. Also, list what their funding source is. He asked that it be done for just the planning staff since that seemed to be where the questions were primarily referring to. Ms. Donley explained that her concern of just doing it on the planning staff is that you will have an incomplete picture of the revenue streams. Vice Mayor Denham stated then present it as it was defined.

Ms. Messina stated that she had just attended the Regional Visioning Committee meeting and she will be Chair of the Appropriations of Existing Functions Subcommittee and she isn't sure that she would be comfortable making any staffing changes until it is known what we are required by statute to do. Vice Mayor Denham stated that he understands that; however, the Council has already approved the budget with the organizational changes. If those changes are not made then it would have to be brought back before Council again for their approval. Ms. Messina stated that she understands, but she just doesn't want to short feed us in any areas that are required by statute.

Councilman Banks asked Ms. Donley to include "AICP" and Masters in Planning, etc. in her chart. Ms. Donley stated that she will use the other matrix and do a comparison.

Councilman Banks moved and Vice Mayor Denham seconded to recommended approval of the FY2012 Budget Amendment. The motion carried unanimously.

Set Next Meeting Date and Time

Chair Heitmann stated that she felt that it was important to continue to meet on a regular basis (i.e., monthly) until the Council was in stable condition with a new Executive Director.

Vice Mayor Denham stated that Tuesdays are not good days for him.

Chair Heitmann instructed Ms. Gwinnett to conduct a Doodle poll to schedule the next date and time for the next meeting.

Adjournment

The meeting adjourned at 3:13 p.m.