

Emerald Coast Regional Council Board Meeting Agenda

Wednesday, May 21, 2025, 11:30 a.m.
Chautauqua Building
95 Circle Drive, DeFuniak Springs, FL 32535

GoToWebinar:

https://attendee.gotowebinar.com/register/1509727768417397082

Call to Order - Kurvin Qualls, Chair Prayer and Pledge of Allegiance Roll Call and Recognition of Online Members - Kurvin Qualls, Chair

PUBLIC FORUM

ACTION ITEMS

1. Approval of the February 19, 2025 Meeting Minutes and March 14, 2025 Executive Committee Meeting Minutes

No Presentation

- 2. Approval of January March 2025 Financial Statements
 No Presentation
- 3. Presentation and Approval of the Independent Financial Audit FY2024 Joel Bradley, CPA WarrenAverett
- **4.** Recommendations from March 14, 2025 Executive Committee Meeting *Kurvin Qualls, Chair ECRC*
- **5.** Resolution ECRC 2025-04, South Navy Boulevard Letter of Support *Jill Nobles, Transportation Planner ECRC*
- 6. Approval of the Amended FY 2024-2025 Budget and Work Program Kandase Lee, CEO ECRC
- 7. Resolution ECRC 2025-05, Approval and Adoption of the FL-AL TPO Fiber Optic Cable Design LAP Agreement and Issue an RFQ for the Selection of a Design Firm Kandase Lee, CEO ECRC
- 8. Resolution ECRC 2025-06, Approval and Adoption of the Regional Rural Transportation Plan Project Priorities FY 2027-2031

Gary Kramer, Transportation Planner ECRC

INFORMATION ITEMS

9. ECRC Project Highlight - LEPCJason Arnold, LEPC Coordinator ECRC

10. Data Analytics Phase I

Mark Wood, Kimley-Horn

Action Item 1

Emerald Coast Regional Council

Meeting Minutes The Chautauqua Building 95 Circle Drive DeFuniak Springs, FL 32435 February 19, 2025, 11:30am



Members Present:

Kurvin Qualls, Governor Appointee, Chair
Mayor Tracy Andrews, City of Chipley
Councilmember Jim Bagby, City of Destin
Darryl Boudreau, NWFLWMD
Tanya Branton, FDOT
Mayor Bob Campbell, City of DeFuniak Springs
Commissioner Doug Crosby, Bay County (Virtual)
Kasey Cuchens, Governor Appointee
Mayor Pamn Henderson, City of Callaway
Mayor Heather Lindsay, City of Milton
Councilmember Casey Jones, City of Pensacola
Commissioner Andrew Palmer, Okaloosa County

Commissioner Claire Pease, Bay County (Virtual)

Mayor Dick Rynearson, City of Fort Walton Beach (Virtual)

Councilmember Bill Schaetzle, City of Niceville Mayor JB Schluter, City of Gulf Breeze (Virtual)

Commissioner Kerry Smith, Santa Rosa County (Virtual)

J.D. Smith, Governor Appointee

Commissioner Josh Street, City of Panama City Councilmember April Sutton, City of Mary Esther

Others Present:

Bruce Barnhart, (Virtual)

Sierra Eades, WGI, (Virtual)

Leslie Guyer, City of Gulf Breeze (Virtual)

Gary Huston, Legal Counsel ECRC (Virtual)

Terry Shaw, Kimley Horn

Koby Townsend, City of DeFuniak Springs

Chris Wallace, City of DeFuniak Springs

Cory Wilkinson, HDR

Kandase Lee, CEO, ECRC

Dawn Schwartz, CFO ECRC (Virtual)

Renee Quick, HR Director, ECRC

Ada Clark, Community and Economic Development Director, ECRC (Virtual)

Annie Arguello, Marketing & Outreach Director, ECRC

Eric Christianson, Planner, ECRC (Virtual)

Rae Emary, Marketing & Outreach Coordinator, ECRC

Gary Kramer, Planner, ECRC
Leandra Meredith, Marketing & Outreach Coordinator, ECRC
Tammy Neal, Executive Administrative Assistant, ECRC
Jill Nobles, Planner ECRC
Roshita Taylor, Planner ECRC
Gina Watson, Executive Administrative Assistant, ECRC (Virtual)

Members Not Present:

Commissioner Steven Barry, Escambia County
Councilmember Paul Casto, City of Panama City Beach
Commissioner Danny Glidewell, Walton County
Commissioner Trey Goodwin, Okaloosa County
Commissioner Jack Griffis, City of Springfield
Commissioner Ashley Hofberger, Escambia County
Elizabeth Orr, FL Department of Environmental Protection
Mayor Ann Sexton, City of Paxton
Commissioner Earl Stafford, Holmes County
Commissioner Judy Vandegrift, City of Lynn Haven
Mayor JB Whitten, City of Crestview
Commissioner Colten Wright, Santa Rosa County

Call to Order

Chair Qualls called the meeting to order.

Call for Prayer and Pledge of Allegiance

The prayer was led by JD Smith, and the Pledge of Allegiance was recited.

Roll Call and Recognition of Virtual Members and Attendees

Chair Oualls welcomed those in attendance and introductions were made.

Chair Qualls stated there were two additional action items to the agenda and asked board members to approve the added items as Action Item 1b and Action Item 8a.

Mayor Henderson moved to approve the agenda with additional Action Item 1b and Action Item 8b. The motion was seconded by JD Smith and was unanimously approved.

Public Forum:

Chair Qualls opened the Public Forum.

With no comments, Chair Qualls closed the Public Forum.

Action Items

Item 1: Vice Chair Appointment

Chair Qualls stated Kasey Cuchens submitted a letter of resignation from the position of ECRC Chair. As stated in the ECRC adopted bylaws, along with *Robert's Rules of Order*, the Vice Chair shall perform the duties of Chair and assume the chair position. Chair Qualls further explained the position of vice chair would need to be filled.

Chair Qualls opened the floor for nominations for Vice Chair.

With multiple nominations being presented, Chair Qualls called for a written ballot vote with the board member receiving the majority of votes to be elected.

Mayor Pro Tem April Sutton received the majority of the votes.

Mayor Henderson moved to elect Mayor Pro Tem April Sutton as ECRC Vice Chair to serve the remainder of FY 2024-2025. The motion was seconded by Commissioner Pease and was unanimously approved.

*Add-On Item 1b.- Executive Committee Seat

Chair Qualls opened the floor for nominations to fill the ECRC Executive Committee vacancy.

Mayor Pamn Henderson was nominated.

Chair Qualls moved to appoint Mayor Pamn Henderson to fill the vacant seat on the ECRC Executive Committee for the remainder of FY 2024-2025. The motion was seconded by JD Smith and was unanimously approved.

<u>Item 2: Approval of the December 12, 2024 Meeting Minutes</u>

Chair Qualls asked for action on the December 12, 2024 Board meeting minutes.

Councilmember Schaetzle requested to amend the two motions taken in Action Item 4 in the December 12, 2024 meeting minutes to reflect the votes in opposition, as follows:

"Mayor Henderson moved to clarify that the approved monetary payout for Howard Vanselow and Kandase Lee is to be a one-time event and to encourage staff to utilize unearned annual leave hours prior to the end of the fiscal year. The motion was seconded by Vice Chair Qualls and approved, with Councilmember Schaetzle and Commissioner Smith voting in opposition."

"Mayor Henderson moved to authorize monetary payments to Howard Vanselow for the 6.36 hours and Kandase Lee for the 160.10 hours earned annual leave forfeited for the FY 2023-2024. The motion was seconded by Vice Chair Qualls and approved with Councilman Schaetzle and Commissioner Smith voting in opposition."

Commissioner Smith asked if the Executive Committee had met to discuss the CEO Severance Package and if there was an update available for the Board.

Chair Qualls stated the Executive Committee had not had an opportunity to meet but would convene during the first or second week of March to discuss.

Mayor Henderson moved to approve the December 12, 2024 meeting minutes to include Councilmember Shaetzle's amendment requests. The motion was seconded by Vice Chair Sutton and was unanimously approved.

<u>Item 3: Approval of October - December 2024 Financial Statements</u>

Chair Qualls asked for action on the October - December 2024 financial statements.

JD Smith moved to approve the October – December 2024 financial statements. The motion was seconded by Vice Chair Sutton and was unanimously approved.

Item 4: Approval of the Amended FY 2024-2025 Budget and Work Program

Chair Qualls asked Kandase Lee, ECRC CEO, to present.

Kandase Lee stated ECRC received approximately \$879,000 in additional funding from the Department of Transportation, District 3 and further stated the additional funding will be primarily used in the Florida-Alabama Transportation Planning Organization (TPO) area to expand the ATMS/ITS efforts.

Mayor Henderson moved to approve the amended FY 2024-2025 Budget and Work Program. The motion was seconded by Vice Chair Sutton and was unanimously approved.

Item 5: Membership Revision

Chair Qualls asked Kandase Lee to present.

Kandase Lee explained that ECRC has looked to engage with the rural communities of northwest Florida and sought their participation in the many beneficial programs the ECRC offers. For the smallest of the towns the current membership fee is \$250, which can be a large amount in a fiscally constrained budget.

Kandase Lee requested that the board approve a modification to its membership structure to allow for any city/town under the population of 1,000 persons to have a no-cost membership with the ECRC to encourage participation, and to reimburse the three towns that have paid current memberships.

Current cities/towns with a population under 1,000:

- Caryville
- Cinco Bayou
- Ebro
- Esto
- Jay Paid current FY
- Laurel Hill Paid current FY
- Noma

- Paxton Paid current FY
- Ponce de Leon
- Shalimar
- Vernon
- Wausau
- Westville

Chair Qualls opened the floor for discussion.

Vice Chair Sutton stated waiving the membership fees for the rural communities would be extremely beneficial in helping them secure funding for much needed projects. Vice Chair Sutton stated she fully supported staff's recommendation.

Further discussion ensued.

J D Smith moved to modify the Emerald Coast Regional Council membership rates to waive the fee for cities/towns with populations under 1,000 citizens, and to reimburse the town of Jay, Laurel Hill, and Paxton their current memberships. The motion was seconded by Mayor Pro-Tem Sutton and was unanimously approved.

<u>Item 6: Resolution ECRC 2025-01, Approval and Adoption of the Transportation Regional Incentive Program (TRIP) Applications (FY2027-2031) Project Priorities</u>

Chair Qualls asked Roshita Taylor, ECRC Planner, to present.

Roshita Taylor stated that ECRC is the designated Regional Transportation Area serving the regional needs of Escambia, Santa Rosa, Okaloosa, Walton, Bay, Washington, and Holmes counties. As such, ECRC receives applications for TRIP projects and prioritizes them for submission to the FDOT when funds are available. Roshita Taylor further stated only projects on the regional network for the seven counties qualify for these funds through the ECRC.

Roshita Taylor explained the three (3) TRIP applications that were submitted as follows:

• Bay County: Pipeline Road Extension – County Lake Drive to Nehi Road

Okaloosa County: Around the Mound Design
 Washington County: Greenhead Road Phase I

Councilmember Schaetzle moved to authorize the ECRC chair to sign Resolution ECRC 2025-01, adopting the Transportation Regional Incentive Program (TRIP) applications FY 2027-2031 Project Priorities. The motion was seconded by Vice Chair Sutton and was unanimously approved.

<u>Item 7: Resolution ECRC 2025-02, Approval and Adoption of the Transportation Alternatives</u> (TA) Set-Aside Ranked Projects for FY 2027-2031

Chair Qualls asked Roshita Taylor, ECRC Planner, to present.

Roshita Taylor stated that the Transportation Alternatives (TA) Set-Aside provides funding for programs and projects consistent with Fixing America's Surface Transportation (FAST) Act. These set-aside funds include all projects and activities defined as TA: on-and-off road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation, community improvement activities, environmental mitigation, and projects for planning, designing, or constructing boulevards and other roadways largely in the right-of-way of formerly divided highways.

Roshita Taylor further stated that FDOT District 3 issued guidance on the 2025 TA Set-Aside cycle for the FY 2027-2031 Tentative Work Program on November 1, 2024, which specified ECRC may submit up to five (5) prioritized projects from the ECRC rural area.

The following four projects were submitted and will be ranked by ECRC and then submitted to FDOT:

- City of Bonifay SR 79 Shared-Use Path (from Thomas Drive to US 90)
- City of Century Complete Streets Master Plan
- City of Century Freedom Road Safety Enhancement Project (from 700 Freedom Road to 742 Freedom Road)
- Walton County Lake Jackson Multi-Use Path Phase 2 (along Lake Drive and Lake Road to SR 85)

Mayor Henderson moved to authorize the ECRC chair to sign Resolution ECRC 2025-02, adopting the Transportation Alternatives (TA) Set-Aside Ranked Projects for FY 2027-2031. The motion was seconded by Kasey Cuchens and was unanimously approved.

<u>Item 8: Resolution ECRC 2025-03, Approval and Adoption of the Smart Regions Plan</u>

Chair Qualls asked Terry Shaw, Kimley-Horn, to present.

Terry Shaw stated that ECRC, in partnership with the Florida-Alabama TPO, has developed a comprehensive Smart Regions Master Plan to identify lifesaving technology concepts across the ECRC and TPO areas and further stated the plan is a resource for improvements and concepts should a local government choose to implement.

Kasey Cuchens moved authorize the ECRC chair to sign Resolution ECRC 2025-03, adopting the Emerald Coast Regional Council Smart Regions Plan. The motion was seconded by Vice Chair Sutton and was unanimously approved.

*Add-On Item 8b: Discussion from Councilmember Bill Schaetzle

Councilmember Bill Schaetzle made a request to discuss four (4) items:

1. A request that ECRC Board meetings be published earlier for planning purposes;

Councilmember Schaetzle stated the first request had been addressed in Agenda Item 11.

- 2. A request that the ECRC Board meetings rotate throughout the ECRC region in an effort for maximum attendance and participation;
- 3. A request that the ECRC Board meet after O-W TPO meetings occur in case any TPO business needs to be addressed by the ECRC Board;

Chair Qualls asked Kandase Lee, ECRC CEO to address Councilmember Schaetzle's requests.

Kandase Lee stated many factors go into coordinating the ECRC Board meetings. Staff diligently coordinates meeting dates in an effort not to conflict with city or county government meetings and consistently searches for locations that are centrally located within ECRC's seven county region. Kandase Lee further stated there were times in the past where ECRC's Board meeting would occur on the same day as the Okaloosa-Walton TPO due to scheduling and location issues.

Kasey Cuchens added that in the event an item is deemed critical by a TPO or any other board needing be addressed by the ECRC Board, the ECRC Chair has the flexibility to schedule a special meeting.

4. A request for clarification on whether the ECRC Executive Committee had met, and if not, when it would be scheduled.

Chair Qualls stated the ECRC Executive Committee has not yet met, but will within the first two weeks of March, 2025 at a location to be determined.

Information Items:

Item 9: Review of RTMC Final Plans

Sierra Eades, Architect WGI, Inc, presented a brief update on the Regional Transportation Management Center's final plans, to include updates on permitting and a possible timeframe for ground-breaking.

Item 10: RRTP Project Priorities

Gary Kramer, ECRC Transportation Planner, gave a brief update on the upcoming schedule for the Regional Rural Transportation Project Priorities FY 2027-2031, further stating the Project Priorities FY 2027-2031 were presented to the board for review and would be presented for approval and adoption at the May 2025 meeting.

Item 11: ECRC Board Meeting Schedule

The ECRC Board meeting schedule was presented for the remainder of 2025.

<u>Adjournment</u>

With no further business, the meeting was adjourned at 1:07pm.

Emerald Coast Regional Council Executive Committee Meeting

Greater Fort Walton Beach Chamber of Commerce 34 Miracle Strip Parkway Fort Walton Beach, FL 32548 GoTo Webinar March 10, 2025 10:00am



Executive Committee Members Present:

Kurvin Qualls, Chair Mayor Pro Tem April Sutton, Vice Chair Mayor Pamn Henderson, City of Callaway J.D. Smith, Governor Appointee

Members Absent:

Commissioner Danny Glidewell

Others Present:

Katie Busch, HRCC (Virtual)
Gary Huston, ECRC Legal Counsel (Virtual)
Mayor Dick Rynearson, City of Ft. Walton Beach
Commissioner Kerry Smith (Virtual)
Mayor JB Whitten, City of Crestview (Virtual)
Kandase Lee, ECRC CEO (Virtual)
Dawn Schwartz, ECRC CFO (Virtual)
Renee Quick, ECRC HR Director (Virtual)
Annie Arguello, ECRC Marketing & Outreach Director
Leandra Meredith, ECRC Marketing & Outreach Coordinator
Tammy Neal, Executive Administrative Assistant, ECRC

Call to Order

Chair Qualls called the meeting to order.

Call for Prayer and Pledge of Allegiance

The prayer and Pledge of Allegiance was led by JD Smith.

Public Forum:

Mayor JB Whitten requested that the Chair provide clarification on the members who make up the Executive Committee.

Chair Qualls asked Tammy Neal, Executive Administrative Assistant ECRC, to provide the information.

Tammy Neal stated that the following were members of the ECRC Executive Committee:

Chair Kurvin Qualls

- Vice Chair April Sutton
- Mayor Pamn Henderson
- Commissioner Danny Glidewell
- JD Smith, Governor Appointee

Mayor Whitten commented that he was unclear why Item 1 – CEO Position – Classification and Compensation Study Results was being discussed, as it had been discussed and voted upon at the August 5, 2024 ECRC Board meeting. The items from that same meeting that were tabled to be discussed at a future executive committee meeting were the CEO Severance Package and Annual Leave Policy, according to the meeting minutes.

Mayor Whitten stated with the Severance Package it wasn't the question of a twenty (20) weeks of severance but a question of providing health insurance as part of the twenty (20) weeks of severance as the reasoning behind tabling the item until legal counsel could further review.

Mayor Whitten commented the Annual Leave Policy was also tabled but he had missed the meeting. Mayor Whitten stated had he attended the meeting, he would have voted against the approved motion during the last meeting, as he felt it goes against the policy.

Public Comment was closed.

Item 1: CEO Position - Classification and Compensation Study Results

Chair Qualls stated at the August 2024 ECRC board meeting, it was discussed that ECRC would be using a third-party firm to conduct a classification and compensation study. With the study completed, Chair Qualls introduced Katie Busch of HR Compensation Consultants, LLC to present the results.

Katie Busch stated HR Compensation Consultants, (HRCC) LLC has had the opportunity to work with ECRC since 2015 and to develop a pay plan and establish compensation for all positions within the organization. Further stating pay plan updates are typically conducted every two (2) years in an effort to trend what is happening within the labor market.

Katie Busch briefly described and explained the process and goals for jobs and pay framework completed by HRCC, LLC.

Katie Busch provided a 2024 Compensation Survey with a market range for the position of Chief Executive Officer from around the state of Florida. This market range would typically be used to attract candidates for the position should one become available.

Chair Qualls stated this information would be extremely helpful during annual evaluations.

<u>Item 2: CEO Position - Severance Package</u>

As part of the CEO evaluation during the August 5, 2024 ECRC Board meeting it was brought to the Board's attention that ECRC did not have a formalized CEO Severance Package as do

many organizations within the industry. Section 215.425, Florida Statutes includes language that established a maximum twenty (20) weeks of severance.

Per the ECRC Board's recommendation, ECRC Legal Counsel, Gary Huston provided written legal review.

The executive committee discussed a 20-week salary severance package including health insurance and agreed this was reasonable and to industry standard.

The executive committee discussed and agreed to recommend a graduated 20-week severance package for the CEO to include an immediate twelve (12) weeks' severance package upon hire, then accrue two (2) weeks for each calendar year thereafter, up to twenty (20) weeks.

Gary Huston clarified that the (20) weeks outlined in statute, includes compensation and benefits that would be paid to the employee, which may include leave and any benefits outlined in an employment contract for the CEO. Gary Huston suggested the CEO severance package be looked at as a recruitment and retention method and does need to be included in the bylaws but can be outlined in an employment contract.

Item 3: Annual Leave Policy

Kandase Lee explained that during a previous ECRC Board meeting, discussion of ECRC's annual leave policy ensued. The ECRC allows for 200 hours of earned annual leave to be carried over to the next fiscal year with any unused earned annual leave in excess of 200 hours be forfeited, and that all ECRC staff are strongly encouraged to use their earned annual leave.

Kandase Lee stated as such, the Board recommended staff explore possible policy updates as well as develop a more specific earned annual leave policy. Staff feels the current policy is adequate for the organization and employees and recommends maintaining the current policy. Kandase Lee further stated if there were any concerns or desire to change the current policy, it would be recommended to seek an outside firm to complete that study.

The executive committee recommends maintaining the current policy for earned annual leave for staff and allowing 200 hours to be carried over to the next fiscal year.

The executive committee discussed the amount of earned annual leave for the CEO. The executive committee agreed to recommend adding an additional Administrative Leave category for the CEO in the amount of 40 hours, plus 200 hours Annual Leave per calendar year, for a total of 240 hours allowable for carryover.

Gary Huston asked for clarification, Chair Qualls summarized the recommendations:

A supplemental employment contract that would include:

- A severance package with 100% pay which includes health insurance, leave (annual and admin leave), benefits (not including retirement and life).
- An Administrative Leave of 40hrs annually to be in addition to the Annual Leave for CEO.

It was recommended the contract be in place by next FY.

<u>Adjourn</u>

With no further business, the meeting was adjourned at 11:04am.

Action Item 2

Balance Sheet - Unposted Transactions Included In Report As of 1/31/2025

	Current Year
Assets	
Current Assets	
Operating Cash	1,958,650.34
Operating Reserves	853,925.75
Accounts Receivable	1,443,783.03
Total Current Assets	4,256,359.12
Total Assets	4,256,359.12
Liabilities	
Short-term Liabilities	
Accounts Payable	5,786.43
Deferred Revenue	267,486.96
Total Short-term Liabilities	273,273.39
Total Liabilities	273,273.39
Net Assets	
Net Assets	
Unrestricted	3,634,559.92
Total Net Assets	3,634,559.92
Current YTD Net Income	3,034,339.92
Current 11D Net Income	348,525.81
Total Not Accets	
Total Net Assets	3,983,085.73
Total Liabilities and Net Assets	4,256,359.12

Statement of Revenues and Expenditures - Unposted Transactions Included In Report From 1/1/2025 Through 1/31/2025

Project Fringe Reimbursement 0.00 5,588.10 128,119.83 Total PROJECT REVENUES 5,893,839.00 551,349.89 1,667,974.37 ((4,353,984.46) 128,119.83 (4,225,864.63) (2,500.00) (80.00) (292,680.49)
Project Revenues 5,893,839.00 545,761.79 1,539,854.54 (Project Fringe Reimbursement 0.00 5,588.10 128,119.83 1 Total PROJECT REVENUES 5,893,839.00 551,349.89 1,667,974.37 (ADMIN REVENUE	(2,500.00) (80.00) (292,680.49)
Project Fringe Reimbursement 0.00 5,588.10 128,119.83 Total PROJECT REVENUES 5,893,839.00 551,349.89 1,667,974.37 ((2,500.00) (80.00) (292,680.49)
Total PROJECT REVENUES 5,893,839.00 551,349.89 1,667,974.37 (ADMIN REVENUE	(2,500.00) (80.00) (292,680.49)
	(80.00) (292,680.49)
	(80.00) (292,680.49)
ECRC Membership Dues 156,781.00 0.00 154,281.00	(292,680.49)
Local Contribution 39,306.00 0.00 39,226.00	
Ind Exp Reimb 395,373.00 34,175.20 102,692.51	
Interest and Misc Income	31,218.40
Total ADMIN REVENUE	(264,042.09)
PROJECT EXPENSES	
Salaries & Fringe 2,906,453.00 248,161.28 846,027.78	2,060,425.22
Indirect Costs 395,373.00 34,175.20 102,692.51	292,680.49
Travel 50,000.00 1,419.64 11,019.57	38,980.43
Other Direct Expenses	2,066,772.56
Total PROJECT EXPENSES	4,458,858.70
ADMINISTRATIVE AND OPERATING EXPENSES	
Administrative: Salaries & Fringe 207,034.00 9,294.72 31,872.74	175,161.26
Operating: Audit & Legal Fees 6,500.00 330.75 1,092.00	5,408.00
Operating: Current Accounting Fees 1,800.00 289.46 727.49	1,072.51
Operating: Education 2,500.00 0.00 0.00	2,500.00
Operating: Expend/Debt Ser/Cap Lease 540.00 44.60 133.80	406.20
Operating: General Insurance 2,250.00 0.00 805.90	1,444.10
Operating: Memberships & Subscriptions 5,530.00 23.60 3,773.11	1,756.89
Operating: Office Expense 12,315.00 100.61 2,790.13	9,524.87
Operating: Personnel Training 10,000.00 0.00 0.00	10,000.00
Operating: Postage 500.00 41.12 41.12	458.88
Operating: Professional Services 8,280.00 794.30 2,749.00	5,531.00
Operating: Purchase of Equipment 6,160.00 0.00 351.87	5,808.13
Operating: Rent 9,700.00 809.22 3,989.91	5,710.09
Operating: Telephone 2,800.00 158.63 815.81	1,984.19
Operating: Travel - Admin 24,000.00 1,371.58 4,931.63	19,068.37
Operating: Travel - Council & Committee 6,000.00 561.32 561.32	5,438.68
Operating: Utilities 300.00 66.64 110.09	189.91
Total ADMINISTRATIVE AND OPERATING EXPENSES 306,209.00 13,886.55 54,745.92 COUNCIL EXPENSES	251,463.08
Council Expenses 156,781.00 6,870.00 28,670.25	128,110.75
Total COUNCIL EXPENSES 156,781.00 6,870.00 28,670.25	128,110.75
NET INCOME 0.00 11,029.17 348,525.81	348,525.81

Balance Sheet - Unposted Transactions Included In Report As of 2/28/2025

	Current Year
Assets	
Current Assets	
Operating Cash	2,238,179.41
Operating Reserves	853,925.75
Accounts Receivable	_1,187,654.72
Total Current Assets	4,279,759.88
Total Assets	4,279,759.88
Liabilities	
Short-term Liabilities	
Accounts Payable	6,683.82
Deferred Revenue	267,304.23
Total Short-term Liabilities	
Total Liabilities	<u>273,988.05</u>
Total Elabilities	273,988.05
Net Assets	
Net Assets	
Unrestricted	3,634,559.92
Total Net Assets	3,634,559.92
Current YTD Net Income	
	371,211.91_
Total Net Assets	4,005,771.83
Total Liabilities and Net Assets	4,279,759.88

Statement of Revenues and Expenditures - Unposted Transactions Included In Report From 2/1/2025 Through 2/28/2025

-	YTD Budget - Original	Current Period Actual	YTD Actual	YTD Budget Variance
PROJECT REVENUES				
Project Revenues	5,893,839.00	402,360.14	1,942,214.68	(3,951,624.32)
Project Fringe Reimbursement	0.00	7,449.34	135,569.17	135,569.17
Total PROJECT REVENUES	5,893,839.00	409,809.48	2,077,783.85	(3,816,055.15)
ADMIN REVENUE				
ECRC Membership Dues	156,781.00	(250.00)	154,031.00	(2,750.00)
Local Contribution	39,306.00	0.00	39,226.00	(80.00)
Ind Exp Reimb	395,373.00	36,302.61	138,995.12	(256,377.88)
Interest and Misc Income	0.00	7,039.85	38,258.25	38,258.25
Total ADMIN REVENUE	591,460.00	43,092.46	370,510.37	(220,949.63)
PROJECT EXPENSES				
Salaries & Fringe	2,906,453.00	210,621.31	1,056,649.09	1,849,803.91
Indirect Costs	395.373.00	36,302.61	138,995.12	256,377.88
Travel	50,000.00	12,124.49	23,144.06	26,855.94
Other Direct Expenses	2,670,483.00	150,609.95	754,320.39	1,916,162.61
Total PROJECT EXPENSES	6,022,309.00	409,658.36	1,973,108.66	4,049,200.34
ADMINISTRATIVE AND OPERATING EXPENSES				
Administrative: Salaries & Fringe	207,034.00	11,586.74	43,459.48	163,574.52
Operating: Audit & Legal Fees	6.500.00	0.00	1,092.00	5,408.00
Operating: Current Accounting Fees	1,800.00	84.69	812.18	987.82
Operating: Education	2,500.00	0.00	0.00	2,500.00
Operating: Expend/Debt Ser/Cap Lease	540.00	230.52	364.32	175.68
Operating: General Insurance	2,250.00	102.90	908.80	1,341.20
Operating: Memberships & Subscriptions	5,530.00	23.60	3,796.71	1,733.29
Operating: Office Expense	12,315.00	237.73	3,027.86	9,287.14
Operating: Personnel Training	10,000.00	150.00	150.00	9,850.00
Operating: Postage	500.00	(114.68)	(73.56)	573.56
Operating: Professional Services	8,280.00	2,820.40	5,569.40	2,710.60
Operating: Purchase of Equipment	6,160.00	3.53	355.40	5,804.60
Operating: Rent	9,700.00	809.22	4,799.13	4,900.87
Operating: Telephone	2,800.00	164.71	980.52	1,819.48
Operating: Travel - Admin	24,000.00	3,770.42	8,702.05	15,297.95
Operating: Travel - Council & Committee	6,000.00	663.22	1,224.54	4,775.46
Operating: Utilities	300.00	14.48	124.57	175.43
Total ADMINISTRATIVE AND OPERATING EXPENSES	306,209.00	20,547.48	75,293.40	230,915.60
COUNCIL EXPENSES				
Council Expenses	156,781.00	10.00	28,680.25	128,100.75
Total COUNCIL EXPENSES	156,781.00	10.00	28,680.25	128,100.75
NET INCOME	0.00	22,686.10	371,211.91	371,211.91

Balance Sheet - Unposted Transactions Included In Report As of 3/31/2025

	Current Year
Assets	
Current Assets	
Operating Cash	2,329,625.99
Operating Reserves	854,628.75
Accounts Receivable	1,109,337.59
Total Current Assets	4,293,592.33
Total Assets	4,293,592.33
Liabilities	
Short-term Liabilities	
Accounts Payable	6,477.20
Deferred Revenue	249,863.79
Total Short-term Liabilities	256,340.99
Total Liabilities	256,340.99
Net Assets	
Net Assets	
Unrestricted	3,634,559.92
Total Net Assets	3,634,559.92
Current YTD Net Income	
	402,691.42
Total Net Assets	4,037,251.34
Total Liabilities and Net Assets	4,293,592.33

Statement of Revenues and Expenditures - Unposted Transactions Included In Report From 3/1/2025 Through 3/31/2025

-	YTD Budget - Original	Current Period Actual	YTD Actual	YTD Budget Variance
PROJECT REVENUES				
Project Revenues	5,893,839.00	390,684.30	2,332,898.98	(3,560,940.02)
Project Fringe Reimbursement	0.00	13,532.28	149,101.45	149,101.45
Total PROJECT REVENUES	5,893,839.00	404,216.58	2,482,000.43	(3,411,838.57)
ADMIN REVENUE				
ECRC Membership Dues	156,781.00	(500.00)	153,531.00	(3,250.00)
Local Contribution	39,306.00	0.00	39,226.00	(80.00)
Ind Exp Reimb	395,373.00	37,217.50	176,212.62	(219,160.38)
Interest and Misc Income	0.00	7,602.34	45,860.59	45,860.59
Total ADMIN REVENUE	591,460.00	44,319.84	414,830.21	(176,629.79)
PROJECT EXPENSES				
Salaries & Fringe	2,906,453.00	218,841.63	1,275,490.72	1,630,962.28
Indirect Costs	395,373.00	37,217.50	176,212.62	219,160.38
Travel	50,000.00	1,706.67	24,850.73	25,149.27
Other Direct Expenses	2,670,483.00	140,728.51	895,048.90	1,775,434.10
Total PROJECT EXPENSES	6,022,309.00	398,494.31	2,371,602.97	3,650,706.03
ADMINISTRATIVE AND OPERATING EXPENSES				
Administrative: Salaries & Fringe	207,034.00	12,017.81	55,477.29	151,556.71
Operating: Audit & Legal Fees	6,500.00	0.00	1,092.00	5,408.00
Operating: Current Accounting Fees	1,800.00	216.30	1,028.48	771.52
Operating: Education	2,500.00	0.00	0.00	2,500.00
Operating: Expend/Debt Ser/Cap Lease	540.00	44.60	408.92	131.08
Operating: General Insurance	2,250.00	377.75	1,286.55	963.45
Operating: Memberships & Subscriptions	5,530.00	398.60	4,195.31	1,334.69
Operating: Office Expense	12,315.00	812.14	3,840.00	8,475.00
Operating: Personnel Training	10,000.00	0.00	150.00	9,850.00
Operating: Postage	500.00	258.89	185.33	314.67
Operating: Professional Services	8,280.00	2,507.72	8,077.12	202.88
Operating: Purchase of Equipment	6,160.00	105.99	461.39	5,698.61
Operating: Rent	9,700.00	809.22	5,608.35	4,091.65
Operating: Telephone	2,800.00	165.30	1,145.82	1,654.18
Operating: Travel - Admin	24,000.00	(119.34)	8,582.71	15,417.29
Operating: Travel - Council & Committee	6,000.00	943.49	2,168.03	3,831.97
Operating: Utilities	300.00	24.13	148.70	151.30
Total ADMINISTRATIVE AND OPERATING EXPENSES	306,209.00	18,562.60	93,856.00	212,353.00
COUNCIL EXPENSES				
Council Expenses	156,781.00	0.00	28,680.25	128,100.75
Total COUNCIL EXPENSES	156,781.00	0.00	28,680.25	128,100.75
NET INCOME	0.00	31,479.51	402,691.42	402,691.42

Action Item 3



Agenda Item Number: 3

SUBJECT: Independent Financial Audit FY2024 Performed by Warren Averett, Certified Public Accountants

BACKGROUND: In 2022, Emerald Coast Regional Council procured the services of Warren Averett to conduct annual audits of the Emerald Coast Regional Council financial statements for a period of three years.

The purpose of this annual audit, as described by professional standards, is to render opinions on financial statements prepared by ECRC staff through auditing agency oversight. The audit should ensure that the reports are fairly presented, in all material respects, and that they conform with U.S. generally accepted accounting principles.

RECOMMENDED ACTION: Approval of the Emerald Coast Regional Council Independent Financial Audit FY2024, as completed by Warren Averett, Certified Public Accountants.

FINANCIAL STATEMENTS
SEPTEMBER 30, 2024 AND 2023



The report accompanying this deliverable was issued by Warren Averett, LLC.

www.warrenaverett.com

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INDEPENDENT AUDITORS' REPORT

To the Board of Directors
Emerald Coast Regional Council

Opinions

We have audited the accompanying financial statements of the governmental activities and the general fund of the Emerald Coast Regional Council (the Council), as of and for the years ended September 30, 2024 and 2023, and the related notes to the financial statements, which collectively comprise the Council's basic financial statements, as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the general fund of the Council as of September 30, 2024 and 2023, and the respective changes in financial position for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Council and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Council's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether
 due to fraud or error, and design and perform audit procedures responsive to those risks.
 Such procedures include examining, on a test basis, evidence regarding the amounts and
 disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 Council's internal control. Accordingly, no such opinion
 is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Council's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings and certain internal control related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, the budgetary comparison information for the general fund, and the schedules related to pension liabilities and contributions, as listed in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Council's basic financial statements. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards and state financial assistance is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated April 24, 2025, on our consideration of the Council's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Council's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Council's internal control over financial reporting and compliance.

Fort Walton Beach, Florida

arren averett. LLC

April 24, 2025

As management of the Emerald Coast Regional Council (the Council), our discussion and analysis of the Council's financial performance provides an overview of the Council's financial activities for the fiscal year ended September 30, 2024. It should be read in conjunction with the Council's financial statements, which follow this section.

FINANCIAL HIGHLIGHTS

- The Council's assets and deferred outflows of resources exceeded its liabilities and deferred inflows of resources by \$1,698,343 (net position) and represents a decrease of \$1,223 from the prior year.
- Program revenues consist of various grants and contributions as well as membership dues paid by each of the participating counties, municipalities and other special districts. Total program revenues recognized during the year ended September 30, 2024, were \$6,929,466.
- The Council's governmental fund (the general fund) reported an ending fund balance of \$3,809,515, which represents an increase of \$4,990 from the prior year. Ending fund balance of \$3,772,966 is available for spending at the discretion of the Board of Directors. Unassigned fund balances represent 51% of the total operating expenditures for the Council's general fund.

OVERVIEW OF THE FINANCIAL STATEMENTS

The focus of the financial statements is on both the Council as a whole (government-wide), and on the major individual fund. Both perspectives (government-wide and major fund) allow the user to address relevant questions, broaden a basis for comparison (year-to-year, government-to government), and enhance the Council's accountability.

This discussion and analysis intends to serve as an introduction to the Council's basic financial statements. The Council's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-Wide Financial Statements

Designed to be corporate-like, the government-wide financial statements consolidate governmental and business-type activities into two columns, which add to a total for primary government. This provides readers with a broad overview of the Council's finances, in a manner similar to a private-sector business.

The statement of net position presents information on all of the Council's assets, deferred outflows of resources, liabilities, and deferred inflows of resources, with the difference among the components reported as net position. This statement combines and consolidates the governmental fund's current financial resources (short-term spendable resources) with capital assets and long-term obligations. Over time, increases or decreases in net position may serve as a useful indicator of the financial position of the Council.

The statement of activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flow in future fiscal periods. Found on pages 12-14 of this report are the basic government-wide financial statements.

Fund Financial Statements

A fund is a grouping of related accounts used to maintain control over resources that have been segregated for specific activities of objectives. The Council, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The only fund reported by the Council is the general fund, which is classified as a governmental fund.

Governmental Funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term requirements. Found on pages 15-18 of this report are the basic governmental fund financial statements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balance provide a reconciliation to facilitate this comparison between the governmental fund and governmental activities.

NOTES TO THE FINANCIAL STATEMENTS

The notes provide additional information, which is essential to the full understanding of the data provided in the government-wide and fund financial statements. Beginning on page 19 of this report are the notes to the financial statements.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

As previously noted, net position may serve over time as a useful indicator of a government's financial position. In the case of the Council, assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by \$1,698,343 (net position) as of September 30, 2024, as reported in Table 1.

TABLE 1 EMERALD COAST REGIONAL COUNCIL STATEMENTS OF NET POSITION AS OF SEPTEMBER 30

	Governmental Activities					
	2024	2023	2022			
Current and other assets	\$ 4,732,938	\$ 4,427,947	\$ 3,938,492			
Capital assets	310,506	585,185	737,804			
Total assets	5,043,444	5,013,132	4,676,296			
Deferred outflows related to pensions	445,479	461,634	577,221			
Deferred outflows related to OPEB	10,605	10,940	11,007			
Total deferred outflow of resources	456,084	472,574	588,228			
Long-term liabilities outstanding	2,471,815	2,795,716	2,654,624			
Other liabilities	995,408	756,181	577,044			
Total liabilities	3,467,223	3,551,897	3,231,668			
Deferred inflows related to pensions	324,483	222,433	176,545			
Deferred inflows related to OPEB	9,479	11,810	14,038			
Total deferred inflow of resources	333,962	234,243	190,583			
Net position						
Net investment in capital assets	(6,150)	(14,633)	10,175			
Unrestricted	1,704,493	1,714,199	1,832,098			
Total net position	\$ 1,698,343	\$ 1,699,566	\$ 1,842,273			

The overall decrease in the Council's net position was \$1,223 during fiscal year 2024. Reported in Table 2 are the key elements of the change in net position.

TABLE 2 EMERALD COAST REGIONAL COUNCIL CHANGES IN NET POSITION FOR THE YEARS ENDED SEPTEMBER 30

	Governmental Activities						
	2024 2023				2022		
REVENUES							
Program revenues							
Charges for services	\$	177,514	\$	163,393	\$	152,486	
Operating grants and contributions		6,751,952		5,332,892		4,020,839	
General revenues							
Gain on disposals of assets		32,464		8,000		-	
Other revenue		54,126		1,629		11,106	
TOTAL REVENUES		7,016,056		5,505,914		4,184,431	
EXPENSES							
General government							
Project management		2,921,022		3,403,070		2,789,827	
Contracted services		3,387,101		1,509,399		516,286	
Other direct expenses		702,264		725,278		674,693	
Debt service interest		6,892		10,874		28,128	
TOTAL EXPENSES		7,017,279		5,648,621		4,008,934	
CHANGE IN NET POSITION		(1,223)		(142,707)		175,497	
NET POSITION, BEGINNING		1,699,566		1,842,273		1,666,776	
NET POSITION, ENDING	\$	1,698,343	\$	1,699,566	\$	1,842,273	

FINANCIAL IMPACTS

Normal Impacts

There are six basic impacts on the Council's revenues and expenses as reflected below:

Revenues

- Economic Condition: This can reflect a declining, stable or growing economic environment.
- Approved Rate Adjustments: While certain rates are set by statute, the Board of Directors
 has significant authority to impose and periodically adjust rates (i.e., membership dues).
- Changing Patterns in Intergovernmental Revenue (both recurring and nonrecurring): Certain recurring grant revenues may experience significant changes periodically while nonrecurring (or one-time) grants are less predictable and often distorting in their impact on year-to-year comparisons.

Expenses

- Introduction of New Programs: Within functional expense categories, individual programs may be added or deleted to meet changing needs of the Council's members.
- Authorized Position Adjustments: Changes in service demand may cause the Council to change authorized staffing.
- Salary Adjustments: The ability to attract and retain human and intellectual resources requires the Council to strive to approach a competitive salary range position in the marketplace.
- Inflation: While overall inflation appears to be reasonably modest, the Council contracts for a significant portion of its planning, engineering and other professional services. Some fluctuations may result as the result of inflationary pressure on labor costs.

Current Year Impacts – Governmental Activities

- Operating grants and contributions increased by \$1,419,060, or 27%. This increase is primarily attributable to a new nonrecurring federal grant award for planning and design of a regional traffic management center.
- General government expenses increased by \$1,372,640 or 24%, due to an increase in contracted services for planning and engineering related to the design of a regional traffic management center. Contract service expenses tend to fluctuate from year-to-year based on the nature and timing of incurring expenditures funded with grant awards.

FINANCIAL ANALYSIS OF THE GENERAL FUND

As previously noted, the Council uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The focus on the Council's governmental funds is to provide information on near-term inflows, outflows and balances of spendable resources. Such information is useful in assessing the Council's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of September 30, 2024, the Council's general fund reported an ending fund balance of \$3,809,515, which represents an increase of \$4,990 in comparison with the prior year. Ending fund balance of \$3,772,966 (or 99%) is unassigned, which is available for spending at the discretion of the Board of Directors. As a measure of the general fund's liquidity, it may be useful to compare unassigned fund balance to total expenditures. Unassigned fund balance represents 51% of the total general fund expenditures; or approximately 6 months of expenditures.

GENERAL FUND BUDGETARY HIGHLIGHTS

- Intergovernmental revenues fell short of budgetary expectations by \$1,714,643 (or 20%), primarily
 due to delays in the commencement of planned grant projects.
- General government expenditures fell short of budgetary expectations by \$1,579,070 (or 19%), primarily due to the timing of expenditures incurred for planned grant projects.
- In accordance with GASB 87, the Council recognized an unbudgeted capital outlay expenditure
 and offsetting lease financing to recognize a new lease executed in fiscal year 2024, which
 resulted in capital outlay expenditures exceeding budget.

CAPITAL ASSETS

The Council's investment in capital assets for its governmental activities as of September 30, 2024, was \$310,506 (net of accumulated depreciation). This investment in capital assets includes right-of-use assets, office equipment and vehicles. The Council's investment in capital assets decreased by \$274,679 (or 47%) during the current fiscal year, which is summarized in Table 3 below.

TABLE 3 EMERALD COAST REGIONAL COUNCIL CAPITAL ASSETS (NET OF DEPRECIATION) AS OF SEPTEMBER 30

	 Governmental Activities					
	2024		2023		2022	
Right-of-use assets	\$ 310,090	\$	568,005	\$	701,652	
Vehicles	 416		17,180		61,147	
	\$ 310,506	\$	585,185	\$	762,799	

LONG-TERM DEBT

The Council's long-term debt for its governmental activities as of September 30, 2024, was \$316,656. All of the Council's debt was comprised of lease obligations related to office space in Pensacola. The Council's long-term debt decreased by \$283,162 (or 47%) during the current fiscal year, which is summarized in Table 4 below.

TABLE 4 EMERALD COAST REGIONAL COUNCIL LONG-TERM DEBT AS OF SEPTEMBER 30

	 Governmental Activities				
	 2024	2023		2022	
Lease obligations payable	\$ 316,656	\$	599,818	\$	835,559

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

The fiscal year 2025 budget adopted by the Board of Directors is \$2,158,810 (or 25%) smaller than the adopted budget for fiscal year 2024. The most significant cause of this decrease is a decrease in award funding for a regional traffic management center and a military installation resilience review as there programs were not recurring grants.

In addition, the Consumer Price Index (CPI) is 3% higher than a year ago for the Southern Region. This indicator is widely used to gauge inflation and translates into a higher cost of providing services to members.

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the Council's finances local member governments. Questions concerning any of the information provided in this report or requests for additional information should be addressed to Emerald Coast Regional Council, 418 E Gregory Street, Suite 100, Pensacola, Florida 32502. The Council's website address is www.ecrc.org.



EMERALD COAST REGIONAL COUNCIL STATEMENTS OF NET POSITION SEPTEMBER 30, 2024 AND 2023

	Governme	ental Activities
	2024	2023
ASSETS		
Cash and cash equivalents	\$ 2,666,129	\$ 2,791,102
Receivables	710	710
Due from other governments	2,029,550	1,570,644
Prepaid items	36,549	65,491
Capital assets		
Depreciable, net	310,506	585,185
TOTAL ASSETS	5,043,444	5,013,132
DEFERRED OUTFLOWS OF RESOURCES	456,084	472,574
LIABILITIES		
Accounts payable	560,912	337,939
Accrued liabilities	100,421	93,991
Unearned revenues	262,090	191,492
Noncurrent liabilities:		
Due within one year		
Lease obligations payable	71,985	132,759
Due in more than one year		
Lease obligations payable	244,671	467,059
Compensated absences	177,692	167,147
Net pension liability	2,025,442	2,140,514
Total OPEB liability	24,010	20,996
TOTAL LIABILITIES	3,467,223	3,551,897
DEFERRED INFLOWS OF RESOURCES	333,962	234,243
NET POSITION		
Net investment in capital assets	(6,150	(14,633)
Unrestricted	1,704,493	1,714,199
TOTAL NET POSITION	\$ 1,698,343	\$ 1,699,566

EMERALD COAST REGIONAL COUNCIL STATEMENT OF ACTIVITIES FOR THE YEAR ENDED SEPTEMBER 30, 2024

			ı	Proç	gram Reveni	ues		Re Cha	(Expense) venue and inges in Net Position
Function/Program Activities	Expenses		ges for	G	Operating Frants and Intributions	Capital ar Contrib	nd		vernmental Activities
Government Activities									
General government	\$ 7,010,387	\$ 1	77,514	\$	6,751,952	\$	-	\$	(80,921)
Debt service interest	6,892				-				(6,892)
Total	\$ 7,017,279	\$ 1	77,514	\$	6,751,952	\$			(87,813)
	General Reve	nues							
	Gain on disp	osal of	f capital a	asse	ets				32,464
	Miscellaneou	ıs							54,126
	Total general r	evenu	es						86,590
	CHANGE IN N	IET PC	OSITION						(1,223)
	NET POSITIO	N AT E	BEGINNI	NG	OF YEAR				1,699,566
	NET POSITIO	N AT E	END OF	YEA	AR			\$	1,698,343

EMERALD COAST REGIONAL COUNCIL STATEMENT OF ACTIVITIES FOR THE YEAR ENDED SEPTEMBER 30, 2023

				Re Cha	t (Expense) evenue and inges in Net Position					
Function/Program Activities	Expenses	Charges for Services		_		Charges for Grants and a		l Grants nd butions		vernmental Activities
Government Activities General government	\$ 5,637,747	\$	163,393	\$	5,332,892	\$	-	\$	(141,462)	
Debt service interest	10,874		-		-				(10,874)	
Total	\$ 5,648,621	\$	163,393	\$	5,332,892	\$	_		(152,336)	
	General Reve Gain on sale Miscellaneou	of o		ets					8,000 1,629	
	CHANGE IN N	IET	POSITION						(142,707)	
	NET POSITIO	N A	T BEGINN	NG	OF YEAR				1,842,273	
	NET POSITIO	N A	T END OF	YEA	AR			\$	1,699,566	

EMERALD COAST REGIONAL COUNCIL GOVERNMENTAL FUND BALANCE SHEETS SEPTEMBER 30, 2024 AND 2023

	Gener	al Fun	ıd
	2024		2023
ASSETS			
Cash and cash equivalents	\$ 2,666,129	\$	2,791,102
Receivables	710		710
Due from other governments	2,029,550		1,570,644
Prepaid items	36,549		65,491
TOTAL ASSETS	\$ 4,732,938	\$	4,427,947
LIABILITIES			
Accounts payable	\$ 560,912	\$	337,939
Accrued liabilities	100,421		93,991
Unearned revenues	262,090		191,492
Total liabilities	 923,423		623,422
FUND BALANCE			
Nonspendable	36,549		65,491
Unassigned	 3,772,966		3,739,034
Total fund balance	3,809,515		3,804,525
TOTAL LIABILITIES, DEFERRED INFLOWS OF			
RESOURCES AND FUND BALANCE	\$ 4,732,938	\$	4,427,947

EMERALD COAST REGIONAL COUNCIL RECONCILIATION OF THE GOVERNMENTAL FUND BALANCE SHEETS TO THE STATEMENTS OF NET POSITION SEPTEMBER 30, 2024 AND 2023

	20)24	2023			
Fund balance, total governmental fund		\$ 3,809,515		\$ 3,804,525		
Amounts reported for governmental activities in the statement of net position are different because:						
Capital assets used in governmental activities are not financial resources and therefore are not reported in the governmental fund.						
Governmental depreciable assets Less accumulated depreciation	\$ 526,686 (216,180)		\$ 1,253,005 (667,820)			
		310,506		585,185		
Deferred inflows of resources and deferred outflows of resources related to pensions and OPEB are not available/receivable or due/payable, respectively, in the current period and therefore are not reported in the governmental fund.						
Deferred outflows of resources related to pensions	445,479		461,634			
Deferred inflows of resources related to pensions	(324,483)		(222,433)			
Deferred outflows of resources related to OPEB	10,605		10,940			
Deferred inflows of resources related to OPEB	(9,479)		(11,810)			
		122,122		238,331		
Long-term liabilities are not due and payable in the current period and therefore are not reported in the governmental fund.						
Leases payable	(316,656)		(599,818)			
Compensated absences	(177,692)		(167,147)			
Total OPEB liability	(24,010)		(20,996)			
Net pension liability	(2,025,441)		(2,140,514)	,		
		(2,543,799)		(2,928,475)		
Net position of governmental activities		\$ 1,698,344		\$ 1,699,566		

EMERALD COAST REGIONAL COUNCIL GOVERNMENTAL FUND STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE FOR THE YEARS ENDED SEPTEMBER 30, 2024 AND 2023

	Genera	l Fund
	2024	2023
REVENUES		
Intergovernmental:		
Federal and state grants	\$ 6,322,988	\$ 5,055,256
Local and private grants	428,964	277,636
Charges for services	177,514	163,393
Interest	54,114	-
Miscellaneous	12	9,629
Total revenues	6,983,592	5,505,914
EXPENDITURES		
Current		
General government:		
Project management	2,906,326	2,969,905
Contracted services	3,387,101	1,509,399
Other direct expenditures	593,612	572,659
Capital outlay	379,702	-
Debt service:		
Principal	84,671	127,811
Interest	6,892	10,874
Total expenditures	7,358,304	5,190,648
(DEFICIENCY) EXCESS OF REVENUES (UNDER)		
OVER EXPENDITURES	(374,712)	315,266
OTHER FINANCING SOURCES		
Right-of-use lease issuance	379,702	
NET CHANGE IN FUND BALANCE	4,990	315,266
FUND BALANCE AT BEGINNING OF YEAR	3,804,525	3,489,259
FUND BALANCE AT END OF YEAR	\$ 3,809,515	\$ 3,804,525

EMERALD COAST REGIONAL COUNCIL RECONCILIATION OF THE STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE TO THE STATEMENTS OF ACTIVITIES FOR THE YEARS ENDED SEPTEMBER 30, 2024 AND 2023

	20)24	2023	
Net change in fund balance – governmental fund Amounts reported for governmental activities in the statement of activities are different because:		\$ 4,990	\$	315,266
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is depreciated over their estimated useful lives.				
Expenditures for capital assets Current year depreciation and amortization	\$ 379,702 (108,651)	271,051	\$ - (152,619)	(152,619)
Governmental funds do not report capital assets on the balance sheet; however, they are reported on the government-wide financial statements. Accordingly, proceeds received for disposals of capital assets are shown as income in the governmental financial statements and a gain or loss is reported in the statement of activities.				
Disposals of capital assets Accumulated depreciation associated with disposals	(1,106,021) 560,292	(545,729)	(24,995) 24,995	_
The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position. Also, governmental funds report the effect of premiums, discounts and other similar items when debt is first issued, whereas these amounts are deferred and amortized in the statement of activities.		, , , ,		
Principal payments on lease liabilities Termination of lease Proceeds from issuance of leases	84,671 578,193 (379,702)		127,811 - 	
Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds:		283,162		127,811
Change in net pension liability and related deferred outflows and inflows Change in total OPEB liability and related deferred	(3,133)		(412,929)	
outflows and inflows Change in accrued interest on long-term debt Change in compensated absences	(1,018) (10,545)		(506) (19,730)	
5	(10,010)	(14,696)	(.3,,,,,,,	(433,165)
Change in net position of governmental activities	;	\$ (1,222)	\$	(142,707)

See notes to the financial statements.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND DESCRIPTION OF THE COUNCIL

Description of the Council

The Emerald Coast Regional Council (the Council) was established in 1964 as the Pensacola-Escambia County Regional Planning Agency, which was later renamed the West Florida Regional Planning Council. The Council has been expressly designated as a regional planning council by the State Legislature and operates under the provisions of Chapters 163 and 186, Florida Statutes. Since its inception, the Council's service area has grown to encompass seven counties in northwest Florida, and their municipalities. The Council's primary purpose is to coordinate comprehensive planning activities for its member counties and municipalities by identifying problems and assisting with implementation of solutions.

The Council has no taxing authority and relies on annual dues from member counties and municipalities in addition to grant funding from various federal, state and local agencies to finance its operations. The Council's governing board is composed of directors appointed by the Governor of the State of Florida and representatives of member counties and municipalities.

The financial statements of the Council have been prepared in accordance with accounting principles generally accepted (GAAP) in the United States of America applicable to governmental units and the Uniform Accounting System mandated by Chapter 218.33, Florida Statutes. The Governmental Accounting Standards Board (GASB) is the standard-setting body for governmental accounting and financial reporting.

The Reporting Entity

In evaluating the Council as a reporting entity, management has considered all potential component units for which the Council may or may not be financially accountable and, as such, be included within the Council's financial statements. The decision to include, or exclude, a potential component unit in the reporting entity was made by applying the criteria set forth in the GASB literature. The basic, but not the only criterion, for including a potential component unit within the reporting entity is the governing body's ability to exercise oversight responsibility. The most significant manifestation of this ability is financial interdependency. Other manifestations of the ability to exercise oversight responsibility include, but are not limited to, the selection of governing authority, the designation of management, the ability to significantly influence operations, and accountability for fiscal matters. A second criterion used in evaluating potential component units is the scope of public service. Application of this criterion involves considering whether the activity benefits the Council and/or its members, or whether the activity is conducted within the geographic boundaries of the Council and is generally available to its members. A third criterion used to evaluate potential component units for inclusion or exclusion from the reporting entity is the existence of special financing relationships, regardless of whether the Council is able to exercise oversight responsibilities.

Based upon the application of these criteria, the Council has not identified any component units that are required to be presented in the Council's financial statements.

Government-Wide and Fund Financial Statements

Government-wide financial statements, including the statement of net position and statement of activities, present information about the Council as a whole. Government-wide financial statements

are prepared using the economic resources measurement focus. The statement of activities presents a comparison between direct expenses and program revenues for each function or program of the Council's governmental activities. *Direct expenses* are those that are specifically associated with a service, program or department and are thereby clearly identifiable to a particular function.

Program revenues include charges paid by member counties and municipalities, and grants and contributions that are restricted to meeting the operations or capital requirements of a particular program. Revenues that are not classified as program revenues are presented as general revenues, with certain exceptions. The comparison of direct expenses with program revenues identifies the extent to which each governmental function is self-financing or draws from the general revenues of the Council.

The statement of activities shows the degree to which the direct expenses of a given function or segment are offset by program revenues. *Direct expenses* are those that are clearly related to a specific function or segment. *Program revenue* consists of contributions that are restricted to meeting specific requirements of a particular function or segment.

Measurement Focus and Basis of Accounting

The government-wide financial statements are prepared using the accrual basis of accounting. Revenues are recognized when earned, and expenses are recognized when a liability is incurred, regardless of the timing of the related cash flows. Revenues from grants, entitlements and donations are recognized in the fiscal year in which all eligibility requirements imposed by the provider have been satisfied. When both restricted and unrestricted resources are available for use, it is the government's policy to use restricted resources first and then unrestricted resources, as they are needed.

Fund financial statements are used to account for the general government activities. Governmental fund types use the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they are measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The Council considers all revenues available if they are collected within 60 days after year-end. Expenditures are recorded when the related fund liability is incurred, except for certain compensated absences and claims, and judgments, which are recognized when the obligations are expected to be liquidated with expendable available financial resources. Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other grant requirements have been met.

Basis of Presentation

The financial transactions of the Council are recorded in individual funds. Each fund is a separate accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations. The Council reports the following major governmental fund:

• General Fund – Council's primary operating fund. This fund accounts for all financial resources of the general government, except those required to be accounted for in another fund.

Cash and Cash Equivalents

The Council considers cash on hand, demand deposits, certificates of deposit and short-term investments purchased within three months of maturity to be cash and cash equivalents.

Deposits and Investments

Section 218.415, Florida Statutes, requires the investment of surplus public funds and prescribes the instruments in which those investments are authorized. Specifically allowable investments include The Local Government Surplus Funds Trust Fund, or any intergovernmental investment pool authorized pursuant to the *Florida Interlocal Cooperation Act of 1969*; Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency; interest-bearing time deposits or savings accounts at *Qualified Public Depositories*; and direct obligations of the U.S. Treasury. The Council adheres strictly to the provisions of those cited statutes, as well as with Chapter 280, Florida Statutes, which require the Council to maintain deposits only with *Qualified Public Depositories*.

Receivables

Substantially all the Council's receivables are comprised of reimbursements due from federal, state and local grant funding agencies for qualified grant expenditures. Historically, amounts due from these government agencies have been fully collectible. Accordingly, no provision has been made for uncollectible accounts.

Prepaid Items

Payments to vendors that benefit future reporting periods are recorded as prepaid items. These items are similarly reported in government-wide and fund financial statements.

Capital Assets

Capital assets, which include right-of-use assets under lease, equipment and vehicles, are reported in the government-wide financial statements. Capital assets are defined by the Council as assets with an initial cost of more than \$5,000 and an estimated useful life longer than one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at the estimated acquisition value on the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Capital assets are depreciated using the straight-line method over the estimated useful lives of the asset ranging from three to seven years.

Unearned Revenues

The Council receives cash from certain grant funding agencies before qualifying expenditures are incurred. Unearned revenues represent unspent grant proceeds that will be recognized as revenue in future periods when the eligibility requirements have been substantially met. The Council's grant agreements do not require unspent funds to be held in a separate bank account and since the revenue is not earned, it is not a component of net position at either the fund or government-wide level. The terms of the grant require the funds to be expended by specific dates, and unspent grant funds are not typically considered restricted assets of the governmental unit. Therefore, the Council has not reported the unspent proceeds as restricted assets as of September 30, 2024.

Compensated Absences

It is the Council's policy to permit employees to accumulate earned but unused vacation and sick pay benefits. There is no liability for unpaid accumulated sick leave since the Council does not have a policy to pay any amounts when employees separate from service with the Council. All vacation pay is accrued when incurred in the government-wide financial statements. A liability for these amounts is reported in governmental fund financial statements only if they have matured, for example, as a result of employee resignations and retirements.

The Council's policy for annual leave is that regular full-time employees accrue vacation leave benefits at varying rates based on employee service time up to a maximum of 200 hours. Upon separation from service, employees are compensated for up to 160 hours of accrued vacation leave. The estimated liabilities include salary-related payments. In the government-wide financial statements, compensated absences (i.e., paid absences for employee vacation and sick leave) are recorded as liabilities to the extent that it is probable that the benefits will result in termination payments. A liability is reported in the governmental fund financial statements only for the current portion of compensated absences expected to be paid using expendable available resources.

Other Post-Employment Benefits (OPEB) Liability

For the purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the OPEB plan and additions to/deductions from the plan's fiduciary net position have been determined on the same basis as they are reported by the plan. For this purpose, the plan recognizes benefit payments when due and payable in accordance with the benefit terms.

The Council has implemented GASB Statement No. 75, Accounting and Reporting for Postemployment Benefits Other Than Pensions, and reported a total OPEB liability of \$24,010, deferred outflows of resources of \$10,605, and deferred inflows of resources of \$9,479, as of September 30, 2024. The Council reported a total OPEB liability of \$20,996, deferred outflows of resources of \$10,940, and deferred inflows of resources of \$11,810, as of September 30, 2023. These amounts have been recognized in the government-wide financial statements. Due to the insignificant amounts involved, management has elected not to provide the detailed footnotes or required supplementary information as required by GASB guidance.

Net Pension Liability

For purposes of measuring the net pension liability, deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Florida Retirement Systems (FRS) and Health Insurance Subsidy (HIS) plans (the Plans) and additions to/deductions from the Plans' fiduciary net position have been determined on the same basis as they are reported by FRS. Investments are reported at fair value.

Long-Term Obligations

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the statement of net position.

In the governmental fund financial statements, the face amount of debt issued is included in other financing sources for the current period. Issuance costs, principal repayments and interest are reported as debt service expenditures.

Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net assets that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The Council reports deferred outflows of resources of pension and OPEB-related items. See Note 6 for additional information on the Council's deferred outflows of resources related to pensions.

In addition to liabilities, the statement of financial position will report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net assets that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Council reports deferred outflows of resources of pension and OPEB-related items. See Note 6 for additional information on the Council's deferred inflows of resources related to pensions.

Classification of Fund Balance

GASB establishes fund balance classifications using a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds. Fund balance classifications are comprised of the following:

- Nonspendable includes amounts that are (1) not in spendable form, or (2) legally or contractually required to be maintained intact. The "not in spendable form" criterion includes items that are not expected to be converted to cash (i.e., inventories, deposits and prepaid items).
- Restricted includes amounts that can be spent only for the specific purposes stipulated by external resource providers, constitutionally or through enabling legislation. Restrictions may effectively be changed or lifted only with the consent of resource providers.
- Committed includes amounts that can only be used for the specific purposes determined by a
 formal action, Resolution, of the Council's highest level of decision-making authority, the Board
 of Directors. Commitments may be changed or lifted only by taking the same formal action that
 imposed the constraint originally, which is a Resolution.
- Assigned includes amounts intended to be used by the Council for specific purposes that are neither restricted nor committed. Intent is expressed by the Board of Directors to assign amounts to be used for specific purposes.
- Unassigned is the residual classification for the general fund and includes all amounts not contained in the other classifications. Unassigned amounts are technically available for any purpose.

These classifications reflect not only the nature of funds but also provide clarity to the level of restriction placed upon fund balance. Fund balance can have different levels of restraint, such as external versus internal compliance requirements. In circumstances when an expenditure is made for a purpose for which amounts are available in multiple fund balance classifications, fund balance is generally depleted in the order of restricted, committed, assigned and unassigned.

Net Position

Net position in the government-wide financial statements is categorized as either net investment in capital assets, restricted, or unrestricted. The net investment in capital assets represents net position related to property, plant and equipment, net of any related debt. Restricted net position consists of restricted assets reduced by liabilities and deferred inflows of resources related to those assets. Generally, a liability relates to restricted assets if the asset results from a resource flow that also results in the recognition of a liability or if the liability will be liquidated with the restricted assets reported.

Estimates

The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities, at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Reclassifications

Certain amounts presented in the prior year have been reclassified in order to be consistent with the current year presentation. Such reclassifications have no effect on total fund balance or net position previously reported.

Subsequent Events

The Council has evaluated events and transactions that occurred between September 30, 2024 and April 24, 2025, which is the date the financial statements were available to be issued, for possible recognition or disclosure in the financial statements.

2. DEPOSITS

The investment of surplus funds is governed by provisions of Section 218.415, Florida Statutes, as to the type of investments that can be made. Deposits may be exposed to custodial credit risk, which is the risk that, in the event of a bank failure, the government's deposits may not be returned. The Council maintains its deposits only with *Qualified Public Depositories*, as defined in Chapter 280, Florida Statutes. The provisions of this statute allow *Qualified Public Depositories* to participate in a multiple financial institution collateral pool to ensure the security for public deposits. *All Qualified Public Depositories* must place with (or in the name of) the Chief Financial Officer of the State of Florida, collateral in the amount of the average daily balance of public deposits multiplied by the average monthly balance of public deposits or 125% of the average daily balance of public deposits greater than capital. In the event of default by a *Qualified Public Depository*, excess losses over insurance and collateral will be recovered through assessments to all *Qualified Public Depositories* of the same type as the depository in default. Under this method, all Council deposits are considered fully insured.

As of September 30, 2024 and 2023, the value of the Council's deposits were \$2,666,129 and \$2,791,102, respectively. All deposits were held by *Qualified Public Depositories* under Florida Statutes.

3. RECEIVABLES

The Council's receivables and amounts due from other governments on September 30, 2024 and 2023, were summarized as follows:

	General Fund					
	2024			2023		
Receivables						
Employee receivables	\$	710	\$	710		
Other receivables						
Total receivables	\$ 710		\$	710		
Due from other governments						
Due from federal grant agencies	\$	1,629,865	\$	1,107,471		
Due from state grant agencies		244,582		353,585		
Due from local government agencies		155,103		109,588		
Total due from other governments	\$	2,029,550	\$	1,570,644		

4. CAPITAL ASSETS

Capital asset activity for the year ended September 30, 2024, was as follows:

	Beginning Balance	Increases	Decreases	Adjustments/ Transfers	Ending Balance
Governmental activities					
Capital assets being depreciated					
Right-of-use assets	\$ 968,949	\$ 379,702	\$ (968,949)	\$ -	\$ 379,702
Equipment	150,107	-	(137,072)	-	13,035
Vehicles	133,949				133,949
Total capital assets being depreciated	1,253,005	379,702	(1,106,021)	_	526,686
Less accumulated depreciation					
Right-of-use assets	(400,944)	(91,887)	423,219	-	(69,612)
Equipment	(150,107)	-	137,072	-	(13,035)
Vehicles	(116,769)	(16,764)			(133,533)
Total accumulated depreciation	(667,820)	(108,651)	560,291		(216,180)
Total capital assets being					
depreciated, net	585,185	271,051	(545,730)		310,506
Governmental activities, net	\$ 585,185	\$ 271,051	\$ (545,730)	\$ -	\$ 310,506

Capital asset activity for the year ended September 30, 2023, was as follows:

	eginning Balance	Increases		Decreases		Adjustments/ Transfers		Ending Balance
Governmental activities								
Capital assets being depreciated								
Right-of-use assets	\$ 968,949	\$	-	\$	-	\$	-	\$ 968,949
Equipment	125,112		-		-		24,995	150,107
Vehicles	183,939				(24,995)		(24,995)	133,949
Total capital assets being depreciated	1,278,000				(24,995)		_	 1,253,005
Less accumulated depreciation								
Right-of-use assets	(267,297)		(133,647)		-		-	(400,944)
Equipment	(150,107)		-		-		-	(150,107)
Vehicles	 (122,792)		(18,972)		24,995			(116,769)
Total accumulated depreciation	(540,196)		(152,619)		24,995			 (667,820)
Total capital assets being								
depreciated, net	737,804		(152,619)					585,185
Governmental activities, net	\$ 737,804	\$	(152,619)	\$		\$	_	\$ 585,185

Amortization of right-of-use assets is included with depreciation expense in the financial statements. Depreciation and amortization expense was as follows:

	 2024	 2023
Governmental activities		
General government	\$ 108,651	\$ 152,619

5. LONG-TERM LIABILITIES

Changes in Long-Term Debt Liabilities

The following is a summary of changes in long-term debt liabilities of the Council for the year ended September 30, 2024:

	eginning Balance	Additions		Reductions*		Ending Balance		-	Within ne Year
Governmental activities									
Other debt									
Office building lease	\$ 599,818	\$	379,702	\$	(662,864)	\$	316,656	\$	71,985
Compensated absences	167,147		115,696		(105,151)		177,692		_
Total governmental activities	\$ 766,965	\$	495,398	\$	(768,015)	\$	494,348	\$	71,985

^{*} Office building lease reductions includes lease termination totaling \$578,193

The following is a summary of changes in long-term debt liabilities of the Council for the year ended September 30, 2023:

	eginning Balance	A	dditions	Re	eductions	Ending Balance	Within ne Year
Governmental activities							
Other debt							
Office building lease	\$ 727,629	\$	-	\$	(127,811)	\$ 599,818	\$ 132,759
Compensated absences	147,417		141,648		(121,918)	167,147	-
Total governmental activities	\$ 875,046	\$	141,648	\$	(249,729)	\$ 766,965	\$ 132,759

Description of Long-Term Debt Outstanding

Governmental Activities – Other Debt

The Council follows the provisions of GASB Statement No. 87, *Leases*. The Council is a lessee of a space in a building that serves as its main administrative office in Pensacola, Florida. The Council's lease liability is measured at the present value of lease payments expected to be remitted during the lease term, including options reasonably certain to be exercised.

Change in Lease:

During the fiscal year ended September 30, 2024, the Council decided not to exercise the renewal option for its existing lease agreement for their office space. As a result, the lease was terminated effective November 30, 2023. The termination of the lease resulted in a gain of \$32,463 which is recognized in the financial statements. Subsequently, the Council entered into a new lease agreement for a new office space, effective November 1, 2023.

As of September 30, 2024, the remaining lease term of the new lease is 5.0 years, and the discount rate used to calculate the present value of the lease payments was 1.67%, which is the Council's estimated incremental borrowing rate on the implementation date. The carrying value of the right-of-use (ROU) asset and the related accumulated amortization can be found in Note 4. In the event of default (nonpayment), the lender may terminate the lease agreement and repossess the leased premises. The lease does not contain any subjective acceleration clauses.

Annual Requirements to Amortize Debt Outstanding

The annual requirements to amortize all debt outstanding except accrued and annual leave, as of September 30, 2024, were as follows:

Fiscal	Lease Obligations						
Year Ending	P	rincipal	Interest				
2025	\$	71,985	\$	4,627			
2026		75,513		3,397			
2027		79,170		2,108			
2028		82,960		756			
2029		7,028					
	\$	316,656	\$	10,888			

6. DEFINED BENEFIT PENSION PLANS – FLORIDA RETIREMENT SYSTEM

All employees hired after October 2005 are eligible to participate in the Florida Retirement System (FRS). Employees hired prior to October 2005 (October 2004 for police officers) have the option of participating in either the deferred compensation plan or FRS. As provided by Chapters 121 and 112, Florida Statutes, the FRS provides two cost sharing, multiple employer defined benefit plans administered by the Florida Department of Management Services, Division of Retirement, including the FRS Pension Plan (Pension Plan) and the Retiree Health Insurance Subsidy (HIS Plan). Under Section 121.4501, Florida Statutes, the FRS also provides a defined contribution plan (Investment Plan) alternative to the FRS Pension Plan, which is administered by the State Board of Administration (SBA).

As a general rule, membership in the FRS is compulsory for all employees working in a regularly established position for a state agency, county government, district school board, state university, community college or a participating Council or special district within the State of Florida. The FRS provides retirement and disability benefits, annual cost-of-living adjustments and death benefits to plan members and beneficiaries. Benefits are established by Chapter 121, Florida Statutes, and Chapter 60S, Florida Administrative Code. Amendments to the law can be made only by an act of the Florida State Legislature.

The State of Florida annually issues a publicly available financial report that includes financial statements and required supplementary information for the FRS. The latest available report may be obtained by writing to the State of Florida Division of Retirement, Research and Education Section, Department of Management Services, P.O. Box 9000, Tallahassee, Florida 32315-9000, or from the website: www.dms.myflorida.com/workforce_operations/retirement/publications.

Pension Plan

Plan Description

The Pension Plan is a cost-sharing multiple-employer defined benefit pension plan, with a Deferred Retirement Option Program (DROP) for eligible employees.

Benefits Provided

Benefits under the Pension Plan are computed on the basis of age, average final compensation and service credit.

- Regular Class members enrolled before July 1, 2011, who retire at or after age 62 with at least six years of credited service, or 30 years of service regardless of age, are entitled to a retirement benefit payable monthly for life, equal to 1.60% of their final average compensation based on the five highest years of salary, for each year of credited service. Vested members with less than 30 years of service may retire before age 62 and receive reduced retirement benefits.
- Senior Management Service Class members enrolled before July 1, 2011, who retire at or after age 62 with at least six years of credited service, or 30 years of service regardless of age, are entitled to a retirement benefit payable monthly for life, equal to 2.0% of their final average compensation based on the five highest years of salary for each year of credited service.

For Pension Plan members enrolled on or after July 1, 2011, the vesting requirement is extended to eight years of credited service for all the above classes of members and the normal retirement age has been increased to age 65, or 33 years of service regardless of age, for Regular, Senior Management Service, and Elected Officers' Class members. Also, the final average compensation for all these members is based on the eight highest years of salary.

As provided in Section 121.101, Florida Statutes, if the member was initially enrolled in the Pension Plan before July 1, 2011, and all service credit was accrued before July 1, 2011, the annual cost-of-living adjustment is 3.0% per year. If the member is initially enrolled before July 1, 2011, and has service credit on or after July 1, 2011, there is an individually calculated cost-of-living adjustment. The annual cost-of-living adjustment is a proportion of 3.0% determined by dividing the sum of the pre-July 2011 service credit by the total service credit at retirement multiplied by 3.0%. Plan members initially enrolled on or after July 1, 2011, will not have a cost-of-living adjustment after retirement.

In addition to the above benefits, the DROP program allows eligible members to defer receipt of monthly retirement benefit payments while continuing employment with an FRS employer for a period not to exceed 60 months after electing to participate. The 60-month maximum employment period for DROP members was extended to 96 months effective June 5, 2023. Deferred monthly benefits are held in the FRS Trust Fund and accrue interest. There are no required contributions by DROP participants.

Contributions

Effective July 1, 2011, all enrolled members of the FRS, other than DROP participants, are required to contribute 3.0% of their salary to the FRS. In addition to member contributions, governmental employers are required to make contributions to the FRS based on state-wide contribution rates established by the Florida Legislature. These rates are updated as of July 1 of each year. The employer contribution rates by job class for each of the prior three years are as follows.

	2024	2023	2022
Regular Class	13.63%	13.57%	11.91%
Senior Management Class	34.52%	34.52%	31.57%
DROP	21.13%	21.13%	18.60%

These employer contribution rates include 2.0% for HIS Plan subsidies. The Council's contributions, including employee contributions, to the plan totaled \$178,417, \$160,905, and \$148,035 for the fiscal years ended September 30, 2024, 2023 and 2022, respectively.

Pension Liabilities. Pension Expense and Deferred Outflows/Inflows of Resources

As of September 30, 2024, the Council reported a liability of \$1,229,374 for its proportionate share of the Pension Plan's net pension liability. The Council's proportionate share of the net pension liability was based on the Council's share of contributions to the FRS relative to the contributions of all participating governments. On June 30, 2024, the Council's proportionate share was 0.003177934%.

The net pension liability was measured as of June 30, 2024, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2024.

For the fiscal year ended September 30, 2024, the Council recognized pension expense of \$186,910. In addition, the Council reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Οι	Deferred of oscillations of oscillations of oscillations of the os	Deferred Inflows of Resources		
Differences between expected and actual experience	\$	124,200	\$	-	
Change of assumptions		168,497		-	
Net difference between projected and actual earnings on pension plan investments		-		81,711	
Changes in proportion and differences between Council pension plan contributions and proportionate share of contributions		47,539		92,628	
Council plan contributions subsequent to the measurement date		44,603			
	\$	384,839	\$	174,339	

A component of deferred outflows of resources related to the Pension Plan of \$44,603 resulting from Council contributions to the plan subsequent to the measurement date, will be recognized as a reduction of the net pension liability in the fiscal year ended September 30, 2025. Other components reported as deferred outflows of resources and deferred inflows of resources related to the Pension Plan will be recognized in pension expense as follows:

Fiscal	Year	Ending
0		- 20-

September 30:	Amount
2025	\$ (22,236
2026	187,107
2027	(7,934
2028	(2,781
2029	11,741
	\$ 165,897

As of September 30, 2023, the Council reported a liability of \$1,253,141 for its proportionate share of the Pension Plan's net pension liability. The Council's proportionate share of the net pension liability was based on the Council's share of contributions to the FRS relative to the contributions of all participating governments. On June 30, 2023, the Council's proportionate share was 0.003144893%.

The net pension liability was measured as of June 30, 2023, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2023.

For the fiscal year ended September 30, 2023, the Council recognized pension expense of \$260,953. In addition, the Council reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Ou	eferred atflows of esources	Deferred Inflows of Resources		
Differences between expected and actual experience	\$	117,659	\$	-	
Change of assumptions		81,690		-	
Net difference between projected and actual earnings on pension plan investments		52,335		-	
Changes in proportion and differences between Council pension					
plan contributions and proportionate share of contributions		68,783		123,849	
Council plan contributions subsequent to the measurement date		46,141		-	
	\$	366,608	\$	123,849	

A component of deferred outflows of resources related to the Pension Plan of \$46,141 resulting from Council contributions to the plan subsequent to the measurement date, was recognized as a reduction of the net pension liability in the fiscal year ended September 30, 2024. Other components reported as deferred outflows of resources and deferred inflows of resources related to the Pension Plan will be recognized in pension expense as follows:

Fiscal Year Ending

September 30:	Amount
2024	\$ 32,861
2025	(19,121)
2026	187,915
2027	(5,168)
2028	131_
	\$ 196,618

Actuarial Assumptions

The total pension liability measured as of June 30, 2024, was determined using the following actuarial assumptions:

Inflation 2.40%
Salary increases 3.50%, average, including inflation
Investment rate of return 6.70%, net of pension plan investment expense, including inflation

The total pension liability measured as of June 30, 2023, was determined using the following actuarial assumptions:

Inflation 2.40%
Salary increases 3.25%, average, including inflation
Investment rate of return 6.70%, net of pension plan investment expense, including inflation

Mortality rates used in calculating the total pension liability in the July 1, 2024 and 2023, actuarial valuations were based on the PUB-2010 table, projected generationally with a gender-specific Scale MP-2018.

The actuarial assumptions used in the July 1, 2024 and 2023, valuations were based on the results of a 2024 actuarial experience study for the period July 1, 2018, through June 30, 2023.

The long-term expected rate of return on Pension Plan investments was not based on historical returns, but instead is based on a forward-looking capital market economic model. The allocation policy's description of each asset class was used to map the target allocation to the asset classes shown below. Each asset class assumption is based on a consistent set of underlying assumptions and includes an adjustment for the inflation assumption.

The target allocation and best estimates of arithmetic and geometric real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation ⁽¹⁾	Annual Arithmetic Return	Compound Annual (Geometric) Return	Standard Deviation
Cash	1.00%	2.60%	2.90%	1.10%
Fixed income	19.80%	4.50%	4.40%	3.40%
Global equity	54.00%	8.70%	7.10%	18.10%
Private equity	11.10%	11.90%	8.80%	26.30%
Strategic investments	3.80%	6.30%	6.10%	7.70%
Real estate	10.30%	7.60%	6.60%	14.80%
Total	100.00%			
Assumed inflation – mean			2.40%	1.40%

⁽¹⁾ As outlined in the Pension Plan's investment policy

Discount Rate

The discount rate used to measure the total pension liability as of June 30, 2024 and 2023, was 6.70%. The Pension Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the discount rate for calculating the total pension liability is equal to the long-term expected rate of return.

Sensitivity of the Net Pension Liability to the Changes in the Discount Rate

The following represents the Council's proportionate share of the net pension liability calculated using the discount rate of 6.70% as of June 30, 2024, as well as what the Council's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current rate:

	Current					
	1% Decrease Discount Rate (5.70%) (6.70%)			1% Increase (7.70%)		
Council's proportionate share of the net						
pension liability	\$	2,162,427	\$	1,229,374	\$	447,745

The following represents the Council's proportionate share of the net pension liability calculated using the discount rate of 6.70% as of June 30, 2023, as well as what the Council's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current rate:

	Current						
	1% Decrease Di (5.70%)		Dis	Discount Rate (6.70%)		1% Increase (7.70%)	
Council's proportionate share of the net							
pension liability	\$	2,140,619	\$	1,253,141	\$	510,658	

Pension Plan Fiduciary Net Position

Detailed information regarding the Pension Plan's fiduciary net position is available in the separately issued FRS Pension Plan and Other State-Administered Systems Annual Comprehensive Financial Report.

HIS Plan

Plan Description

The HIS Plan is a cost-sharing, multiple-employer defined benefit pension plan established under Section 112.363, Florida Statutes, and may be amended by the Florida legislature at any time. The benefit is a monthly payment to assist retirees of state-administered retirement systems in paying their health insurance costs and is administered by the Florida Department of Management Services, Division of Retirement.

Benefits Provided

For the fiscal year ended September 30, 2024, eligible retirees and beneficiaries received a monthly HIS payment of \$7.50 for each year of creditable service completed at the time of retirement, with a minimum HIS payment of \$45 and a maximum payment of \$225 per month. To be eligible to receive these benefits, a retiree under a state-administered retirement system must provide proof of health insurance coverage, which may include Medicare.

Contributions

The HIS Plan is funded by required contributions from FRS participating employers as set by the Florida Legislature. Employer contributions are a percentage of gross compensation for all active FRS members. The HIS Plan contribution was 1.66% of gross compensation through June 30, 2023. Effective July 1, 2023, the contribution rate was increased to 2.00%. The Council contributed 100% of its statutorily required contributions for the current and preceding three years. HIS Plan contributions are deposited in a separate trust fund from which payments are authorized. HIS Plan benefits are not guaranteed and are subject to annual legislative appropriation. In the event legislative appropriation or available funds fail to provide full subsidy benefits to all participants, benefits may be reduced or cancelled.

The Council's contributions to the HIS Plan totaled \$43,743, \$39,723, and \$34,376 for the fiscal years ended September 30, 2024, 2023 and 2022, respectively.

Pension Liabilities, Pension Expense and Deferred Outflows/Inflows of Resources

As of September 30, 2024, the Council reported a liability of \$796,068 for its proportionate share of the pension plan's net pension liability. The Council's proportionate share of the net pension liability was based on the Council's share of contributions to the HIS Plan relative to the contributions of all participating governments. On June 30, 2024, the Council's proportionate share was 0.005306772%.

The net pension liability was measured as of June 30, 2024, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2024.

For the fiscal year ended September 30, 2024, the Council recognized pension expense of \$38,384. In addition, the Council reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Out	eferred flows of sources	Deferred Inflows of Resources		
Differences between expected and actual experience	\$	7,686	\$	1,529	
Change of assumptions		14,089		94,244	
Net difference between projected and actual earnings on pension plan investments		-		288	
Changes in proportion and differences between Council pension plan contributions and proportionate share of contributions		28,177		54,083	
Council plan contributions subsequent to the measurement date		10,688		_	
	\$	60,640	\$	150,144	

A component of deferred outflows of resources related to the HIS Plan, totaling \$44,929 resulting from Council contributions to the plan subsequent to the measurement date, will be recognized as a reduction of the net pension liability in the fiscal year ended September 30, 2025. Other components reported as deferred outflows of resources and deferred inflows of resources related to the HIS Plan will be recognized in pension expense as follows:

Fiscal Year Ending September 30:		Amount
2025	\$	(10,362)
2026		(16,725)
2027		(28,895)
2028		(23,986)
2029		(15,696)
Thereafter		(4,528)
	<u>\$</u>	(100,192)

As of September 30, 2023, the Council reported a liability of \$887,373 for its proportionate share of the pension plan's net pension liability. The Council's proportionate share of the net pension liability was based on the Council's share of contributions to the HIS Plan relative to the contributions of all participating governments. On June 30, 2023, the Council's proportionate share was 0.005587525%.

The net pension liability was measured as of June 30, 2023, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2023.

For the fiscal year ended September 30, 2023, the Council recognized pension expense of \$352,601. In addition, the Council reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Out	eferred tflows of sources	Deferred Inflows of Resources		
Differences between expected and actual experience	\$	12,991	\$	2,083	
Change of assumptions		23,329		76,894	
Net difference between projected and actual earnings on pension plan investments	458			-	
Changes in proportion and differences between Council pension plan contributions and proportionate share of contributions		46,375		19,607	
Council plan contributions subsequent to the measurement date	11,873				
	\$	95,026	\$	98,584	

A component of deferred outflows of resources related to the HIS Plan, totaling \$11,873 resulting from Council contributions to the plan subsequent to the measurement date, was recognized as a reduction of the net pension liability in the fiscal year ended September 30, 2024. Other components reported as deferred outflows of resources and deferred inflows of resources related to the HIS Plan will be recognized in pension expense as follows:

Fiscal Year Ending

September 30:	Amount
2024	\$ 6,009
2025	4,634
2026	(1,879)
2027	(14,408)
2028	(9,156)
Thereafter	(631)
	_\$ (15,431)

Actuarial Assumptions

The total pension liability measured as of June 30, 2024, was determined using the following actuarial assumptions:

Inflation	2.40%
Salary increases	3.50%, average, including inflation
Investment rate of return	3.93%

The total pension liability measured as of June 30, 2023, was determined using the following actuarial assumptions:

Inflation	2.40%
Salary increases	3.25%, average, including inflation
Investment rate of return	3.65%

Mortality rates used in calculating the total pension liability were based on the PUB-2010 table, projected generationally with a gender-specific Scale MP-2018. Because the HIS Plan is funded on a pay-as-you-go basis, no experience study has been completed for this plan. The actuarial assumptions used in the July 1, 2023, valuation were based on certain results of the most recent experience study for the FRS Pension Plan.

Discount Rate

The discount rate used to measure the total pension liability as of June 30, 2024, was 3.93%. The discount rate used to measure the total pension liability as of June 30, 2023, was 3.65%. In general, the discount rate for calculating the total pension liability is equal to the single rate equivalent to discounting at the long-term expected rate of return for benefit payments prior to the projected depletion date. Because the HIS benefit is essentially funded on a pay-as-you-go basis, the depletion date is considered to be immediate, and the single equivalent discount rate is equal to the municipal bond rate selected by the HIS Plan sponsor. The Bond Buyer General Obligation 20-Bond Municipal Bond Index was adopted as the applicable municipal bond index.

Sensitivity of the Net Pension Liability to the Changes in the Discount Rate

The following represents the Council's proportionate share of the net pension liability calculated using the discount rate of 3.93% as of June 30, 2024, as well as what the Council's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current rate:

	Current					
		Decrease (2.93%)	Discount Rate (3.93%)		1% Increase (4.93%)	
Council's proportionate share of the net						
pension liability	\$	906,221	\$	796,067	\$	704,623

The following represents the Council's proportionate share of the net pension liability calculated using the discount rate of 3.65% as of June 30, 2023, as well as what the Council's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current rate:

	Current					
	1% Decrease (2.65%)		Discount Rate (3.65%)		1% Increase (4.65%)	
Council's proportionate share of the net						
pension liability	\$ 1,012,355	\$	887,373	\$	783,772	

Plan Fiduciary Net Position

Detailed information regarding the HIS Plan's fiduciary net position is available in the separately issued FRS Pension Plan and Other State-Administered Systems Annual Comprehensive Financial Report.

Pension Expense

For the fiscal years ended September 30, 2024 and 2023, the Council recognized aggregate pension expense of \$225,294 and \$613,554, respectively, on all defined benefit pension plans.

7. CONCENTRATIONS

A substantial portion of the Council's revenues are derived from federal and state grants. The schedule below shows the portion of total revenues derived from each funding source that exceeded 10% of the Council's total revenues for the year ended September 30, 2024.

Source	Revenues	Percentage of Total Revenues
U.S. Department of Transportation (USDOT)	\$ 4,465,945	63.9%
U.S. Department of Defense (USDOD)	706,783	10.1%
	\$ 5,172,728	74.1%

The schedule below shows the portion of total revenues derived from each funding source that exceeded 10% of the Council's total revenues for the year ended September 30, 2023.

Source	Revenues	Percentage of Total Revenues
U.S. Department of Transportation (USDOT)	\$ 3,096,812	56.2%
Florida Department of Transportation (FDOT)	682,196	12.4%
	\$ 3,779,008	68.6%

8. RISK MANAGEMENT

The Council is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Council purchases insurance through commercial carriers to mitigate the risk of loss. There has been no significant reduction in insurance coverage from the prior year. Commercial insurance coverage has been sufficient to cover all claims made in the prior three fiscal years.

9. COMMITMENTS AND CONTINGENCIES

Grants

Amounts received or receivable from the grantor agency is subject to audit and adjustment by the grantor agency. If expenditures are disallowed as a result of these audits, the claim for reimbursement to the grantor agency would become a liability of the Council. In the opinion of management, any such adjustments would not be significant, and therefore do not have a material adverse effect on the financial position of the Council.



EMERALD COAST REGIONAL COUNCIL REQUIRED SUPPLEMENTARY INFORMATION GENERAL FUND

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE – BUDGET AND ACTUAL

FOR THE YEAR ENDED SEPTEMBER 30, 2024

		Budgeted	l An		Astrol	Variance with Final Budget – Positive
		riginal		Final	 Actual	(Negative)
REVENUES						
Intergovernmental:						
Federal and state grants	\$ 8	3,312,600	\$	8,312,600	\$ 6,322,988	\$ (1,989,612)
Local and private grants		153,995		153,995	428,964	274,969
Charges for services		177,514		177,514	177,514	-
Interest		-		-	54,114	54,114
Miscellaneous					 12	12
Total revenues	8	3,644,109		8,644,109	 6,983,592	(1,660,517)
EXPENDITURES						
Current						
General government	8	3,466,109		8,466,109	6,887,039	1,579,070
Capital outlay				-	379,702	(379,702)
Debt service				-	91,563	(91,563)
Total expenditures	8	3,466,109		8,466,109	7,358,304	1,107,805
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES		178,000		178,000	(374,712)	(552,712)
OTHER FINANCING SOURCES						
Proceeds from sale of capital assets					379,702	379,702
NET CHANGE IN FUND BALANCE		178,000		178,000	4,990	(173,010)
FUND BALANCE AT BEGINNING OF YEAR					3,804,525	3,804,525
FUND BALANCE AT END OF YEAR	\$	178,000	\$	178,000	\$ 3,809,515	\$ 3,631,515

See notes to the required supplementary information.

EMERALD COAST REGIONAL COUNCIL NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION FOR THE YEAR ENDED SEPTEMBER 30, 2024

An annual appropriated budget is adopted for the general fund. The budget is adopted by the Board of Directors on a basis consistent with U.S. GAAP. The Board of Directors must approve any amendments to the budget. All appropriations lapse at fiscal year-end.

Budget amounts reflected in the supplementary budgetary comparison schedule include original budget amounts as well as final amounts, as amended by the Board of Directors. Comparisons are made of actual results to final budgeted appropriations. Under state statutes, the budget does not legally limit the general fund's expenditures.

EMERALD COAST REGIONAL COUNCIL REQUIRED SUPPLEMENTARY INFORMATION SCHEDULE OF PROPORTIONATE SHARE OF NET PENSION LIABILITY – FLORIDA RETIREMENT SYSTEM LAST TEN YEARS

Plan fiduciary net position as a percentage of the total pension liability	Council's proportionate share of the net pension liability as a percentage of its covered payroll	Council's covered payroll	liability	Council's proportionate share of the net pension	Council's proportion of the net pension liability	
83.70%	54.72%	\$ 2,246,835	\$ 1,229,374		0.003177934%	2024
82.38%	56.60%	2,246,835 \$ 2,214,217 \$ 2,038,735	1,229,374 \$ 1,253,141 \$ 1,296,659		0.003144893% 0.003484891%	2023
82.89%	63.60%	\$ 2,038,735	\$ 1,296,659			2022
96.40%	13.82%	\$ 2,046,506 \$	\$ 282,926		0.003745442%	2021
78.85%	81.28%	\$ 1,812,349	\$ 1,472,998		0.003398588%	2020
82.61%	63.04%	\$ 1,777,952	\$ 1,120,736		0.003254390%	2019
84.26%	57.54%	\$ 1,659,398	\$ 954,751		0.003169769%	2018
83.89%	58.23%	\$ 1,659,398 \$ 1,525,542	\$ 888,264		0.003169769% 0.003001960% 0.002997262%	2017
84.88%	55.30%	\$ 1,368,675	\$ 756,811		0.002997262%	2016
92.00%	39.24%	\$ 821,506	\$ 322,352		0.002495692%	2015

^{*} The amounts presented for each fiscal year were determined as of June 30.

EMERALD COAST REGIONAL COUNCIL REQUIRED SUPPLEMENTARY INFORMATION SCHEDULE OF PROPORTIONATE SHARE OF NET PENSION LIABILITY – HEALTH INSURANCE SUBSIDY LAST TEN YEARS

Plan fiduciary net position as a percentage of the total pension liability	Council's proportionate share of the net pension liability as a percentage of its covered payroll	Council's covered payroll	Council's proportionate share of the net pension liability	Council's proportion of the net pension liability	
4.80%	35.43%	\$ 2,246,835 \$	\$ 796,068	0.005306772% 0.005587525%	2024
6	0	€9	€	° 0.]
4.12%	40.08%	2,214,217 \$ 2,038,735 \$	887,373	005587525%	2023
		↔	↔	0.00	
4.81%	29.06%	2,038,735	592,401	0.005593122%	2022
			↔	0.00	
3.56%	34.64%	2,046,506	708,944)5779513%	2021
3.00%	35.17%	2,046,506 \$ 1,812,349	\$ 637,445	0.005779513% 0.005220747%	2020
		↔	€9	0.0	
2.63%	33.45%	1,777,952 \$	594,706	005315093%	2019
		↔	€9	0.00	
2.15%	32.40%	1,659,398	537,613	0.005079433% 0.004785123%	2018
		↔	↔	0.00	
1.64%	33.54%	\$ 1,525,542	511,647	4785123%	2017
		↔	↔	0.00	
0.97%	37.74%	\$ 1,368,675	516,598	0.004432571% 0.0035674319	2016
		↔	↔	0.00	
0.50%	44.29%	821,506	363,822	3567431%	2015

^{*} The amounts presented for each fiscal year were determined as of June 30.

EMERALD COAST REGIONAL COUNCIL REQUIRED SUPPLEMENTARY INFORMATION SCHEDULE OF CONTRIBUTIONS FLORIDA RETIREMENT SYSTEM LAST TEN YEARS

Contributions as a percentage of covered payroll	Council's covered payroll	Contribution deficiency	Contributions in relation to the contractually required contribution	Contractually required contribution	
	↔	es	1	↔	1
8.16%	2,187,150 \$ 2,271,361 \$ 2,070,843 \$ 2,028,373 \$ 1,935,422 \$		(178,417)	178,417	2024
	↔	↔		\$	
7.08%	2,271,361		(160,905)	160,905	2023
	↔	↔		↔	
7.15%	2,070,843		(148,035)	\$ 148,035	2022
	↔	↔		↔	
6.85%	2,028,373		(138,946)	138,946	2021
	↔	↔		↔	
6.65%	1,935,422		(128,663)	128,663	2020
	\$	\$		↔	
5.81%	1,779,458	 	(103,414)	103,414	2019
	↔	\$		↔	
5.49%	1,683,373		(92,384)	92,384	2018
	\$	\$		↔	
5.22%	1,557,892		(81,302)	81,302	2017
	↔	\$		↔	
5.30%	1,779,458 \$ 1,683,373 \$ 1,557,892 \$ 1,395,723 \$		(73,976)	73,976	2016
		\$		↔	
6.74%	943,795		(63,606)	63,606	2015

Note: The amounts presented in this schedule are for the Council's fiscal year rather than the plan's year.

EMERALD COAST REGIONAL COUNCIL REQUIRED SUPPLEMENTARY INFORMATION SCHEDULE OF CONTRIBUTIONS HEALTH INSURANCE SUBSIDY LAST TEN YEARS

Contributions as a percentage of covered payroll	Council's covered payroll	Contribution deficiency	Contributions in relation to the contractually required contribution	Contractually required contribution	
	€9	↔		€9	
2.00%	\$ 2,187,150 \$ 2,271,361 \$ 2,070,843 \$ 2,028,373 \$ 1,935,422 \$		(43,743)	43,743 \$	2024
	69	\$		€9	
1.75%	2,271,361		(39,723)	39,723	2023
	€9	\$		↔	
1.66%	2,070,843		(34,376)	34,376	2022
	69	\$		€9	
1.66%	2,028,373		(33,671)	\$ 33,671 \$	2021
	€9	\$			
1.66%	1,935,422		(32,128)	32,128	2020
	€9	↔		€9	
1.66%	1,779,458		(29,539)	29,539	2019
	↔	\$		↔	
1.66%	,683,373		(27,944)	27,944	2018
	€9	↔		€9	
1.66%	1,557,892		(25,861)	25,861	2017
	69	↔		↔	
1.66%	1,779,458 \$ 1,683,373 \$ 1,557,892 \$ 1,395,723 \$		(23,169)	\$ 23,169	2016
	↔	↔		↔	
1.66%	943,795		(15,667)	15,667	2015

Note: The amounts presented in this schedule are for the Council's fiscal year rather than the plan's year.



EMERALD COAST REGIONAL COUNCIL SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS FOR THE YEAR ENDED SEPTEMBER 30, 2024

Federal Agency Pass-Through Entity Federal Program	Assistance Listing No.	Contract/ Grant Number	Expenditures	Passed Through to Subrecipients
U.S. Department of Commerce				
Direct programs				
Economic Development Support for Planning Organizations	11.302	ED21ATL3020014	\$ 11,537	\$ -
Economic Development Support for Planning Organizations	11.302	ED24ATL0G0155	39,122	
Subtotal			50,659	-
Economic Development Cluster				
Economic Adjustment Assistance	11.307	04-79-07374	14,415	-
Economic Adjustment Assistance	11.307	04-79-07378	13,208	
Subtotal			27,623	-
Office for Coastal Management	11.473	FG-122337	30,281	
Total U.S. Department of Commerce			108,563	
U.S. Department of Defense Direct programs				
Community Economic Adjustment Assistance for Responding				
to Threats to the Resilience of a Military Installation	12.003	MIR1966-22-01	706,783	
Total U.S. Department of Defense			706,783	
U.S. Department of Transportation Direct programs				
Transit Services Program Cluster				
Job Access and Reverse Commute Program	20.516	FL-37-X069-01	38,323	_
Passed through from Alabama Department of Transportation	20.010	1201700001	00,020	
Highway Planning and Construction	20.205	HP3-100077558	13,965	_
Passed through from Florida Department of Transportation	20.200	111 0 100011000	10,000	
Highway Planning and Construction	20.205	G2777	1,180,454	_
Highway Planning and Construction	20.205	G2U26	478,608	_
Highway Planning and Construction	20.205	G2778	418,001	_
Highway Planning and Construction	20.205	G2U27	117,525	_
Highway Planning and Construction	20.205	G2781	417,875	_
Highway Planning and Construction	20.205	G2U28	132,773	_
Highway Planning and Construction	20.205	G2F95	1,149,947	_
Subtotal			3,909,148	
Transportation Infrastructure Finance and Innovation Act				
(TIFIA) Program	20.223	BEE98	84,746	-
Metropolitan Transportation Planning and State and Non-				
Metropolitan Planning and Research	20.505	G1X04	41,034	-
Metropolitan Transportation Planning and State and Non-				
Metropolitan Planning and Research	20.505	G2519	51,093	-
Metropolitan Transportation Planning and State and Non-				
Metropolitan Planning and Research	20.505	G2521	57,905	-
Metropolitan Transportation Planning and State and Non-				
Metropolitan Planning and Research	20.505	G2525	9,470	
Subtotal			159,502	-
Safe Streets and Roads for All	20.939	693JJ32340320	233,150	-
Passed through from Florida Division of Emergency Management				
Interagency Hazardous Materials Public Sector Training				
and Planning Grants	20.703	T0244	39,711	
Total U.S. Department of Transportation			4,464,580	
TOTAL EXPENDITURES OF FEDERAL AWARDS			\$ 5,270,026	\$
IOTAL EXPENDITURES OF FEDERAL AWARDS			\$ 5,279,926	\$ -

EMERALD COAST REGIONAL COUNCIL NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS FOR THE YEAR ENDED SEPTEMBER 30, 2024

A. BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards (the Schedule) includes the award activity of the Emerald Coast Regional Council (the Council) under programs of the federal government for the year ended September 30, 2024. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (the Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the Council, it is not intended to, and does not, present the financial position or changes in net position of the Council.

B. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowed or are limited as to reimbursement. Therefore, some amounts presented in the Schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

C. INDIRECT COST RATE

The Council has elected to use the ten percent de minimis indirect cost rate, as allowed under the Uniform Guidance.





INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Board of Directors
Emerald Coast Regional Council

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of governmental activities and general fund of the Emerald Coast Regional Council (the Council), as of and for the year ended September 30, 2024, and the related notes to the financial statements, which collectively comprise the Council's basic financial statements, and have issued our report thereon dated April 24, 2025.

Report on Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Council's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Council's internal control. Accordingly, we do not express an opinion on the effectiveness of the Council's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Council's financial statements will not be prevented, or detected and corrected, on a timely basis. A significant deficiency is a deficiency or a combination of deficiencies in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses or significant deficiencies. However, material weaknesses or significant deficiencies may exist that have not been identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Council's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing and not to provide an opinion on the effectiveness of the Council's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Council's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Fort Walton Beach, Florida

arren averett. LLC

April 24, 2025



INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

To the Board of Directors
Emerald Coast Regional Council

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited the Emerald Coast Regional Council's (the Council) compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement*, that could have a direct and material effect on the Council's major federal program for the year ended September 30, 2024. The Council's major federal program is identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, the Council complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal program for the year ended September 30, 2024.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to 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 responsibilities under those standards and the Uniform Guidance are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Council and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the Council's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to the Council's federal programs.

Auditors' Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Council's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Council's compliance with the requirements of each major federal program as a whole.

In performing our audit in accordance with generally accepted auditing standards, *Government Auditing Standards* and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Council's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Council's internal control over compliance relevant to the audit
 in order to design audit procedures that are appropriate in the circumstances and to test and
 report on internal control over compliance in accordance with the Uniform Guidance, but not
 for the purpose of expressing an opinion on the effectiveness of the Council's internal control
 over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency or combination of deficiencies in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Fort Walton Beach, Florida

Warren averett, LLC

April 24, 2025

EMERALD COAST REGIONAL COUNCIL SCHEDULE OF FINDINGS AND QUESTIONED COSTS FOR THE YEAR ENDED SEPTEMBER 30, 2024

I. SUMMARY OF AUDITORS' RESULTS Financial Statements Unmodified Type of auditors' report issued: Internal control over financial reporting: Material weakness(es) identified? Yes Χ No None Reported Significant deficiency(ies) identified? Yes Χ Noncompliance material to financial statements noted? Yes Χ No Federal Awards Internal control over major programs: Material weakness(es) identified? Yes Χ No Significant deficiency(ies) identified? Yes Χ None Reported Type of auditors' report issued on compliance for major programs: Unmodified Any audit findings disclosed that are required to be reported in accordance with the Uniform Guidance? Yes No Identification of major federal program: Name of Federal Program Assistance Listing No. 20.205 **Highway Planning and Construction** Dollar threshold used to distinguish between type A and B programs type A and type B programs: \$ 750,000 Auditee qualified as federal low-risk auditee? X Yes No **II. FINANCIAL STATEMENT FINDINGS**

There were no findings which were required to be reported in accordance with *Government Auditing Standards*.

III. FINDINGS AND QUESTIONED COSTS FOR FEDERAL AWARDS

There were no findings which were required to be reported in accordance with the Uniform Guidance.



INDEPENDENT ACCOUNTANTS' REPORT ON AN EXAMINATION OF COMPLIANCE REQUIREMENTS IN ACCORDANCE WITH CHAPTER 10.550, RULES OF THE AUDITOR GENERAL

To the Board of Directors
Emerald Coast Regional Council

We have examined the Council's compliance with the following requirements for the year ended September 30, 2024:

(1) Section 218.415, Florida Statutes, in regard to the investments.

Management is responsible for the Council's compliance with those requirements. Our responsibility is to express an opinion on the Council's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the Council complied, in all material respects, with the specified requirements. An examination involves performing procedures to obtain evidence about whether the Council complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgement, including the assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

We are required to be independent and to meet our ethical responsibilities in accordance with relevant ethical requirements relating to the examination engagement.

Our examination does not provide a legal determination of the Council's compliance with specified requirements.

In our opinion, the Council complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2024.

This report is intended solely for the information and use of the Council, the Florida Auditor General, and the State of Florida, and is not intended to be, and should not be, used by anyone other than these specified parties.

Fort Walton Beach, Florida

Jairen averett. LLC

April 24, 2025



MANAGEMENT LETTER

To the Board of Directors
Emerald Coast Regional Council

Report on the Financial Statements

We have audited the financial statements of the Emerald Coast Regional Council (the Council), as of and for the fiscal year ended September 30, 2024, and have issued our report thereon dated April 24, 2025.

Auditors' Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to 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); and Chapter 10.550, Rules of the Auditor General.

Other Reporting Requirements

We have also issued our Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*; Independent Auditors' Report on Compliance for Each Major Federal Program and Report on Internal Control over Compliance; and Schedule of Findings and Questioned Costs, and Independent Accountants' Report on an examination conducted in accordance with AICPA Professional Standards, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, *Rules of the Florida Auditor General*. Disclosures in those reports and schedule, which are dated April 24, 2025, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Florida Auditor General, requires that we determine whether corrective actions have been taken to address findings and recommendations made in the preceding annual financial report. There were no findings or recommendations made in the preceding annual financial report.

Official Title and Legal Authority

Section 10.554(1)(i)4., Rules of the Florida Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. The official title and legal authority for the Council has been disclosed in Note 1 to the financial statements. The Council has no component units.

Financial Condition and Management

Section 10.554(1)(i)5.a. and 10.556(7), *Rules of the Florida Auditor General*, require us to apply appropriate procedures and communicate the results of our determination as to whether or not the Council has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific condition(s) met. In connection with our audit, we determined that the Council did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.554(1)(i)5.b. and 10.556(8), *Rules of the Florida Auditor General*, we applied financial condition assessment procedures for the Council. It is management's responsibility to monitor the Council's financial condition, and our financial condition assessment was based, in part, on representations made by management and the review of financial information provided by same.

Section 10.554(1)(i)2., Rules of the Florida Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

Property Assessed Clean Energy (PACE) Programs

As required by Section 10.554(1)(i)6.a., Rules of the Auditor General, the Council did not operate a PACE program authorized pursuant to Section 163.081 or Section 163.082, Florida Statutes, within the Council's geographical boundaries during the fiscal year under audit.

Specific Information

As required by Section 218.39(3)(c), Florida Statutes, and Section 10.554(1)(i)6, *Rules of the Florida Auditor General*, the Council reported:

- a) The total number of Council employees compensated in the last pay period of the Council's fiscal year as 25.
- b) There were no independent contractors to whom nonemployee compensation was paid in the last month of the Council's fiscal year.
- c) All compensation earned by or awarded to employees, whether paid or accrued, regardless of contingency as \$1,969,847.
- d) There was no compensation earned by or awarded to nonemployee independent contractors, whether paid or accrued, regardless of contingency.
- e) No construction projects with a total cost of at least \$65,000 approved by the Council that are scheduled to begin on or after October 1 of the fiscal year being reported.
- f) No budget variances or amendments based on the budget adopted under Section 189.016(4), Florida Statutes, before the beginning of the fiscal year being reported.

The specific information reported in the previous paragraph has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Additional Matters

Section 10.554(1)(i)3., Rules of the Florida Auditor General, requires that we address noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but warrants the attention of those charged with governance. In connection with our audit, we did not note any such findings.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the Council's Board of Directors and applicable management, and is not intended to be, and should not be, used by anyone other than these specified parties.

We greatly appreciate the assistance and cooperation extended to us during our audit.

Fort Walton Beach, Florida

Warren averett, LLC

April 24, 2025

Action Item 4



Agenda Item Number: 4

SUBJECT: Recommendations from the ECRC Executive Committee Meeting held on March 19, 2025

BACKGROUND: During the CEO evaluation at the August 5, 2024 ECRC Board meeting, it was brought to the Board's attention that ECRC does not currently have a CEO Severance Package as do many organizations within the industry. Florida Statute includes twenty 20 weeks of severance.

Upon further discussion, the CEO Severance was tabled pending further legal counsel review to determine health insurance benefits and would be presented at a future ECRC Board meeting. At the February 2025 ECRC board meeting, questions were raised when the Executive Committee would be meeting. On March 19th, 2025, the ECRC Executive Committee met, discussed in great detail, and made the following recommendations:

- 1. To establish a supplemental employment agreement for the CEO position for attraction and retention purposes that would include:
 - a. A graduated Severance Package that begins with 12 weeks and adds 2 weeks per employment year up to 20 weeks total, with 100% pay to include health insurance, leave (annual and administrative leave up to 40hrs per year), benefits (not including retirement and life).
 - b. An administrative leave of 40hrs annually to be in addition to the Annual Leave for CEO position,

It was also recommended that the agreement be presented to the full board at the September meeting prior to the upcoming Fiscal Year.

RECOMMENDED ACTION: The ECRC Executive Committee recommends a supplemental employment agreement be brought to the ECRC Board for consideration at the September 2025 ECRC Board meeting outlining the recommendations included.

Action Item 5



Agenda Item Number: 5

SUBJECT: Consider of Resolution ECRC 2025-04 Approving a Letter of Support for Federal Funding for the South Navy Boulevard Corridor Management Implementation

BACKGROUND: On February 7, 2024 the TPO approved a Scope of Services for Escambia County to utilize one of the TPO's General Planning Consultants for the South Navy Boulevard Corridor Management Plan. Notice to Proceed was issued September 3, 2024 and the project is advancing to develop conceptual plans for corridor improvements focusing on safety, access management, and improved traffic flow. The initial public meeting is scheduled for May 14, 2025.

This project will provide improvements to a one-mile segment of South Navy Boulevard (SR 295) from Barrancas Avenue to the Sam A. Lovelace Bridge, the main entrance to Naval Air Station (NAS) Pensacola. More than 21,500 daily vehicle users and over 15,000 residents of the Warrington Census-Designated Place and Warrington Community Redevelopment Area, and the approximately 23,000 personnel on board NAS Pensacola, will benefit from this project.

The project is needed to provide safe, secure, and improved access to the Main Gate of Naval Air Station Pensacola for both military and the public. The project is being developed in partnership with Naval Air Station Pensacola, the Florida Department of Transportation, the Emerald Coast Regional Council, the Florida-Alabama Transportation Planning Organization, Escambia County, and the Escambia County Community Redevelopment Agency.

ATTACHED:

- Resolution ECRC 2025-04
- Letter of Support

RECOMMENDED ACTION: Approval of a motion to authorize the ECRC Chair to sign Resolution ECRC 2025-04 approving a letter in support for federal funding to advance the next phase of the South Navy Boulevard Corridor Management Implementation. This motion is recommended to improve safety, access, and traffic movement for NAS Pensacola and the public. Please contact Donald A. Christian III, Escambia County Traffic and Pedestrian Safety Division Manager, at dachrist@myescambia.com or 850-595-3436 if additional information is needed.

RESOLUTION ECRC 2025-04

A RESOLUTION OF THE EMERALD COAST REGIONAL COUNCIL TO APPROVING A LETTER OF SUPPORT FOR THE SOUTH NAVY BOULEVARD CORRIDOR MANAGEMENT IMPLEMENTATION

WHEREAS, safe and secure access to Naval Air Station (NAS) Pensacola is a priority of the Navy, Escambia County, the Florida-Alabama Transportation Planning Organization, and Emerald Coast Regional Council; and

WHEREAS, the Florida-Alabama TPO approved a scope of services to prepare a Corridor Management Plan on February 7, 2024 with a notice to proceed on September 3, 2024; and

WHEREAS, this project will provide safe, secure, and improved access along a one-mile segment of South Navy Boulevard (SR 295) from Barrancas Avenue to Sam A. Lovelace Bridge, the main entrance to NAS Pensacola; and

WHEREAS, the project is being developed in partnership with NAS Pensacola, the Florida Department of Transportation, the Emerald Coast Regional Council, the Florida-Alabama Transportation Planning Organization, Escambia County, and the Escambia County Community Redevelopment Agency;

NOW, THEREFORE, BE IT RESOLVED by the Emerald Coast Regional Council that

The ECRC approves a letter of support for federal funding to advance the next phase of the South Navy Boulevard Corridor Management Implementation.

Duly passed and adopted by the Emerald Coast Regional Council on this 21st day of May 2025.

EMERALD COAST REGIONAL COUNCIL

EMERALD COAST
REGIONAL COUNCIL



May 21, 2025

The Honorable Steve Womack, Chairman U.S. House of Representatives Subcommittee for Transportation, Housing and Urban Development, and Related Agencies

Re: Request for Funding for Naval Air Station Pensacola South Navy Boulevard Corridor Management Implementation

Dear Chairman Womak:

On May 21, 2025, the Emerald Coast Regional Council Board of Directors approved a motion to express support for federal funding for the next phase of the South Navy Boulevard Corridor Management Implementation.

The project is needed to provide safe, secure, and improved access to the Main Gate of Naval Air Station Pensacola for both military and the public. The project is being developed in partnership with Naval Air Station Pensacola, the Florida Department of Transportation, the Emerald Coast Regional Council, the Florida-Alabama Transportation Planning Organization, Escambia County, and the Escambia County Community Redevelopment Agency.

For all these reasons, the Emerald Coast Regional Council offers full support of South Navy Boulevard Corridor Management Plan.

Sincerely,

Kandase Lee Chief Executive Officer

Action Item 6



Agenda Item Number: 6

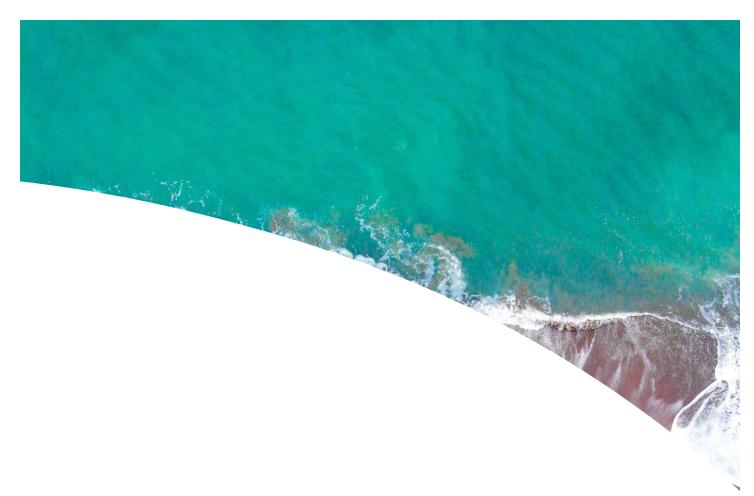
SUBJECT: Amendment of the FY2024-2025 ECRC Budget and Work Program to Include the Demonstration Grant Funding.

BACKGROUND: ECRC was recently awarded a \$10,000,000.00 grant from the Safe Streets 4 All – Planning and Demonstration Grant program developed by the Federal Highway Administration. The grant will provide funding for the deployment of technology infrastructure in Escambia County along 29 Hwy and Fairfield Drive.

FUNDING AMOUNT: \$10,000,000.00 total grant amount

ATTACHED: Draft Amended ECRC Budget and Work Program October 1, 2024 – September 30, 2025 to be provided prior to the ECRC Board Meeting (not included in this packet)

RECOMMENDED ACTION: A motion to adopt the amended ECRC FY24-25 Budget and Work Program.



Annual Budget

October 1, 2024 —September 30, 2025

Adopted: August 5, 2024

Amended: May 21, 2025 (Draft)



EMERALD COAST REGIONAL COUNCIL October 1, 2024 - September 30, 2025 REVENUE SOURCES

		FY24-25
FEDERAL ATMS Fiber Design LAP		179,000
Economic Development Administration	(Planning)	90,000
Federal Transit Admin-FL AL TPO	(Tunning)	90,000
FDOT Long Range Transportation Plans		485,000
Gulf of Mex Alliance/NOAA/FL Housing	Coalition	10,643
Hazardous Materials Emergency Planni	ng	56,675
JARC/NF 5316/5317		10,000
Military Installation Resilence Review		70,000
Regional Rural Transportation Plan		75,000
Regional Traffic Management Center		153,951
Safe Streets for All Grant		200,000
Safe Streets for All Planning and Demor	stration Grant	1,200,000
USDOT FL AL TPO-CPG		1,165,782
USDOT OW TPO-CPG		595,952
USDOT BAYTPO-CPG		647,919
USDOT FLALTPO SU		729,324
USDOT OW TPO CMAO		200,001
USDOT OW TPO CMAQ - Corridor Study	,	60,000
USDOT BAYTPO CMAQ - Bike/Ped Plan USDOT ALDOT		190,000 37,178
USDOT ALDOT	Total	6,246,425
STATE	10141	0,210,123
FDEM Hazardous Materials Emergency	Anavlsis	3,122
FDEM Local Emergency Planning Comm		77,000
FDOT ATMS	,	1,100,000
FDOT Commuter Assistance		225,000
FL Commission for the Transportation I	Disadvantaged	178,108
FL Dept of Commerce - IGSA/FLDTF		150,000
SHIP Housing Admin (Holmes, Walton, W	ashington)	137,186
	Total	1,870,416
LOCAL		
AL-Baldwin County		9,295
Escambia & Santa Rosa County Summer	r Traffic Monitoring	58,100
Hazardous Waste Verification-SQG		53,800
Okaloosa County Transit Cooperative		16,000
Port of Panama City		30,000
Safe Streets for All		40,000
DCIP - Whiting Grant Writing		30,000
Town of Century Planning Service Walton/Okaloosa/Regional Utility Autho	rity	9,000 5,176
TPO Member Contribution	1111 y	5,176 39,306
ECRC-Membership Dues		156,781
Lette Well belship Dues	Total	447,458
		,
	Total Revenue	\$ 8,564,299

EMERALD COAST REGIONAL COUNCIL October 1, 2024 - September 30, 2025 EXPENDITURES

		FY24-25
Salaries and Fringe		3,153,487
Building Rent		97,000
Equipment Purchase/Maint/Depreciation	n	7,095
Events		-
General Insurance		22,500
Office Expense		
Minor Equipment & Leases		67,000
Office Supplies & Maintenance		22,200
Printing/Copies/Postage		3,500
Professional Services		
IT Services		82,800
Audit/Legal		65,000
Program Development		75,000
Software Maintenance/Subscriptions		73,300
Telephone and Utilities		31,000
Travel		92,500
	Total	3,792,382
Direct Contract Expenses / Consultants		\$ 4,771,917
	Total Expenditures	\$ 8,564,299

EMERALD COAST REGIONAL COUNCIL October 1, 2024 - September 30, 2025 BUDGET REQUEST

		TPO MEMBER		INVOICED for
	ECRC	CONTRIBUTION	FY24-25 TOTAL	FY23-24
BAY COUNTY	\$ 19,755	\$ 4,087	\$ 23,842	\$ 21,297
Callaway	1,820	\$646	2,466	2,280
Lynn Haven	2,443	\$951	3,394	3,084
Mexico Beach	629	\$62	691	668
Panama City	4,253	\$1,837	6,090	5,388
Panama City Beach	2,484	\$971	3,455	3,080
Parker	928	\$209	1,137	1,075
Springfield	1,351	\$417	1,768	1,640
ESCAMBIA COUNTY	34,345	10,887	45,232	40,815
Century	668	n/a	668	654
Pensacola	6,010	2,168	8,178	7,465
HOLMES COUNTY	2,991	n/a	2,991	2,781
Bonifay	778	n/a	778	749
Esto	250	n/a	250	250
Noma	250	n/a	250	250
Ponce de Leon	250	n/a	250	250
Westville	250	n/a	250	250
OKALOOSA COUNTY	22,926	3,860	26,786	24,197
Cinco Bayou	250	14	264	265
Crestview	3,293	845	4,138	3,809
Destin	1,959	441	2,400	2,238
Fort Walton Beach	2,612	639	3,251	3,024
Laurel Hill	250	n/a	250	250
Mary Esther	957	138	1,095	1,029
Niceville	2,149	499	2,648	2,445
Shalimar	250	24	274	273
Valparaiso	1,003	152	1,155	1,091
SANTA ROSA COUNTY	21,277	7,307	28,584	25,398
Gulf Breeze	1,138	251	1,389	1,311
Jay	250	n/a	250	250
Milton	1,512	398	1,910	1,792
WALTON COUNTY	9,334	2,048	11,382	10,118
DeFuniak Springs	1,116	186	1,302	1,214
Freeport	1,390	269	1,659	1,469
Paxton	250	n/a	250	250
WASHINGTON COUNTY	3,550	n/a	3,550	3,291
Caryville	250	n/a	250	250
Chipley	860	n/a	860	824
Ebro	250	n/a	250	250
Vernon	250	n/a	250	250
Wausau	250	n/a	250	250
	.	.		
TOTAL	\$ 156,781	\$ 39,306	\$ 196,087	\$ 177,514

Action Item 7



Agenda Item Number: 7

SUBJECT: Approval to Negotiate and Enter into LAP Agreement for Fiber Optic Cable Design and to Issue an RFQ for Design Firms

BACKGROUND: For several years, construction of a regional Advanced Traffic Management System (ATMS) facility and Intelligent Transportation System (ITS) deployment has been a top priority of the Florida-Alabama TPO. Such facilities consist of advanced communication technologies integrated into transportation infrastructure such as traffic control systems, monitoring/detection subsystems, and motorist information systems designed to maximize the use of existing transportation networks.

The Florida-Alabama TPO has the role as lead agency to own, operate, and deliver the project on behalf of the local governments within the Florida portions of their area, and has been designated \$537,000 towards design of Fiber Optic Cable/ITS technology in portions of Escambia and Santa Rosa Counties. A Local Agency Participation (LAP) certification is required to take delivery of the funds, and a requirement for LAP certification is the direct hiring of staff. Because the Florida-Alabama TPO is staffed by the ECRC, it does not qualify for LAP certification.

On May 14, 2025, the Florida-Alabama TPO approved a resolution accepting the funds into the Transportation Improvement Program and are requesting the ECRC, as the direct hiring agency, to accept the award to become the LAP organization for delivery of the Fiber Optic Cable design on their behalf.

ATTACHED:

- Resolution 2025-05
- Draft LAP Agreement

RECOMMENDED ACTION: A motion authorizing the final negotiation and execution of the LAP agreement for design of Fiber Optic Cable for ITS deployment and authorize staff to issue a RFQ and establish a selection committee for ranking. For more information, please contact Kandase Lee at (850) 393-9715 or kandase.lee@ecrc.org.

RESOLUTION ECRC 2025-05

A RESOLUTION OF THE EMERALD COAST REGIONAL COUNCIL AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO NEGOTIATE AND EXECUTE A LOCAL AGENCY PROGRAM AGREEMENT AND AUTHORIZING STAFF TO ISSUE AN RFQ FOR PROFESSIONAL SERVICES FOR DESIGN OF FIBER OPTIC CABLE FOR INTELLIGENT TRANSPORTATION SYSTEM (ITS) DEPLOYMENT

WHEREAS, the Florida-Alabama Transportation Planning Organization (FL-AL TPO) is the organization designated by the governors of Florida and Alabama as being responsible, together with the states of Florida and Alabama, for carrying out the continuing, cooperative, and comprehensive transportation planning process for the Florida-Alabama TPO Planning area; and

WHEREAS, on September 12, 2018, the FL-AL TPO approved Resolution FL-AL 18-31 identifying the FL-AL TPO as the lead agency in delivery of the Advanced Traffic Management System (ATMS); and

WHEREAS, on April 13, 2022, the FL-AL TPO approved Resolution FL-AL 2022-09 awarding/designating the project and LAP certification to the ECRC; and

WHEREAS, on April 20, 2022, the ECRC Board approved Resolution ECRC 2022-06 accepting the award/designation of the design component of the RTMC and agreed to enter into a Local Agency Program (LAP) agreement with FDOT for delivery of the RTMC design on behalf of the TPO; and

WHEREAS, on June 16, 2022, the ECRC Board approved Resolution 2022-10 authorizing staff to issue an RFP/RFQ for design of the FL-AL TPO Regional Traffic Management Center and to utilize the FL-AL TPO Working Group/Technical Committee as the respondents and to make recommendations to the ECRC Board for final approval; and

WHEREAS, on May 14, 2025 the FL-AL TPO approved entering into an agreement with Escambia County to begin the construction phase of the RTMC, as design plans are 100% complete; and

WHEREAS, on May 14, 2025, the FL-AL TPO approved a resolution designating \$537,000 for ECRC to conduct the design of Fiber Optic Cable/Intelligent Transportation System Deployment across Escambia and Santa Rosa counties; and

WHEREAS, the design work outlined will need the services of a professional engineering firm, of which a formal RFQ will need to be issued, a selection committee identified, and proposals ranked and evaluated, and a recommendation made to the ECRC board for consideration at the August meeting;

NOW, THEREFORE, BE IT RESOLVED BY THE EMERALD COAST REGIONAL COUNCIL THAT:

I. The Chief Executive Officer is authorized to negotiate and execute a LAP agreement between ECRC and the FDOT for the design phase of Fiber Optic Cable Deployment.

II. The ECRC Board of Directors authorizes staff to open an RFQ and establish a selection committee for the selection of an engineering/design firm, and to make recommendations to the ECRC board at the next scheduled ECRC meeting.

Duly passed and adopted by the Emerald Coast Regional Council on this 21st day of May 2025.

EMERALD COAST REGIONAL COUNCIL	
BY:	
Kurvin Qualls, Chair	EMERALD
ATTEST:	REGIONAL COUNCIL
Kandase Lee FCRC Chief Executive Office	or .

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION LOCAL AGENCY PROGRAM AGREEMENT

FPN: 451524-3	FPN: 451524-2	FPN:					
Federal No (FAIN):	Federal No (FAIN):						
Federal Award Date: 7-1-2025	Federal Award Date: 7-1-2025	Federal Award Date:					
Fund: <u>GFSU</u>	Fund: <u>GFSU</u>	Fund:					
Org Code:	Org Code:	Org Code:					
FLAIR Approp:							
FLAIR Obj:							
County No: <u>Santa Rosa</u> Recipient Vendor No:	County No: E <u>scambia</u> Recipient Unique Entity ID SAM N	lo:					
Catalog of Federal Domestic Assistance (CFDA): 20.205 Highway Planning and Construction							
THIS LOCAL AGEN		("Agreement"), is entered into on prida Department of Transportation, an agency					
(This date to be entered by DOT only							

NOW, THEREFORE, in consideration of the mutual benefits to be derived from joint participation on the Project, the Parties agree to the following:

of the State of Florida ("Department"), and Emerald Coast Regional Council (ECRC) ("Recipient").

- Authority: The Department is authorized to enter into this Agreement pursuant to Section 339.12, Florida Statutes. The Recipient by Resolution or other form of official authorization, a copy of which is attached as Exhibit "D" and made a part of this Agreement, has authorized its officers to execute this Agreement on its behalf.
- 2. Purpose of Agreement: The purpose of this Agreement is to provide for the Department's participation in Design of Fiber Optic/Intelligent Transportation Systems Connection, as further described in <a href="Exhibit "A", Project Description and Responsibilities attached to and incorporated in this Agreement ("Project"), to provide Department financial assistance to the Recipient; state the terms and conditions upon which Department funds will be provided; and to set forth the manner in which the Project will be undertaken and completed.
- 3. Term of Agreement: The Recipient agrees to complete the Project on or before <u>June 30, 2026</u>. If the Recipient does not complete the Project within this time period, this Agreement will expire on the last day of the scheduled completion as provided in this paragraph unless an extension of the time period is requested by the Recipient and granted in writing by the Department prior to the expiration of this Agreement. Expiration of this Agreement will be considered termination of the Project. The cost of any work performed after the term of this Agreement will not be reimbursed by the Department.

4. Project Cost:

- **a.** The estimated cost of the Project is \$ <u>537,000</u>. This amount is based upon the Schedule of Financial Assistance in **Exhibit "B"**, attached to and incorporated in this Agreement. **Exhibit "B"** may be modified by mutual execution of an amendment as provided for in paragraph 5.i.
- b. The Department agrees to participate in the Project cost up to the maximum amount of \$537,000 and as more fully described in Exhibit "B". This amount includes Federal-aid funds which are limited to the actual amount of Federal-aid participation. The Department's participation may be increased or reduced upon determination of the actual bid amounts of the Project by the mutual execution of an amendment. The Recipient agrees to bear all expenses in excess of the total cost of the Project and any deficits incurred in connection with the completion of the Project.
- **c.** Project costs eligible for Department participation will be allowed only from the date of this Agreement. It is understood that Department participation in eligible Project costs is subject to:

LOCAL AGENCY PROGRAM AGREEMENT

- i. Legislative approval of the Department's appropriation request in the work program year that the Project is scheduled to be committed;
- ii. Availability of funds as stated in paragraphs 5.l. and 5.m. of this Agreement;
- **iii.** Approval of all plans, specifications, contracts or other obligating documents and all other terms of this Agreement; and
- iv. Department approval of the Project scope and budget at the time appropriation authority becomes available.

5. Requisitions and Payments

- a. The Recipient shall provide quantifiable, measurable, and verifiable units of deliverables. Each deliverable must specify the required minimum level of service to be performed and the criteria for evaluating successful completion. The Project and the quantifiable, measurable, and verifiable units of deliverables are described more fully in Exhibit "A".
- b. Invoices shall be submitted by the Recipient in detail sufficient for a proper pre-audit and post-audit based on the quantifiable, measurable and verifiable units of deliverables as established in Exhibit "A". Deliverables must be received and accepted in writing by the Department's Project Manager prior to payments. Requests for reimbursement by the Recipient shall include an invoice, progress report and supporting documentation for the period of services being billed that are acceptable to the Department. The Recipient shall use the format for the invoice and progress report that is approved by the Department.
- c. The Recipient shall charge to the Project account all eligible costs of the Project except costs agreed to be borne by the Recipient or its contractors and subcontractors. Costs in excess of the programmed funding or attributable to actions which have not received the required approval of the Department shall not be considered eligible costs. All costs charged to the Project, including any approved services contributed by the Recipient or others, shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers evidencing in proper detail the nature and propriety of the charges.
- d. Supporting documentation must establish that the deliverables were received and accepted in writing by the Recipient and must also establish that the required minimum level of service to be performed based on the criteria for evaluating successful completion as specified in **Exhibit "A"** was met. All costs invoiced shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers evidencing in proper detail the nature and propriety of charges as described in **Exhibit "F"**, Contract Payment Requirements.
- **e.** Bills for travel expenses specifically authorized in this Agreement shall be submitted on the Department's Contractor Travel Form No. 300-000-06 and will be paid in accordance with Section 112.061, Florida Statutes and the most current version of the Disbursement Handbook for Employees and Managers.
- f. Payment shall be made only after receipt and approval of goods and services unless advance payments are authorized by the Chief Financial Officer of the State of Florida under Chapters 215 and 216, Florida Statutes or the Department's Comptroller under Section 334.044(29), Florida Statutes.

If this box	is selecte	d, advanc	e payment	is authoriz	zed	for this	Agreer	ment and Ex	hibit	"H".
Alternative	Advance	Payment	Financial	Provisions	is	attached	and	incorporated	into	this
Agreement.										

If the Department determines that the performance of the Recipient is unsatisfactory, the Department shall notify the Recipient of the deficiency to be corrected, which correction shall be made within a time-frame to be specified by the Department. The Recipient shall, within thirty (30) days after notice from the Department, provide the Department with a corrective action plan describing how the Recipient will address all issues of contract non-performance, unacceptable performance, failure to meet the minimum performance levels, deliverable deficiencies, or contract non-compliance. If the corrective action plan is unacceptable to the

LOCAL AGENCY PROGRAM AGREEMENT

Department, the Recipient will not be reimbursed to the extent of the non-performance. The Recipient will not be reimbursed until the Recipient resolves the deficiency. If the deficiency is subsequently resolved, the Recipient may bill the Department for the unpaid reimbursement request(s) during the next billing period. If the Recipient is unable to resolve the deficiency, the funds shall be forfeited at the end of the Agreement's term.

- g. Agencies providing goods and services to the Department should be aware of the following time frames. Inspection and approval of goods or services shall take no longer than 20 days from the Department's receipt of the invoice. The Department has 20 days to deliver a request for payment (voucher) to the Department of Financial Services. The 20 days are measured from the latter of the date the invoice is received or the goods or services are received, inspected, and approved.
 - If a payment is not available within 40 days, a separate interest penalty at a rate as established pursuant to **Section 55.03(1)**, **F.S.**, will be due and payable, in addition to the invoice amount, to the Recipient. Interest penalties of less than one (1) dollar will not be enforced unless the Recipient requests payment. Invoices that have to be returned to an Recipient because of Recipient preparation errors will result in a delay in the payment. The invoice payment requirements do not start until a properly completed invoice is provided to the Department.
 - A Vendor Ombudsman has been established within the Department of Financial Services. The duties of this individual include acting as an advocate for Agencies who may be experiencing problems in obtaining timely payment(s) from a state agency. The Vendor Ombudsman may be contacted at (850) 413-5516.
- h. The Recipient shall maintain an accounting system or separate accounts to ensure funds and projects are tracked separately. Records of costs incurred under the terms of this Agreement shall be maintained and made available upon request to the Department at all times during the period of this Agreement and for five years after final payment is made. Copies of these documents and records shall be furnished to the Department upon request. Records of costs incurred include the Recipient's general accounting records and the project records, together with supporting documents and records, of the contractor and all subcontractors performing work on the project, and all other records of the Contractor and subcontractors considered necessary by the Department for a proper audit of costs.
- i. Prior to the execution of this Agreement, a Project schedule of funding shall be prepared by the Recipient and approved by the Department. The Recipient shall maintain said schedule of funding, carry out the Project, and shall incur obligations against and make disbursements of Project funds only in conformity with the latest approved schedule of funding for the Project. The schedule of funding may be revised by execution of a Local Agency Program ("LAP") Supplemental Agreement between the Department and the Recipient. The Recipient acknowledges and agrees that funding for this project may be reduced upon determination of the Recipient's contract award amount.
- j. If, after Project completion, any claim is made by the Department resulting from an audit or for work or services performed pursuant to this Agreement, the Department may offset such amount from payments due for work or services done under any agreement which it has with the Recipient owing such amount if, upon demand, payment of the amount is not made within 60 days to the Department. Offsetting any amount pursuant to this paragraph shall not be considered a breach of contract by the Department.
- **k.** The Recipient must submit the final invoice on the Project to the Department within 120 days after the completion of the Project. Invoices submitted after the 120-day time period may not be paid.
- I. The Department's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. If the Department's funding for this Project is in multiple fiscal years, funds approval from the Department's Comptroller must be received each fiscal year prior to costs being incurred. See **Exhibit "B"** for funding levels by fiscal year. Project costs utilizing these fiscal year funds are not eligible for reimbursement if incurred prior to funds approval being received. The Department will notify the Recipient, in writing, when funds are available.
- **m.** In the event this Agreement is in excess of \$25,000 and has a term for a period of more than one year, the provisions of Section 339.135(6)(a), Florida Statutes, are hereby incorporated:

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"The Department, during any fiscal year, shall not expend money, incur any liability, or enter into any contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such contract. The Department shall require a statement from the comptroller of the Department that funds are available prior to entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding 1 year, but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years, and this paragraph shall be incorporated verbatim in all contracts of the Department which are for an amount in excess of \$25,000 and which have a term for a period of more than 1 year."

6. Department Payment Obligations:

Subject to other provisions of this Agreement, the Department will honor requests for reimbursement to the Recipient pursuant to this Agreement. However, notwithstanding any other provision of this Agreement, the Department may elect by notice in writing not to make a payment if:

- a. The Recipient shall have made misrepresentation of a material nature in its application, or any supplement or amendment to its application, or with respect to any document or data furnished with its application or pursuant to this Agreement;
- **b.** There is any pending litigation with respect to the performance by the Recipient of any of its duties or obligations which may jeopardize or adversely affect the Project, the Agreement or payments to the Project;
- **c.** The Recipient shall have taken any action pertaining to the Project which, under this Agreement, requires the approval of the Department or has made a related expenditure or incurred related obligations without having been advised by the Department that same are approved;
- d. There has been any violation of the conflict of interest provisions contained in paragraph 14.f.; or
- e. The Recipient has been determined by the Department to be in default under any of the provisions of the Agreement.

The Department may suspend or terminate payment for that portion of the Project which the Federal Highway Administration ("FHWA"), or the Department acting in lieu of FHWA, may designate as ineligible for Federal-aid.

In determining the amount of the payment, the Department will exclude all Project costs incurred by the Recipient prior to the Department's issuance of a Notice to Proceed ("NTP"), costs incurred after the expiration of the Agreement, costs which are not provided for in the latest approved schedule of funding in **Exhibit** "**B**" for the Project, costs agreed to be borne by the Recipient or its contractors and subcontractors for not meeting the Project commencement and final invoice time lines, and costs attributable to goods or services received under a contract or other arrangements which have not been approved in writing by the Department.

7. General Requirements:

The Recipient shall complete the Project with all practical dispatch, in a sound, economical, and efficient manner, and in accordance with the provisions in this Agreement, and all applicable laws. The Project will be performed in accordance with all applicable Department procedures, guidelines, manuals, standards, and directives as described in the Department's **Local Agency Program Manual** (FDOT Topic No. 525-010-300), which by this reference is made a part of this Agreement. Time is of the essence as to each and every obligation under this Agreement.

- **a.** A full time employee of the Recipient, qualified to ensure that the work being pursued is complete, accurate, and consistent with the terms, conditions, and specifications of this Agreement shall be in responsible charge of the Project, which employee should be able to perform the following duties and functions:
 - i. Administers inherently governmental project activities, including those dealing with cost, time,

LOCAL AGENCY PROGRAM AGREEMENT

adherence to contract requirements, construction quality and scope of Federal-aid projects;

- ii. Maintains familiarity of day to day Project operations, including Project safety issues;
- **iii.** Makes or participates in decisions about changed conditions or scope changes that require change orders or supplemental agreements;
- iv. Visits and reviews the Project on a frequency that is commensurate with the magnitude and complexity of the Project;
- **v.** Reviews financial processes, transactions and documentation to ensure that safeguards are in place to minimize fraud, waste, and abuse;
- vi. Directs Project staff, agency or consultant, to carry out Project administration and contract oversight, including proper documentation;
- **vii.** Is aware of the qualifications, assignments and on-the-job performance of the Recipient and consultant staff at all stages of the Project.
- b. Once the Department issues the NTP for the Project, the Recipient shall be obligated to submit an invoice or other request for reimbursement to the Department no less than once every 90 days (quarterly), beginning from the day the NTP is issued. If the Recipient fails to submit quarterly invoices to the Department, and in the event the failure to timely submit invoices to the Department results in the FHWA removing any unbilled funding or the loss of state appropriation authority (which may include the loss of state and federal funds, if there are state funds programmed to the Project), then the Recipient will be solely responsible to provide all funds necessary to complete the Project and the Department will not be obligated to provide any additional funding for the Project. The Recipient waives the right to contest such removal of funds by the Department, if the removal is related to FHWA's withdrawal of funds or if the removal is related to the loss of state appropriation authority. In addition to the loss of funding for the Project, the Department will also consider the de-certification of the Recipient for future LAP Projects. No cost may be incurred under this Agreement until after the Recipient has received a written NTP from the Department. The Recipient agrees to advertise or put the Project out to bid thirty (30) days from the date the Department issues the NTP to advertise the Project. If the Recipient is not able to meet the scheduled advertisement, the Department District LAP Administrator should be notified as soon as possible.
- c. If all funds are removed from the Project, including amounts previously billed to the Department and reimbursed to the Recipient, and the Project is off the State Highway System, then the Department will have to request repayment for the previously billed amounts from the Recipient. No state funds can be used on off-system projects, unless authorized pursuant to Exhibit "I", State Funds Addendum, which will be attached to and incorporated in this Agreement in the event state funds are used on the Project.
- **d.** In the event that any election, referendum, approval, permit, notice or other proceeding or authorization is required under applicable law to enable the Recipient to enter into this Agreement or to undertake the Project or to observe, assume or carry out any of the provisions of the Agreement, the Recipient will initiate and consummate, as provided by law, all actions necessary with respect to any such matters.
- **e.** The Recipient shall initiate and prosecute to completion all proceedings necessary, including Federal-aid requirements, to enable the Recipient to provide the necessary funds for completion of the Project.
- f. The Recipient shall submit to the Department such data, reports, records, contracts, and other documents relating to the Project as the Department and FHWA may require. The Recipient shall make such submissions using Department-designated information systems.
- g. Federal-aid funds shall not participate in any cost which is not incurred in conformity with applicable federal and state laws, the regulations in 23 Code of Federal Regulations (C.F.R.) and 49 C.F.R., and policies and procedures prescribed by the Division Administrator of FHWA. Federal funds shall not be paid on account of any cost incurred prior to authorization by FHWA to the Department to proceed with the Project or part thereof involving such cost (23 C.F.R. 1.9 (a)). If FHWA or the Department determines that any amount

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claimed is not eligible, federal participation may be approved in the amount determined to be adequately supported and the Department shall notify the Recipient in writing citing the reasons why items and amounts are not eligible for federal participation. Where correctable non-compliance with provisions of law or FHWA requirements exists federal funds may be withheld until compliance is obtained. Where non-compliance is not correctable, FHWA or the Department may deny participation in parcel or Project costs in part or in total. For any amounts determined to be ineligible for federal reimbursement for which the Department has advanced payment, the Recipient shall promptly reimburse the Department for all such amounts within 90 days of written notice.

h. For any project requiring additional right-of-way, the Recipient must submit to the Department an annual report of its real property acquisition and relocation assistance activities on the project. Activities shall be reported on a federal fiscal year basis, from October 1 through September 30. The report must be prepared using the format prescribed in 49 C.F.R. Part 24, Appendix B, and be submitted to the Department no later than October 15 of each year.

8. Audit Reports:

The administration of resources awarded through the Department to the Recipient by this Agreement may be subject to audits and/or monitoring by the Department. The following requirements do not limit the authority of the Department to conduct or arrange for the conduct of additional audits or evaluations of federal awards or limit the authority of any state agency inspector general, the State of Florida Auditor General, or any other state official. The Recipient shall comply with all audit and audit reporting requirements as specified below.

- a. In addition to reviews of audits conducted in accordance with 2 CFR Part 200, Subpart F Audit Requirements, monitoring procedures may include, but not be limited to, on-site visits by Department staff and/or other procedures including, reviewing any required performance and financial reports, following up, ensuring corrective action, and issuing management decisions on weaknesses found through audits when those findings pertain to federal awards provided through the Department by this Agreement. By entering into this Agreement, the Recipient agrees to comply and cooperate fully with any monitoring procedures/processes deemed appropriate by the Department. The Recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Department, State of Florida Chief Financial Officer ("CFO"), or State of Florida Auditor General.
- b. The Recipient, a non-federal entity as defined by 2 CFR Part 200, as a subrecipient of a federal award awarded by the Department through this Agreement is subject to the following requirements:
 - i. In the event the Recipient expends a total amount of federal awards equal to or in excess of the threshold established by 2 CFR Part 200, Subpart F Audit Requirements, the Recipient must have a federal single or program-specific audit for such fiscal year conducted in accordance with the provisions of 2 CFR Part 200, Subpart F Audit Requirements. **Exhibit "E"** to this Agreement provides the required federal award identification information needed by the Recipient to further comply with the requirements of 2 CFR Part 200, Subpart F Audit Requirements. In determining federal awards expended in a fiscal year, the Recipient must consider all sources of federal awards based on when the activity related to the federal award occurs, including the federal award provided through the Department by this Agreement. The determination of amounts of federal awards expended should be in accordance with the guidelines established by 2 CFR Part 200, Subpart F Audit Requirements. An audit conducted by the State of Florida Auditor General in accordance with the provisions of 2 CFR Part 200, Subpart F Audit Requirements, will meet the requirements of this part.
 - ii. In connection with the audit requirements, the Recipient shall fulfill the requirements relative to the auditee responsibilities as provided in 2 CFR Part 200, Subpart F Audit Requirements.

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- iii. In the event the Recipient expends less than the threshold established by 2 CFR Part 200, Subpart F Audit Requirements, in federal awards, the Recipient is exempt from federal audit requirements for that fiscal year. However, the Recipient must provide a single audit exemption statement to the Department at FDOTSingleAudit@dot.state.fl.us no later than nine months after the end of the Recipient's audit period for each applicable audit year. In the event the Recipient expends less than the threshold established by 2 CFR Part 200, Subpart F Audit Requirements, in federal awards in a fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR Part 200, Subpart F Audit Requirements, the cost of the audit must be paid from non-federal resources (i.e., the cost of such an audit must be paid from the Recipient's resources obtained from other than federal entities).
- iv. The Recipient must electronically submit to the Federal Audit Clearinghouse ("FAC") at https://harvester.census.gov/facweb/ the audit reporting package as required by 2 CFR Part 200, Subpart F Audit Requirements, within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period. The FAC is the repository of record for audits required by 2 CFR Part 200, Subpart F Audit Requirements, and this Agreement. However, the Department requires a copy of the audit reporting package also be submitted to FDOTSingleAudit@dot.state.fl.us within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period as required by 2 CFR Part 200, Subpart F Audit Requirements.
- v. Within six months of acceptance of the audit report by the FAC, the Department will review the Recipient's audit reporting package, including corrective action plans and management letters, to the extent necessary to determine whether timely and appropriate action on all deficiencies has been taken pertaining to the federal award provided through the Department by this Agreement. If the Recipient fails to have an audit conducted in accordance with 2 CFR Part 200, Subpart F Audit Requirements, the Department may impose additional conditions to remedy noncompliance. If the Department determines that noncompliance cannot be remedied by imposing additional conditions, the Department may take appropriate actions to enforce compliance, which actions may include but not be limited to the following:
 - 1. Temporarily withhold cash payments pending correction of the deficiency by the Recipient or more severe enforcement action by the Department;
 - 2. Disallow (deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance;
 - 3. Wholly or partly suspend or terminate the federal award:
 - 4. Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180 and federal awarding agency regulations (or in the case of the Department, recommend such a proceeding be initiated by the federal awarding agency);
 - 5. Withhold further federal awards for the Project or program;
 - 6. Take other remedies that may be legally available.
- vi. As a condition of receiving this federal award, the Recipient shall permit the Department or its designee, the CFO, or State of Florida Auditor General access to the Recipient's records including financial statements, the independent auditor's working papers, and project records as necessary. Records related to unresolved audit findings, appeals, or litigation shall be retained until the action is complete or the dispute is resolved.
- vii. The Department's contact information for requirements under this part is as follows:

Office of Comptroller, MS 24
605 Suwannee Street

Tallahassee, Florida 32399-0450

FDOTSingleAudit@dot.state.fl.us

c. The Recipient shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of five years from the date the audit report is issued and shall allow the Department or its designee, the CFO, or State of Florida Auditor General access to such records upon request. The Recipient shall ensure that the audit working papers are made available to the Department or its designee, the CFO, or State of Florida Auditor General upon request for a period of five years from the date the audit report is issued, unless extended in writing by the Department.

9. Termination or Suspension of Project:

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The Department may, by written notice to the Recipient, suspend any or all of the Department's obligations under this Agreement for the Recipient's failure to comply with applicable law or the terms of this Agreement until such time as the event or condition resulting in such suspension has ceased or been corrected.

- **a.** If the Department intends to terminate the Agreement, the Department shall notify the Recipient of such termination in writing at least thirty (30) days prior to the termination of the Agreement, with instructions to the effective date of termination or specify the stage of work at which the Agreement is to be terminated.
- **b.** The Parties to this Agreement may terminate this Agreement when its continuation would not produce beneficial results commensurate with the further expenditure of funds. In this event, the Parties shall agree upon the termination conditions.
- c. If the Agreement is terminated before performance is completed, the Recipient shall be paid only for that work satisfactorily performed for which costs can be substantiated. Such payment, however, may not exceed the equivalent percentage of the Department's maximum financial assistance. If any portion of the Project is located on the Department's right-of-way, then all work in progress on the Department right-of-way will become the property of the Department and will be turned over promptly by the Recipient.
- **d.** In the event the Recipient fails to perform or honor the requirements and provisions of this Agreement, the Recipient shall promptly refund in full to the Department within thirty (30) days of the termination of the Agreement any funds that were determined by the Department to have been expended in violation of the Agreement.
- **e.** The Department reserves the right to unilaterally cancel this Agreement for failure by the Recipient to comply with the Public Records provisions of Chapter 119, Florida Statutes.

10. Contracts of the Recipient:

- a. Except as otherwise authorized in writing by the Department, the Recipient shall not execute any contract or obligate itself in any manner requiring the disbursement of Department funds, including consultant or construction contracts or amendments thereto, with any third party with respect to the Project without the written approval of the Department. Failure to obtain such approval shall be sufficient cause for nonpayment by the Department. The Department specifically reserves the right to review the qualifications of any consultant or contractor and to approve or disapprove the employment of such consultant or contractor.
- b. It is understood and agreed by the parties to this Agreement that participation by the Department in a project with the Recipient, where said project involves a consultant contract for engineering, architecture or surveying services, is contingent on the Recipient's complying in full with provisions of Section 287.055, Florida Statutes, Consultants' Competitive Negotiation Act, the federal Brooks Act, 23 C.F.R. 172, and 23 U.S.C. 112. At the discretion of the Department, the Recipient will involve the Department in the consultant selection process for all projects funded under this Agreement. In all cases, the Recipient shall certify to the Department that selection has been accomplished in compliance with the Consultants' Competitive Negotiation Act and the federal Brooks Act.
- c. The Recipient shall comply with, and require its consultants and contractors to comply with applicable federal law pertaining to the use of Federal-aid funds. The Recipient shall comply with the provisions in the FHWA-1273 form as set forth in **Exhibit "G"**, FHWA 1273 attached to and incorporated in this Agreement. The Recipient shall include FHWA-1273 in all contracts with contractors performing work on the Project.
- d. The Recipient shall require its consultants and contractors to take emergency steps to close any public road whenever there is a risk to life, health and safety of the travelling public. The safety of the travelling public is the Department's first priority for the Recipient. If lane or road closures are required by the LA to ensure the life, health, and safety of the travelling public, the LA must notify the District Construction Engineer and District Traffic Operations Engineer immediately once the travelling public are not at imminent risk. The Department expects professional engineering judgment be applied in all aspects of locally delivered projects. Defect management and supervision of LAP project structures components must be

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proactively managed, monitored, and inspected by department prequalified structures engineer(s). The District Construction Engineer must be notified immediately of defect monitoring that occurs in LAP project construction, whether or not the defects are considered an imminent risk to life, health, or safety of the travelling public. When defects, including but not limited to, structural cracks, are initially detected during bridge construction, the engineer of record, construction engineering inspector, design-build firm, or local agency that owns or is responsible for the bridge construction has the authority to immediately close the bridge to construction personnel and close the road underneath. The LA shall also ensure compliance with the CPAM, Section 9.1.8 regarding actions for maintenance of traffic and safety concerns.

11. Disadvantaged Business Enterprise (DBE) Policy and Obligation:

It is the policy of the Department that DBE's, as defined in 49 C.F.R. Part 26, as amended, shall have the opportunity to participate in the performance of contracts financed in whole or in part with Department funds under this Agreement. The DBE requirements of applicable federal and state laws and regulations apply to this Agreement.

The Recipient and its contractors agree to ensure that DBE's have the opportunity to participate in the performance of this Agreement. In this regard, all recipients and contractors shall take all necessary and reasonable steps in accordance with applicable federal and state laws and regulations to ensure that the DBE's have the opportunity to compete for and perform contracts. The Recipient and its contractors and subcontractors shall not discriminate on the basis of race, color, national origin or sex in the award and performance of contracts, entered pursuant to this Agreement.

12. Compliance with Conditions and Laws:

The Recipient shall comply and require its contractors and subcontractors to comply with all terms and conditions of this Agreement and all federal, state, and local laws and regulations applicable to this Project. Execution of this Agreement constitutes a certification that the Recipient is in compliance with, and will require its contractors and subcontractors to comply with, all requirements imposed by applicable federal, state, and local laws and regulations, including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions," in 49 C.F.R. Part 29, and 2 C.F.R. Part 200 when applicable.

13. Performance Evaluations:

Recipients are evaluated on a project-by-project basis. The evaluations provide information about oversight needs and provide input for the recertification process. Evaluations are submitted to the Recipient's person in responsible charge or designee as part of the Project closeout process. The Department provides the evaluation to the Recipient no more than 30 days after final acceptance.

- a. Each evaluation will result in one of three ratings. A rating of Unsatisfactory Performance means the Recipient failed to develop the Project in accordance with applicable federal and state regulations, standards and procedures, required excessive District involvement/oversight, or the Project was brought in-house by the Department. A rating of Satisfactory Performance means the Recipient developed the Project in accordance with applicable federal and state regulations, standards and procedures, with minimal District involvement/oversight. A rating of Above Satisfactory Performance means the Recipient developed the Project in accordance with applicable federal and state regulations, standards and procedures, and the Department did not have to exceed the minimum oversight and monitoring requirements identified for the project.
- **b.** The District will determine which functions can be further delegated to Recipients that continuously earn Satisfactory and Above Satisfactory evaluations.

14. Restrictions, Prohibitions, Controls, and Labor Provisions:

During the performance of this Agreement, the Recipient agrees as follows, and agrees to require its contractors and subcontractors to include in each subcontract the following provisions:

a. The Recipient will comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964, the regulations of the U.S. Department of Transportation issued thereunder, and the assurance by the Recipient pursuant thereto. The Recipient shall include the attached Exhibit "C", Title VI Assurances in all contracts

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with consultants and contractors performing work on the Project that ensure compliance with Title VI of the Civil Rights Act of 1964, 49 C.F.R. Part 21, and related statutes and regulations.

- **b.** The Recipient will comply with all the requirements as imposed by the ADA, the regulations of the Federal Government issued thereunder, and assurance by the Recipient pursuant thereto.
- c. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
- d. In accordance with Section 287.134, Florida Statutes, an entity or affiliate who has been placed on the Discriminatory Vendor List, kept by the Florida Department of Management Services, may not submit a bid on a contract to provide goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity; and may not transact business with any public entity.
- **e.** An entity or affiliate who has had its Certificate of Qualification suspended, revoked, denied or have further been determined by the Department to be a non-responsible contractor may not submit a bid or perform work for the construction or repair of a public building or public work on a contract with the Recipient.
- f. Neither the Recipient nor any of its contractors or their subcontractors shall enter into any contract, subcontract or arrangement in connection with the Project or any property included or planned to be included in the Project in which any member, officer or employee of the Recipient or the locality during tenure or for 2 years thereafter has any interest, direct or indirect. If any such present or former member, officer or employee involuntarily acquires or had acquired prior to the beginning of tenure any such interest, and if such interest is immediately disclosed to the Recipient, the Recipient, with prior approval of the Department, may waive the prohibition contained in this paragraph provided that any such present member, officer or employee shall not participate in any action by the Recipient or the locality relating to such contract, subcontract or arrangement. The Recipient shall insert in all contracts entered into in connection with the Project or any property included or planned to be included in any Project, and shall require its contractors to insert in each of their subcontracts, the following provision:

"No member, officer or employee of the Recipient or of the locality during his tenure or for 2 years thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof."

The provisions of this paragraph shall not be applicable to any agreement between the Recipient and its fiscal depositories or to any agreement for utility services the rates for which are fixed or controlled by a governmental agency.

g. No member or delegate to the Congress of the United States shall be admitted to any share or part of this Agreement or any benefit arising therefrom.

15. Indemnification and Insurance:

a. It is specifically agreed between the parties executing this Agreement that it is not intended by any of the provisions of any part of this Agreement to create in the public or any member thereof, a third-party beneficiary under this Agreement, or to authorize anyone not a party to this Agreement to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this Agreement. The Recipient guarantees the payment of all just claims for materials, supplies, tools, or labor and other just claims against the Recipient or any subcontractor, in connection with this Agreement.

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- b. To the extent provided by law, Recipient shall indemnify, defend, and hold harmless the Department against any actions, claims, or damages arising out of, relating to, or resulting from negligent or wrongful act(s) of Recipient, or any of its officers, agents, or employees, acting within the scope of their office or employment, in connection with the rights granted to or exercised by Recipient hereunder, to the extent and within the limitations of Section 768.28, Florida Statutes. The foregoing indemnification shall not constitute a waiver of the Department's or Recipient's sovereign immunity beyond the limits set forth in Florida Statutes, Section 768.28, nor shall the same be construed to constitute agreement by Recipient to indemnify the Department for the negligent acts or omissions of the Department, its officers, agents, or employees, or for the acts of third parties. Nothing herein shall be construed as consent by Recipient to be sued by third parties in any manner arising out of this Agreement. This indemnification shall survive the termination of this Agreement.
- c. Recipient agrees to include the following indemnification in all contracts with contractors, subcontractors, consultants, or subconsultants (each referred to as "Entity" for the purposes of the below indemnification) who perform work in connection with this Agreement:

"To the extent provided by law, [ENTITY] shall indemnify, defend, and hold harmless the [RECIPIENT] and the State of Florida, Department of Transportation, including the Department's officers, agents, and employees, against any actions, claims, or damages arising out of, relating to, or resulting from negligent or wrongful act(s) of [ENTITY], or any of its officers, agents, or employees, acting within the scope of their office or employment, in connection with the rights granted to or exercised by [ENTITY].

The foregoing indemnification shall not constitute a waiver of the Department's or [RECIPIENT']'s sovereign immunity beyond the limits set forth in Florida Statutes, Section 768.28. Nor shall the same be construed to constitute agreement by [ENTITY] to indemnify [RECIPIENT] for the negligent acts or omissions of [RECIPIENT], its officers, agents, or employees, or third parties. Nor shall the same be construed to constitute agreement by [ENTITY] to indemnify the Department for the negligent acts or omissions of the Department, its officers, agents, or employees, or third parties. This indemnification shall survive the termination of this Agreement."

- d. The Recipient shall, or cause its contractor or consultant to carry and keep in force, during the term of this Agreement, a general liability insurance policy or policies with a company or companies authorized to do business in Florida, affording public liability insurance with combined bodily injury limits of at least \$200,000 per person and \$300,000 each occurrence, and property damage insurance of at least \$200,000 each occurrence, for the services to be rendered in accordance with this Agreement. The Recipient shall also, or cause its contractor or consultant to carry and keep in force Workers' Compensation Insurance as required by the State of Florida under the Workers' Compensation Law. With respect to any general liability insurance policy required pursuant to this Agreement, all such policies shall be issued by companies licensed to do business in the State of Florida. The Recipient shall provide to the Department certificates showing the required coverage to be in effect with endorsements showing the Department to be an additional insured prior to commencing any work under this Agreement. Policies that include Self Insured Retention will not be accepted. The certificates and policies shall provide that in the event of any material change in or cancellation of the policies reflecting the required coverage, thirty days advance notice shall be given to the Department or as provided in accordance with Florida law.
- **Maintenance Obligations:** In the event the Project includes construction then the following provisions are incorporated into this Agreement:

a.	The Recipient agrees to maintain any portion of the Project not located on the State Highway System constructed under this Agreement for its useful life. If the Recipient constructs any improvement on Department right-of-way, the Recipient
	□ shall
	☐ shall not
	maintain the improvements located on the Department right-of-way for their useful life. If the Recipient is

maintain the improvements located on the Department right-of-way for their useful life. If the Recipient is required to maintain Project improvements located on the Department right-of-way beyond final acceptance, then Recipient shall, prior to any disbursement of the state funding provided under this

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Agreement, also execute a Maintenance Memorandum of Agreement in a form that is acceptable to the Department. The Recipient has agreed to the foregoing by resolution, and such resolution is attached and incorporated into this Agreement as **Exhibit "D"**. This provision will survive termination of this Agreement.

17. Miscellaneous Provisions:

- a. The Recipient will be solely responsible for compliance with all applicable environmental regulations, for any liability arising from non-compliance with these regulations, and will reimburse the Department for any loss incurred in connection therewith. The Recipient will be responsible for securing any applicable permits. The Recipient shall include in all contracts and subcontracts for amounts in excess of \$150,000, a provision requiring compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387).
- **b.** The Department shall not be obligated or liable hereunder to any individual or entity not a party to this Agreement.
- c. In no event shall the making by the Department of any payment to the Recipient constitute or be construed as a waiver by the Department of any breach of covenant or any default which may then exist on the part of the Recipient and the making of such payment by the Department, while any such breach or default shall exist, shall in no way impair or prejudice any right or remedy available to the Department with respect to such breach or default.
- **d.** If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected. In such an instance, the remainder would then continue to conform to the terms and requirements of applicable law.
- **e.** By execution of the Agreement, the Recipient represents that it has not paid and, also agrees not to pay, any bonus or commission for the purpose of obtaining an approval of its application for the financing hereunder.
- f. Nothing in the Agreement shall require the Recipient to observe or enforce compliance with any provision or perform any act or do any other thing in contravention of any applicable state law. If any of the provisions of the Agreement violate any applicable state law, the Recipient will at once notify the Department in writing in order that appropriate changes and modifications may be made by the Department and the Recipient to the end that the Recipient may proceed as soon as possible with the Project.
- g. In the event that this Agreement involves constructing and equipping of facilities, the Recipient shall submit to the Department for approval all appropriate plans and specifications covering the Project. The Department will review all plans and specifications and will issue to the Recipient a written approval with any approved portions of the Project and comments or recommendations covering any remainder of the Project deemed appropriate. After resolution of these comments and recommendations to the Department's satisfaction, the Department will issue to the Recipient a written approval with said remainder of the Project. Failure to obtain this written approval shall be sufficient cause of nonpayment by the Department.
- h. Upon completion of right-of-way activities on the Project, the Recipient must certify compliance with all applicable federal and state requirements. Certification is required prior to authorization for advertisement for or solicitation of bids for construction of the Project, including if no right-of-way is required.
- i. The Recipient will certify in writing, prior to Project closeout that the Project was completed in accordance with applicable plans and specifications, is in place on the Recipient's facility, adequate title is in the Recipient's name, and the Project is accepted by the Recipient as suitable for the intended purpose.
- j. The Recipient agrees that no federally-appropriated funds have been paid, or will be paid by or on behalf of the Recipient, to any person for influencing or attempting to influence any officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the

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making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement. If any funds other than federally-appropriated funds have been paid by the Recipient to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. The Recipient shall require that the language of this paragraph be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. No funds received pursuant to this contract may be expended for lobbying the Legislature, the judicial branch or a state agency.

- **k.** The Recipient may not permit the Engineer of Record to perform Construction, Engineering and Inspection services on the Project.
- I. The Recipient shall comply with all applicable federal guidelines, procedures, and regulations. If at any time a review conducted by Department and or FHWA reveals that the applicable federal guidelines, procedures, and regulations were not followed by the Recipient and FHWA requires reimbursement of the funds, the Recipient will be responsible for repayment to the Department of all funds awarded under the terms of this Agreement.

m. The Recipient shall:

- i. utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by Recipient during the term of the contract; and
- ii. expressly require any contractor and subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.
- n. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute the same Agreement. A facsimile or electronic transmission of this Agreement with a signature on behalf of a party will be legal and binding on such party.
- **o.** The Parties agree to comply with s.20.055(5), Florida Statutes, and to incorporate in all subcontracts the obligation to comply with s.20.055(5), Florida Statutes.
- **p.** If the Project is procured pursuant to Chapter 255, Florida Statutes, for construction services and the cost of the Project is to be paid from state-appropriated funds, then the Recipient must comply with the requirements of Section 255.0991, Florida Statutes.

18. Exhibits:

a.	Exhibits "A", "B", "C", "D", "E" and "F" are attached to and incorporated into this Agreement.
b.	☐ If this Project includes Phase 58 (construction) activities, then Exhibit "G" , FHWA FORM 1273, is attached and incorporated into this Agreement.
C.	☐ Alternative Advance Payment Financial Provisions are used on this Project. If an Alternative Pay Method is used on this Project, then Exhibit "H" , Alternative Advance Payment Financial Provisions, is attached and incorporated into this Agreement.
d.	☐ State funds are used on this Project. If state funds are used on this Project, then Exhibit "I" , State Funds Addendum, is attached and incorporated into this Agreement. Exhibit "J" , State Financial

e.	☐ This Project utilizes Advance Project Reimbursement. If this Project utilizes Advance Pr	oject
	Reimbursement, then Exhibit "K", Advance Project Reimbursement is attached and incorporated into	this
	Agreement.	

Assistance (Florida Single Audit Act), is attached and incorporated into this Agreement.

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f.	☐ This Project includes funding for landscaping. If this Project includes funding for landscaping, then Exhibit "L" , Landscape Maintenance, is attached and incorporated into this Agreement.
g.	☐ This Project includes funding for a roadway lighting system. If the Project includes funding for roadway lighting system, Exhibit "M" , Roadway Lighting Maintenance is attached and incorporated into this Agreement.
h.	☐ This Project includes funding for traffic signals and/or traffic signal systems. If this Project includes funding for traffic signals and/or traffic signals systems, Exhibit "N" , Traffic Signal Maintenance is attached and incorporated into this Agreement.
i.	☐ A portion or all of the Project will utilize Department right-of-way and, therefore, Exhibit "O" , Terms and Conditions of Construction in Department Right-of-Way, is attached and incorporated into this Agreement.
j.	☐ The following Exhibit(s) are attached and incorporated into this Agreement:
k.	Exhibit and Attachment List Exhibit A: Project Description and Responsibilities Exhibit B: Schedule of Financial Assistance Exhibit C: Title VI Assurances Exhibit D: Recipient Resolution Exhibit E: Federal Financial Assistance (Single Audit Act) Exhibit F: Contract Payment Requirements * Exhibit G: FHWA Form 1273 * Exhibit H: Alternative Advance Payment Financial Provisions * Exhibit I: State Funds Addendum * Exhibit J: State Financial Assistance (Florida Single Audit Act) * Exhibit K: Advance Project Reimbursement * Exhibit K: Advance Project Reimbursement * Exhibit M: Roadway Lighting Maintenance * Exhibit N: Traffic Signal Maintenance * Exhibit O: Terms and Conditions of Construction in Department Right-of-Way * Additional Exhibit(s):

^{*} Indicates that the Exhibit is only attached and incorporated if applicable box is selected.

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IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year written above.

RECIPIENT Emerald Coast Regional Council	STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION
By: Name: Title:	By: Name: Tim Smith, P.E. Title: Director of Transportation Development
	Legal Review:

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EXHIBIT A

PROJECT DESCRIPTION AND RESPONSIBILITIES

FPN: 451524-3 and 451 <u>5</u> 24-
his exhibit forms an integral part of the Agreement between the State of Florida, Department of Transportation and
merald Coast Regional Council (ECRC) (the Recipient)
PROJECT LOCATION:
☐ The project is on the National Highway System.
☐ The project is on the State Highway System.
PROJECT LENGTH AND MILE POST LIMITS: See Project Description Below
PROJECT DESCRIPTION: This project consists of 100% engineering design services for the proposed Escambia canta Rosa Regional Fiber Optic/Intelligent Transportaion System Commnications. The corridors will consist of: Hwy 9

Santa Rosa Regional Fiber Optic/Intelligent Transportaion System Commnications. The corridors will consist of: Hwy 98 from Pensacola bay Bridge to Gondolier/Kelton Blvd in Gulf Breeze, Tiger pt Blvd to East Bay Blvd, Davis hwy from Brent to I-10 EB Ramp, Davis hwy from I-10 WB ramp to Scenic hwy, hwy 90 from Avalon Blvd to Ward basin and Woodbine to Pea Ridge.

The infrastructure shall be designed to current Florida Building Codes, National Fire Protection Association Life Safety Code, and comply with the ADA Act. The design must comply with the Florida Building Code's requirements for the highest risk category of IV.

SPECIAL CONSIDERATIONS BY RECIPIENT:

The RECIPIENT ("AGENCY") is required to provide a copy of the design plans for the Department's review and approval to coordinate permitting with the Department, and notify the Department prior to commencement of any right-of-way activities.

The AGENCY, through its Program Manager or other resources, shall be responsible for development and management of all contracts for the PROJECT. The AGENCY shall be responsible for assuring that the PROJECT complies with all Federal Highway Administration (FHWA) and DEPARTMENT standards, procedures, and policies. In the event of a conflict between or among applicable standards, the more stringent standards shall govern. During the design phase of the PROJECT, the AGENCY shall submit monthly status reports to the DEPARTMENT within 15 days following the last day of each month. The AGENCY shall be responsible for obtaining all permits necessary to accomplish the PROJECT.

The AGENCY shall ensure the design plans provide resources for FDOT operations supporting ten employees. These resources shall include but not be limited to:

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The Fiber Optic/Intelligent Transportation Systems Communications design must accommodate the servers and networking equipment necessary to operate the interstate and intersection management software anticipated to be part of the advanced traffic management software (ATMS), such as signal system software, FDOT's statewide SunGuide® software, and network management tools.

The AGENCY shall provide a copy of the 30% 60%, 90% and final design plans for the Department's review and approval.

The Recipient shall commence the project's activities subsequent to the execution of this Agreement and shall perform in accordance with the following schedule:

- a) Concept Plans Development to be completed by September 30, 2025
- b) 30% Plans Development & Agencies' Review by November 15, 2025
- c) 60% Plans Development & Agencies' Review by February 1, 2026
- d) 90% Plans Development & Agencies' Review by April 1, 2026
- e) 100% Plans Development & Agencies' Review by May 1, 2026
- f) Final Plans and Supporting Documents Submittal by June 15, 2026

If this schedule cannot be met, the Recipient will notify the Department in writing with a revised schedule or the project is subject to the withdrawal of funding.

SPECIAL CONSIDERATIONS BY DEPARTMENT:

Invoice payments will be made on a pro-rata basis as a percentage of the federal funding amount compared to the actual award amount. Any contract changes/claims which result in federal aid ineligible cost and/or time will be the sole responsibility of the Recipient. Such changes may include, but are not limited to, premium costs due to Design errors or omissions, additional contract time and/or costs occurring from utility delays, differing site conditions or other unforeseen conditions.

In the event the Design costs exceed the cost included in Exhibit B, Schedule of Financial Assistance, the Recipient will be solely responsible to provide the additional funds that are necessary to complete the Design.

The project funding may be reduced to an amount equal to the award amount and/or the actual contract costs.

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STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

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EXHIBIT B
SCHEDULE OF FINANCIAL ASSISTANCE

RECIPIENT NAME & BILLING ADDRESS:
Emerald Coast Regional Council (ECRC)
P.O. Box 11399
Pensacola, FL. 32524

FINANCIAL PROJECT NUMBER: 451524-3 & 451524-2

	_			
		MAXIMUM PARTICI	PATION	
PHASE OF WORK By Fiscal Year	(1) TOTAL PROJECT FUNDS	(2) LOCAL FUNDS	(3) STATE FUNDS	(4) FEDERAL FUNDS
Design- Phase 38 FY: 2025 (GFSU) FY: 2024 (Insert Program Name) FY: 2025 (Insert Program Name) Total Design Cost	\$ <u>537,000</u> \$ \$ \$ 537,000.00	\$ <u>0.00</u> \$ \$ \$ 0.00	\$ <u>0.00</u> \$ \$ \$ 0.00	\$ <u>537,000.00</u> \$ \$ \$ 537,000.00
Right-of-Way- Phase 48 FY: (Insert Program Name) FY: (Insert Program Name) FY: (Insert Program Name) Total Right-of-Way Cost	\$ \$ \$ \$ 0.00	\$ \$ \$ \$ 0.00	\$ \$ \$ \$ 0.00	\$ \$ \$ \$ 0.00
Construction- Phase 58 FY: (Insert Program Name) FY: (Insert Program Name) FY: (Insert Program Name) FY: (Insert Program Name) Total Construction Cost	\$ \$ \$ \$ 0.00	\$ \$ \$ 0.00	\$ \$ \$ 0.00	\$ \$ \$ 0.00
Construction Engineering and Inspection (CEI)- Phase 68 FY: (Insert Program Name) FY: (Insert Program Name) FY: (Insert Program Name) Total CEI Cost	\$ \$ \$ \$ 0.00	\$ \$ \$ \$ 0.00	\$ \$ \$ \$ 0.00	\$ \$ \$ \$ 0.00
(Insert Phase) FY: (Insert Program Name) FY: (Insert Program Name) FY: (Insert Program Name) Total Phase Costs	\$ \$ \$ \$ 0.00	\$ \$ \$ \$ 0.00	\$ \$ \$ \$ 0.00	\$ \$ \$ \$ 0.00
TOTAL COST OF THE PROJECT	\$ 537,000.00	\$ 0.00	\$ 0.00	\$ 537,000.00

COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:

I certify that the cost for each line item budget category has been evaluated and determined to be allowable, reasonable, and necessary as required by Section 216.3475, F.S. Documentation is on file evidencing the methodology used and the conclusions reached.

<u>Maria Showalter - Local Progra</u>	ms Administrator
District Grant Manager Name	_
Signature	Date

LOCAL AGENCY PROGRAM AGREEMENT

EXHIBIT C

TITLE VI ASSURANCES

During the performance of this contract, the consultant or contractor, for itself, its assignees and successors in interest (hereinafter collectively referred to as the "contractor") agrees as follows:

- (1.) Compliance with REGULATIONS: The contractor shall comply with the Regulations relative to nondiscrimination in federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the REGULATIONS), which are herein incorporated by reference and made a part of this contract.
- (2.) Nondiscrimination: The Contractor, with regard to the work performed by it during the contract, shall not discriminate on the basis of race, color, national origin, or sex in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by **Section 21.5** of the **REGULATIONS**, including employment practices when the contract covers a program set forth in **Appendix B** of the **REGULATIONS**.
- (3.) Solicitations for Sub-contractors, including Procurements of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under sub-contract, including procurements of materials or leases of equipment, each potential sub-contractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the REGULATIONS relative to nondiscrimination on the basis of race, color, national origin, or sex.
- (4.) Information and Reports: The contractor shall provide all information and reports required by the REGULATIONS or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Florida Department of Transportation or the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and Federal Motor Carrier Safety Administration to be pertinent to ascertain compliance with such REGULATIONS, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to the Florida Department of Transportation, or the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, or Federal Motor Carrier Safety Administration as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5.) Sanctions for Noncompliance: In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the Florida Department of Transportation shall impose such contract sanctions as it or the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, or

Federal Motor Carrier Safety Administration may determine to be appropriate, including, but not limited to:

- a. withholding of payments to the contractor under the contract until the contractor complies, and/or
- b. cancellation, termination or suspension of the contract, in whole or in part.
- (6.) Incorporation of Provisions: The contractor shall include the provisions of paragraphs (1) through (7) in every sub-contract, including procurements of materials and leases of equipment, unless exempt by the *REGULATIONS*, or directives issued pursuant thereto. The contractor shall take such action with respect to any sub-contract or procurement as the *Florida Department of Transportation* or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, or Federal Motor Carrier Safety Administration* may direct as a means of enforcing such provisions including sanctions for noncompliance, provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the contractor may request the *Florida Department of Transportation* to enter into such litigation to protect the interests of the *Florida Department of Transportation*, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.
- **(7.)** Compliance with Nondiscrimination Statutes and Authorities: Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

LOCAL AGENCY PROGRAM AGREEMENT

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EXHIBIT D

RECIPIENT RESOLUTION

The Recipient's Resolution authorizing entry into this Agreement is attached and incorporated into this Agreement.

PROGRAM MANAGEMENT 05/21 Page 1 of 1

LOCAL AGENCY PROGRAM AGREEMENT

EXHIBIT E

FEDERAL FINANCIAL ASSISTANCE (SINGLE AUDIT ACT)

FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

CFDA No.: 20.205

CFDA Title: Highway Planning and Construction

Federal-Aid Highway Program, Federal Lands Highway Program

CFDA Program https://beta.sam.gov/fal/1093726316c3409a8e50f4c75f5ef2c6/view?keywords=20.205&sort=-

Site: relevance&index=cfda&is active=true&page=1

Award Amount: \$537,000.00

Awarding Florida Department of Transportation

Agency: Award is for No R&D:

Indirect Cost N/A

Rate:

FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE SUBJECT TO THE FOLLOWING:

2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles & Audit Requirements for Federal Awards

http://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1

FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT MAY ALSO BE SUBJECT TO THE FOLLOWING:

Title 23 – Highways, United States Code http://uscode.house.gov/browse/prelim@title23&edition=prelim

Title 49 – Transportation, United States Code

http://uscode.house.gov/browse/prelim@title49&edition=prelim

Map-21 – Moving Ahead for Progress in the 21st Century, Public Law 112-141 http://www.gpo.gov/fdsys/pkg/PLAW-112publ141/pdf/PLAW-112publ141.pdf

Federal Highway Administration – Florida Division http://www.fhwa.dot.gov/fldiv/

Federal Funding Accountability and Transparency Act (FFATA) Sub-award Reporting System (FSRS) https://www.fsrs.gov/

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EXHIBIT F

CONTRACT PAYMENT REQUIREMENTS Florida Department of Financial Services, Reference Guide for State Expenditures Cost Reimbursement Contracts

Invoices for cost reimbursement contracts must be supported by an itemized listing of expenditures by category (salary, travel, expenses, etc.). Supporting documentation shall be submitted for each amount for which reimbursement is being claimed indicating that the item has been paid. Documentation for each amount for which reimbursement is being claimed must indicate that the item has been paid. Check numbers may be provided in lieu of copies of actual checks. Each piece of documentation should clearly reflect the dates of service. Only expenditures for categories in the approved agreement budget may be reimbursed. These expenditures must be allowable (pursuant to law) and directly related to the services being provided.

Listed below are types and examples of supporting documentation for cost reimbursement agreements:

Salaries: Timesheets that support the hours worked on the project or activity must be kept. A payroll register, or similar documentation should be maintained. The payroll register should show gross salary charges, fringe benefits, other deductions and net pay. If an individual for whom reimbursement is being claimed is paid by the hour, a document reflecting the hours worked times the rate of pay will be acceptable.

Fringe benefits: Fringe benefits should be supported by invoices showing the amount paid on behalf of the employee, e.g., insurance premiums paid. If the contract specifically states that fringe benefits will be based on a specified percentage rather than the actual cost of fringe benefits, then the calculation for the fringe benefits amount must be shown. Exception: Governmental entities are not required to provide check numbers or copies of checks for fringe benefits.

Travel: Reimbursement for travel must be in accordance with s. 112.061, F.S., which includes submission of the claim on the approved state travel voucher along with supporting receipts and invoices.

Other direct costs: Reimbursement will be made based on paid invoices/receipts and proof of payment processing (cancelled/processed checks and bank statements). If nonexpendable property is purchased using state funds, the contract should include a provision for the transfer of the property to the State when services are terminated. Documentation must be provided to show compliance with DMS Rule 60A-1.017, F.A.C., regarding the requirements for contracts which include services and that provide for the contractor to purchase tangible personal property as defined in s. 273.02, F.S., for subsequent transfer to the State.

Indirect costs: If the contract stipulates that indirect costs will be paid based on a specified rate, then the calculation should be shown. Indirect costs must be in the approved agreement budget and the entity must be able to demonstrate that the costs are not duplicated elsewhere as direct costs. All indirect cost rates must be evaluated for reasonableness and for allowability and must be allocated consistently.

Contracts between state agencies may submit alternative documentation to substantiate the reimbursement request, which may be in the form of FLAIR reports or other detailed reports.

The Florida Department of Financial Services, online Reference Guide for State Expenditures can be found at this web address https://www.myfloridacfo.com/Division/AA/Manuals/documents/ReferenceGuideforStateExpenditures.pdf.

Action Item 8



Agenda Item Number: 8

SUBJECT: Consideration of Resolution ECRC 2025-06 Adoption of the Regional Rural Transportation Plan Project Priorities for FY 2027-2031

BACKGROUND: In February of 2023, a Regional Rural Transportation Plan (RRTP) was adopted. With the adoption of the RRTP Long Range Transportation Plan, a project priorities list was also adopted. This plan and process occurs every five years; however, each year, as with the TPO, the rural area project priorities will be reviewed and adopted.

At the April 17, 2024 meeting, the ECRC Board opened the cycle for the RRTP process to move toward mirroring the TPOs' Project Priorities process. This will allow FDOT to fold in our rural area projects to the FDOT five-year work program. Three (3) Regional Rural Transportation Project Priorities workshops were held virtually and/or in person throughout the region.

The Priorities are the top ten priorities in each category. The RRTP Project Priorities were updated based on the FY 2026-2030 FDOT Work Program. The following is the FY 2027-3031 Regional Rural Project Priorities schedule:

- March 19, 2025 RRTP TAC Committee Workshop 10:00 a.m. Virtual (Completed)
- Public Outreach (Completed)
- April 24, 2025 Public Workshop 10:30 a.m. Hybrid Crestview Library 1445 Commerce Drive, Crestview, FL 32539-6944 (Completed)
- April 24, 2025 RRTP TAC Committee Workshop 2:00 p.m. Hybrid Crestview Library 1445 Commerce Drive, Crestview, FL 32539-6944 (*Completed*)
- May 21, 2025 RRTP TAC meeting to recommend approval of FY 2027-2031 Project Priorities. 9:30 a.m. Chautauqua Building - 95 Circle Dr, DeFuniak Springs, FL 32435-2542
- May 21, 2025 ECRC meeting approval of FY 2027-2031 Project Priorities. 11:30 a.m. Chautauqua Building 95 Circle Dr, DeFuniak Springs, FL 32435-2542

ATTACHED:

- Resolution ECRC 2025 06
- March 19, 2025 RRTP TAC Committee Workshop Summary
- April 24, 2025 Public Workshop Summary
- April 24, 2025 RRTP TAC Committee Workshop Summary
- Draft FY 2027-2031 Regional Rural Transportation Plan Project Priorities

RECOMMENDED ACTION: A motion authorizing the ECRC chair to sign Resolution ECRC **2025-06** adopting the FY **2027-2031** Regional Rural Transportation Plan Project **Priorities.** This motion is recommended to maintain the July 1, 2025 submittal deadline to FDOT. Please contact Gary Kramer, ECRC staff, at 850-332-7976, Ext. 219 or gary.kramer@ecrc.org if additional information is needed.

RESOLUTION ECRC 2025-06 A RESOLUTION OF THE EMERALD COAST REGIONAL COUNCIL ADOPTING THE FY 20272031 REGIONAL RURAL TRANSPORTATION PLAN PROJECT PRIORITIES

WHEREAS, the Emerald Coast Regional Council (ECRC) is partnering the Florida-Alabama Transportation Planning Organization (TPO) to develop a comprehensive Smart Regions Master Plan; and

WHEREAS, the Regional Rural Transportation Plan was adopted in February 2023; and

WHEREAS, the FY 2027-2031 Project Priorities are based on the Regional Rural Transportation Plan;

WHEREAS, the FY 2027-2031 Project Priorities were presented to two Transportation Advisory Committee Workshops and a Public Workshop;

WHEREAS, the FY 2027-2031 Project Priorities will be submitted to the Florida Department of Transportation to use a guide to build their FY 2027-2031 Tentative Work Program.

NOW, THEREFORE, BE IT RESOLVED by the Emerald Coast Regional Council that:

The Emerald Coast Regional Council (ECRC) adopts the FY 2027-2031 Regional Rural Transportation Plan Project Priorities.

Duly passed and adopted by the Emerald Coast Regional Council on this 21st day of May 2025.

BY:	
Kurvin Qualls, Chair	EMERALD
ATTEST:	REGIONAL COUNCIL
Kandase Lee, ECRC Chief Executive Officer	

March 19, 2025 - RRTP TAC Committee Workshop Summary

1. Resurfacing Table Priority #8 – Highway 196 (Barrineau Park Road) from US 29 to Highway 95A. It was mentioned that this project has been completed by Escambia County.

This project will be removed from the list and priorities that were below this project priority will each be moved up one spot in the Resurfacing Project Priorities. Number 9 will become Number 8. Number 10 will become number 10. The new number 10 will be Pecan Street in Washington County from US 90 to East Church Avenue.

April 24, 2025 - Public Workshop Summary

No comments received.

April 24, 2025 - RRTP TAC Committee Workshop Summary

1. Capacity Table Priority #9 – Paxton Bypass from US 331 to Alabama State Line. The location of the project at the Alabama State Line was requested.

This project is anticipated to be in the vicinity of the existing US 331/East 3rd Street crossing at the Alabama State Line.

<u>Draft FY 2027-2031 Regional Rural Transportation Plan Project Priorities</u>



RRTP 2027-2031 Capacity Priorities

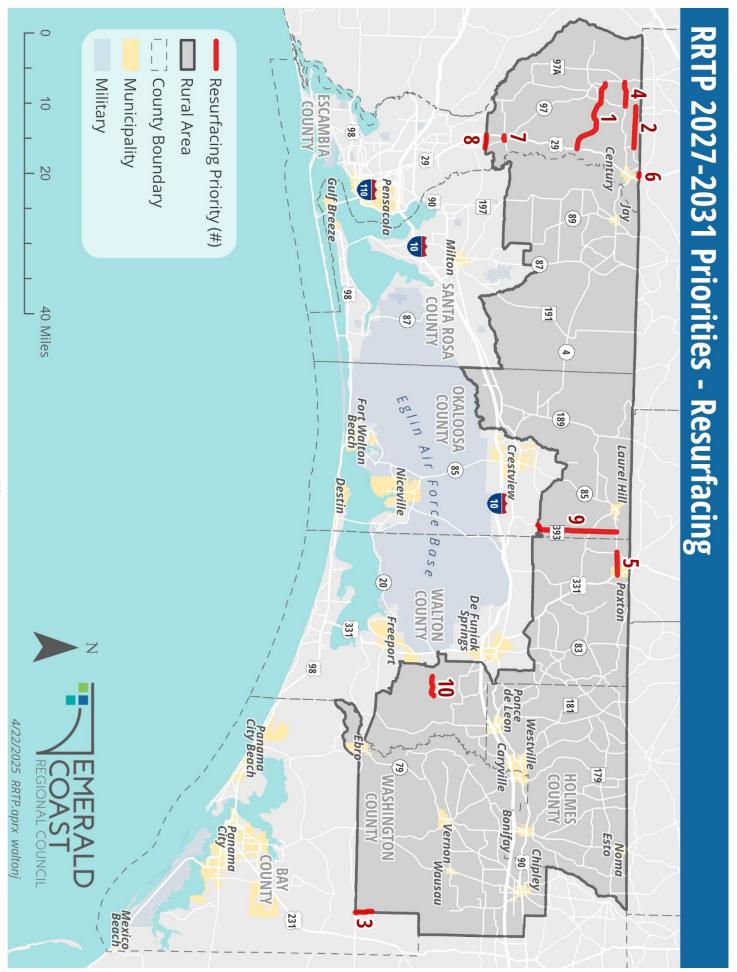
	37	Project: SR 10 from Banfill Ave to Hubbard St, CST 2025 FDOT WP-Bike Path/Trail Project: SR 10 from Banfill Ave to Holmes Sheriff's Office, PD&E 2027							436269-2; 455414-1	From: Holmes/Okaloosa Line To: Jackson County	
		Widen to 4 Lanes	2031	2030	2029	2028	2027	Phase	513	Holmes/Washington US 90 (Holmes/Washington)	7
	22	Project: SR 87 from SR 95 to AL State Line, CST 2026							450821-1	From: US 29 To: State Line	
		Widen to 4 Lanes	2031	2030	2029	2028	2027	Phase	506	SR 97 (Escambia)	6
		2021								From: SR 4 To: State Line	
4	14.4	Widen to 4 Lanes FDOT -Feasibility Study	2031	2030	2029	2028	2027	Phase	510	SR 189 (Okaloosa)	5
J	۵.5	Widen to 4 Lanes								From: Sunrise/SR 1883 To: SR 2	F
'	5		2031	2030	2029	2028	2027	Phase	164	SR 83 (Walton)	4
.6	64.6	New 4 Lane							(From: Panama City To: State Line	
			2031	2030	2029	2028	2027	Phase	516	I-10 Connector (Bav/Washington)	ω -
- 1											
.2	37.2	SR 95 from Pond St to AL State Line, PE 2025/CST 2027							451057-1	From: I-10 To: State Line	
		Widen to 6 Lanes	2031	2030	2029	2028	2027	Phase	515	US 29-FL/AL Connector (Escambia)	2
		2021								From: SR 189 To: US 90 (Milligan) west of Crestview	-77
ונ	9 1/	Widen to 4 Lanes	2031	2030	2029	2028	2027	Phase	204	SR 4 (Okaloosa)	1 9
es)	Length (miles)	Project/Strategy/Notes		ng	d Fundi	Programmed Funding	ProĮ		FDOT WPID	Project Name/Limits	Priority Rank
									GIS ID/		•

RRTP 2027-2031 Capacity Priorities

	10		9		%	Priority Rank
From: SR 2 To: Alabama State Line	SR 83 (Walton)	From: US 331 To: Alabama State Line	Paxton By-Pass (Walton)	From: US 29 To: SR 189	SR 4 (Escambia/Santa Rosa/Okaloosa)	Project Name/Limits
	205		126		509	GIS ID/ FDOT WPID
	Phase		Phase		Phase	
	2027		2027 2028		2027 2028	Pro
	2028		2028		2028	Programmed Fun
	2029		2029		2029	d Funding
	2030		2030		2030	ng
	2031		2031		2031	
widen to 4 Lanes		New 2 Laile		wideli to 4 Falles	W. (1)	Project/Strategy/Notes
5.9	1	2.9	ა ი	39	o O	Length (miles)
70&r))) 1	PD&E		Study	Feasiblity	Funding Sought

System (FDOT roadway designation) PD&E - Project Development and Environment Study; PE - Preliminary Engineering (Design); ROW - Right-of-Way; CST - Construction; SIS - Strategic Intermodal

Project Name/Limits	GIS ID/FDOT Phase	Phase		Progra	Programmed Funding	unding		Project/Strategy/Notes	Notes
			2026	2027	2026 2027 2028 2029	2029	2030		



RRTP 2027-2031 Resurfacing Priorities

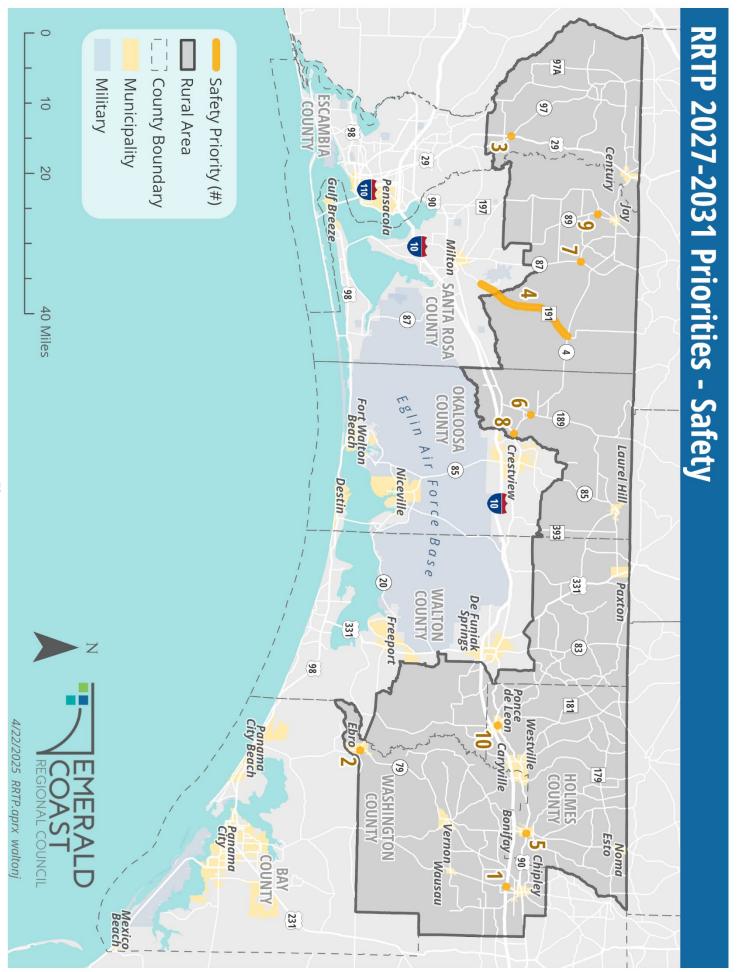
PE	11.68	Resurfacing	2031	2030	2029	2028	2027	Phase	87	CR 393 (Okaloosa) From: Poverty Creek Rd To: SR 85	9
PE	1.89	Resurfacing	2031	2030	2029	2028	2027	Phase	32	Hwy 196 (Escambia) From: US 29 To: Hwy 95A	∞
PE	0.67	Resurfacing	2031	2030	2029	2028	2027	Phase	27	Hwy 182/Molino Rd (Escambia) From: US 29 To: Hwy 95A	7
PE	0.4	Resurfacing	2031	2030	2029	2028	2027	Phase	13	State Line Road (Escambia) From: Century Town Limits To: End of Town Limits	6
PE	3.3	Resurfacing	2031	2030	2029	2028	2027	Phase	123	Hwy 147 (Walton) From: US 331 To: SR 85	ъ
PE	3.4	Resurfacing	2031	2030	2029	2028	2027	Phase	44	Hwy 4 (Escambia) From: Hwy 97 To: Hwy 99	4
PE	2.5	Resurfacing	2031	2030	2029	2028	2027	Phase	192	Singer Road (Washington) From: Silver Lake Road To: Hwy 20	ω
PE	5.9	Resurfacing	2031	2030	2029	2028	2027	Phase	42	Hwy 168 (Escambia) From: Hwy 99 To: Hwy 4A	2
PE	11.5	Resurfacing	2031	2030	2029	2028	2027	Phase	35	Hwy 164 (Escambia) From: Hwy 97 To: US 29	1
Funding Sought	Length I (miles)	Project/Strategy/Notes		Jų	Programmed Funding	rammed	Prog		GIS ID/ FDOT WPID	Project Name/Limits	Priority Rank

RRTP 2027-2031 Resurfacing Priorities

Priority Rank	Project Name/Limits	GIS ID/ FDOT WPID		Progr	Programmed Funding	Funding	3		Project/Strategy/Notes	Length Funding (miles) Sought	Funding Sought
10	10 Rock Hill Rd (Walton)	309	Phase	2027 2028 2029	2028	2029	2030 2031	2031	Request is Resurfacing for		
	From: High Lonesome Rd To: Walton Bridge Rd								will need to be addressed. Phase 3- Walton Bridge Rd to SR 81. Design finished all 3 phases.	2.98	CST

System (FDOT roadway designation) PD&E - Project Development and Environment Study; PE - Preliminary Engineering (Design); ROW - Right-of-Way; CST - Construction; SIS - Strategic Intermodal

Project Name/Limits	GIS ID/FDOT WPID	Phase	Pı	Programmed Funding	d Fundi	ing		Project/Strategy/Notes	Notes
Walton Rock Hill Road	308	CST	2026	2027	2028 2029 2030	2029		Almost Complete (FDOT ARPA Grant);	Was #3; Other Projects
From: US 331 To: High Lonesome Road	440627-2 (2024)	(2024)						Currently under Construction	Moved Up
Escambia SR 97	24	T37	2026	2027	2028 2029 2030	2029	2030	Letting Winter 2025	Was #2; Other Projects
From: CR 95-A To: Alabama State Line	450821-1	S	\$22,030,815					Resurfacing	Moved Up
Walton CR 1883	219	PE &	2026	2027	2028 2029 2030	2029	2030	Under Design and Funded for	
From: SR 83 To: CR 183B	448615-1	(3027) TSD						Construction (EDOT SCBAB/ABBA)	Was #10; Other Projects Moved Up
Escambia US 29	12	F37	2026	2027	2028	2029	2030	Safety Project	Was #1; Other Projects
From: Hwy 4 To: Town Limits	451057-1	S		\$439,912				Letting Summer 2026	Moved Up

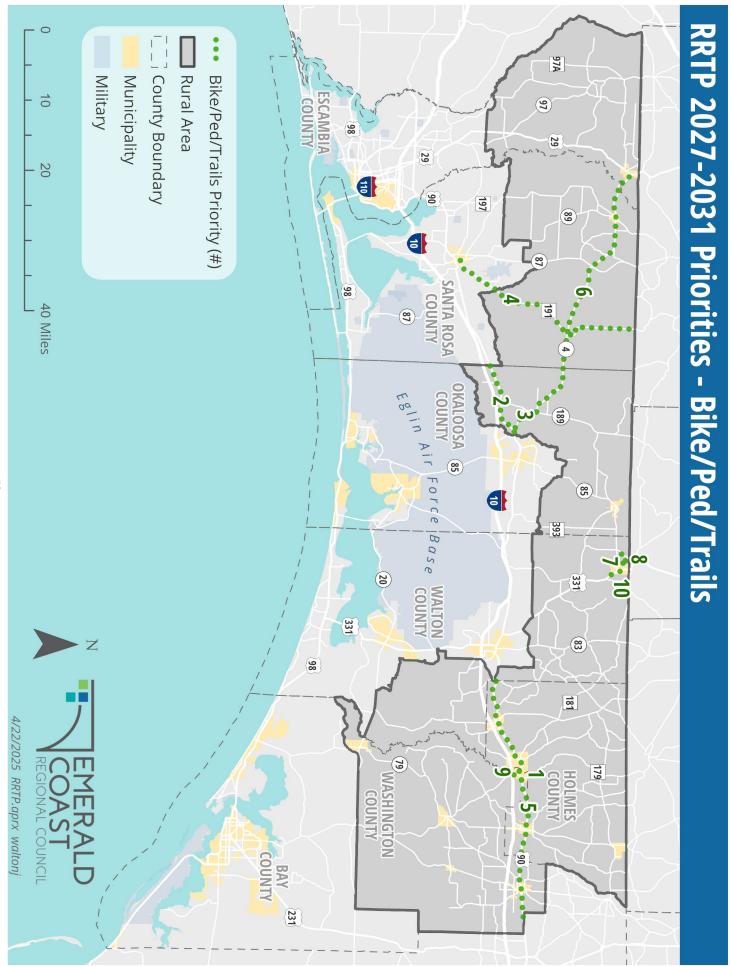


	8 US 90	7 SR 87 Inters	6 SR 4 (Inters		5 US 90	From:	4 Muns	Inters	3 US 29		2 Hwy 2	Inters	1 -10 @	Priority Rank	
	US 90 @ SR 4 near Milligan (Okaloosa) Intersection Improvements	SR 87 N @ Country Mill Rd (Santa Rosa) Intersection Improvements	SR 4 @ Galliver Cut Off (Okaloosa) Intersection Improvements	Intersection Improvements	US 90 @ SR 79 Bonifay (Holmes)	From: East Gate Rd To: SR 4	Munson Hwy (Santa Rosa)	Intersection Improvements	US 29 & SR 97 @ Crabtree (Escambia)		Hwy 20 @Hwy 79 (Washington) Intersection Improvements	Intersection Improvements	I-10 @ Main Street-Chipley (Washington)	Project Name/Limits	
	519	144	200	455414-1	523		127	450821-1	517		191		524	GIS ID/ FDOT WPID	RR.
	Phase	Phase	Phase		Phase		Phase		Phase		Phase		Phase		RRTP 2027-2031 Safety Prioritie
	2027	2027	2027		2027		2027		2027		2027		2027	Progra	-2031
_	2028	2028	2028		2028		2028		2028		2028		2028	Programmed Funding	Safety
_	2029 2	2029 2	2029 2		2029 2		2029 2		2029 2		2029 2		2029 2	Funding	/ Prior
_	2030 2	2030 2	2030 2		2030 2		2030 2		2030 2		2030 2		2030 2	U	ities
_	2031	2031	2031		2031	_	2031	>	2031	•	2031		2031		
	High Crash Concentration	Left and Right Turn Lanes on SR 87 N	Traffic Signal Needed	from Banfill Ave to Holmes Sheriff's Office, PD&E 2029	High Crash Concentration	Line Of Sight (12.51 Beyond Rural Area)	Paved Shoulders Will Improve Safety	Atmore Hwy from SR 95 to AL Line, CST 2026	High Crash Area		Need Turn Lane & Turn Arrow	High crash concentration		Project/Strategy/Notes	
	NA	NA	N P	NA		10.1	7 U	Z >			Z Þ	N	2	Length (miles)	
	Safety Study	PE	Signal Warrant Study	Safety Study		Shoulders	Paved	Sarety Study			PE	Study	Safety	Funding Sought	

				Prie Ra	
_	10		9	Priority Rank	
Intersection Improvements	US 90 @ SR 81 (Holmes)	Intersection Improvements	SR 89 N @ CR 197/Chumuckla Hwy (Santa Rosa)	Project Name/Limits	
	235	452944-1	135	GIS ID/ FDOT WPID	RR1
	Phase 2027 2028 2029 2030		Phase		RRTP 2027-2031 Safety Priorities
	2027		2027	Progr	-2031
	2028		2027 2028 2029 2030	Programmed Funding	Safet
	2029		2029	l Fundir	y Pric
				8	rities
	2031		2031		"
Area	Stop Light Needed; High Traffic/Crash	FDOT WP Resurfacing Project: SR 89 from CR 178 to SR 4, CST 2027	Left and Right Turn Lanes on SR 89 N	Project/Strategy/Notes	
N		N A		Length (miles)	
Study	Safety	PE		Length Funding (miles) Sought	

System (FDOT roadway designation) PD&E - Project Development and Environment Study; PE - Preliminary Engineering (Design); ROW - Right-of-Way; CST - Construction; SIS - Strategic Intermodal

Project Name/Limits WPID	Phase		Prograi	Programmed Funding	unding		Project/Strategy/Notes	Notes
	N	2026	2027	2027 2028	2029	2030		



RRTP 2027-2031 Bike/Ped/Trails Priorities

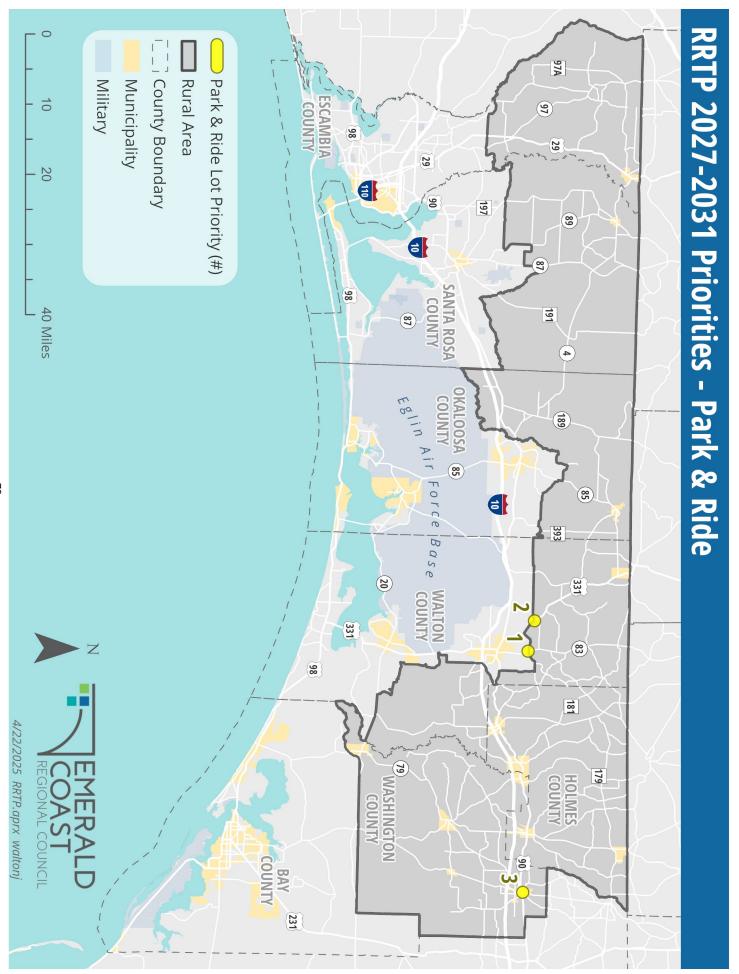
													R Pr
7		6			5		4	ω		2		<u> </u>	Priority Rank
Clear Springs Road (Walton) From: US 331 To: SR 85	From: US 29 (Century) To: SR 189	SR 4 (Escambia, Santa Rosa, Okaloosa)		From: Holmes/Okaloosa County Line To: Jackson County Line	US 90 (Holmes/Washington)	_	CR 191 (Santa Rosa) From: SR 87 To: State Line	SR 4 (Okaloosa) From: SR 189 (Baker) To: US 90	From: Okaloosa County Line To: TPO Boundary	US 90 (Okaloosa)	From: East End of Bridge To: Caryville City Limits	US 90 (Washington)	Project Name/Limits
217		530		436269-2 455414-1	504		529	202	452971-1; 452971-2	201		Ъ	GIS ID/ FDOT WPID
Phase		Phase			Phase		Phase	Phase	1-PDE 2-Design	Phase		Phase	_
2027		2027			2027		2027	2027		2027		2027	Progra
2028		2028			2028		2028	2028		2028		2028	mmed
2029		2029			2029		2029	2029		2029		2029	Programmed Funding
2030		2030			2030		2030	2030		2030		2030	ng
2031		2031			2031		2031	2031		2031		2031	
Bike/Ped Feasibility Study	Shared Use Path			FDOT WP-Resurfacing Project: SR 10 from Banfill Ave to Hubbard St, CST 2025 FDOT WP Bike Path/Trail Project: US 90 from Banfill Ave to Holmes Sheriff's Office, PD&E 2029	Shared Use Path SUN-Trail		Shared Use Path	Multi-Use Path PE 2026	from Cooper In to Holt Community Center, PE 2027 PDE-Consultant Contract (2.4 miles)	Multi-Use Path FDOT WP Rike Path/Trail Project: SR 10	pixe/ Fed Improvements	Biko/Dod Improvements	Project/Strategy/Notes
2.4	39			37			30	4.6	11		Ė	7	Length (miles)
TBD	TBD		-	TBD			Твр	TBD	TBD			Į,	Funding Sought

RRTP 2027-2031 Bike/Ped/Trails Priorities

	10		9		∞	Priority Rank
From: Paxton By-Pass To: Alabama State Line	US 331 N (Walton)	From: US 90 To: Caryville City Limits	Waits Ave/CR 279 (Washington)	From: County Line To: Lake Drive	Lake Jackson Multi-Use Path (Walton)	Project Name/Limits
	125		2		120	GIS ID/ FDOT WPID
	Phase		Phase		Phase	
	2027		2027		2027	Programmed Funding
	2028		2028		2028	ımmed
	2027 2028 2029 2030 2031		2027 2028 2029 2030 2031		2027 2028 2029 2030 2031	l Fundi
	2030		2030		2030	ing
	2031		2031		2031	
Use Path CR 147 & Clear Springs Rd & Sidewalk US 331; CR 147-Adams St-US 331; US 331-Clear Springs Rd; Clear Springs Rd-Ghentville Park-PE,CST,CEI	TA Grant Submitted 2024 for Multi-	Sidewalks of blke Fatils		Main-Ose II dii	NA: 14: 110) T5):	Project/Strategy/Notes
2.8		L	٠	F	۷	Length (miles)
TA Grant		IBO	100	(see TA Priorities)	TA Grant	Length Funding Sought (miles)

System (FDOT roadway designation) PD&E - Project Development and Environment Study; PE - Preliminary Engineering (Design); ROW - Right-of-Way; CST - Construction; SIS - Strategic Intermodal

Project Name/Limits	GIS ID/FDOT WPID	Phase		Progr	Programmed Funding	unding		Project/Strategy/Notes	Notes
			2026	2027	2027 2028 2029	2029	2030		



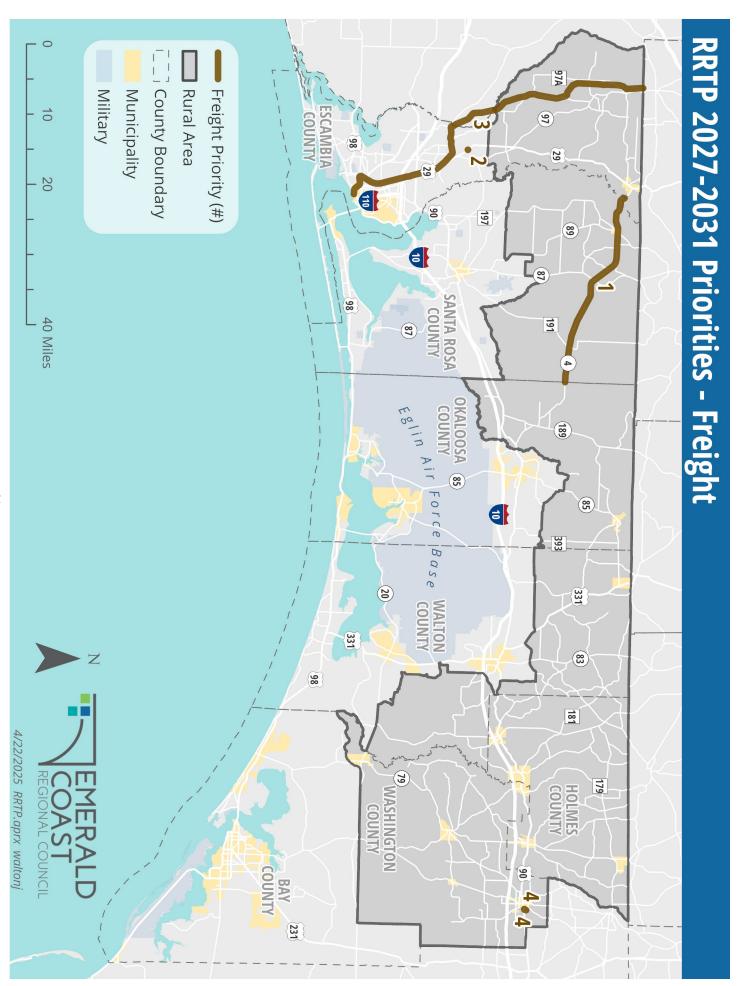
RRTP 2027-2031 Park & Ride Priorities

3	2		1	Priority Rank
Washington N. 4th Street @ Railroad Ave.	Walton US 331 Near King Lake Road	SR 83 Near Sunrise Road	Walton	Project Name/Limits
197	526		527	GIS ID/ FDOT WPID
Phase	Phase		Phase	
2027	2027		2027	Progr
2028	2028		2027 2028	Programmed Funding
2029	2029		2029	Fundin
2030	2030		2030	99
2031	2031		2031	
New Park & Ride Lot	New Park & Ride Lot	New Park & Ride Lot		Project/Strategy/Notes
NA	N A	NA		Length (miles)
PE and CST	PE and CST	PE and CST		Funding Sought

System (FDOT roadway designation) PD&E - Project Development and Environment Study; PE - Preliminary Engineering (Design); ROW - Right-of-Way; CST - Construction; SIS - Strategic Intermodal

Note: Only 3 projects were identified

	Project Name/Limits
	GIS ID/FDOT WPID
	Phase
2026	
2027	Progra
2028	Programmed Funding
2029	unding
2030	
	Project/Strategy/Notes
	Notes

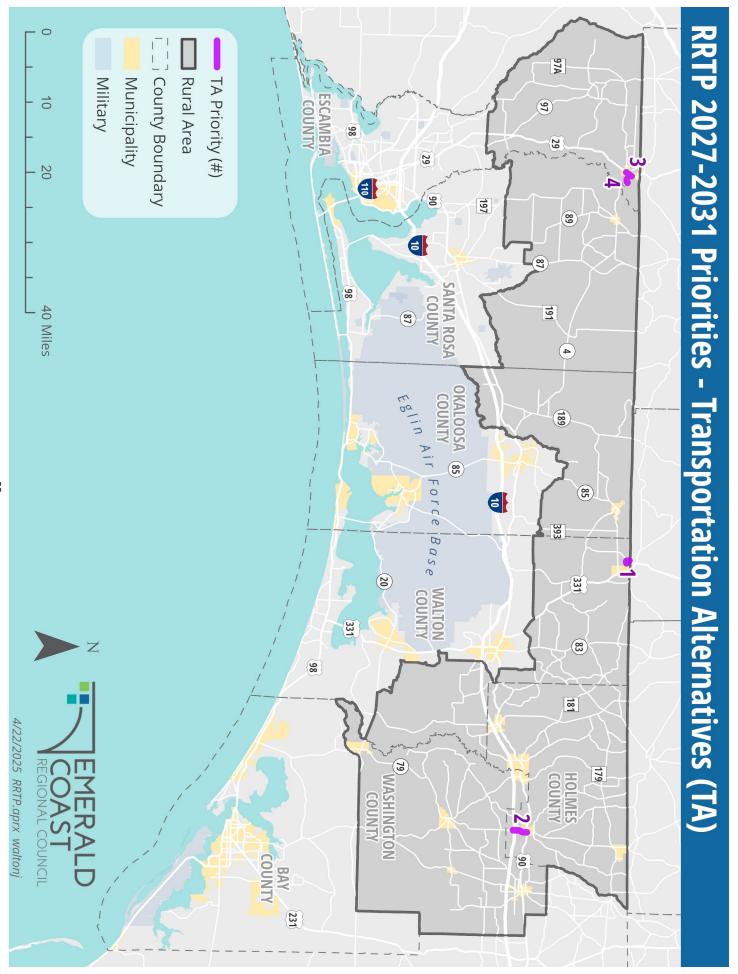


RRTP 2027-2031 Freight Priorities

	3 Escambia AL & Gulf Coast Rail	2 US 29 near Pine Oak Lane (Escambia)	1 SR 4 (Santa Rosa) From: Escambia County Line To: Okaloosa Line	Priority Rank Project Name/Limits
311	514	528	sa Line 525	GIS ID/ FDOT WPID
1 Phase	4 Phase	8 Phase	5 Phase	D/ WPID
e 2027	e 2027	e 2027	e 2027	Pro
7 2028	7 2028	7 2028	7 2028	Programmed Funding
2029	2029	2029	2029	d Fundir
2030 2031	2030	2030	2030	B
2031	2031	2031	2031	
Rail Spur	Track and Tie Rehab	Commercial Truck Parking	Freight Study	Project/Strategy/Notes
0.4	51.3	NA	29.1	Length (miles)
PE	PE	PE	Freight Study	Funding Sought

System (FDOT roadway designation) PD&E - Project Development and Environment Study; PE - Preliminary Engineering (Design); ROW - Right-of-Way; CST - Construction; SIS - Strategic Intermodal

Note: Only 4 projects were identified



RRTP 2027-2031 Transportation Alternatives (TA) Priorities

PE, CST, CEI, Other \$1,500,000	0.6	2030 2031 Sidewalks, Curb Ramps, Bike Lanes, Sharrows	2031		2029	2027 2028 2029	2027	Phase		Freedom Rd Safety Enhancement Project (Century) From: Highway 4 To: Jefferson Ave	4 T T
PE, CST, CEI, Other \$125,000	5.5	Complete Streets Master Plan	2030 2031		2029	2027 2028 2029	2027	Phase		Complete Streets Master Plan (Century) US 29 From: SR 4 to CR 4	3 C 0
All Phases except ROW \$2,800,000	2.1	Shared-Use Path	2031	2030	3 2029	2027 2028	2027	Phase		SR 79 Shared-Use Path Project (Bonifay) From: Thomas Dr To: US 90	2 F S
PE \$286,000	1.0	- Multi-Use Path	2030 2031		2029	2027 2028 2029	2027	Phase		Lake Jackson Multi-Use Path Phase II (Walton County) Lake Drive From: SR 85 To: 0.5 mi east of Lake Rd	1
Funding Sought	Length (miles)	Project/Strategy/Notes		ding	d Func	Programmed Fundii	Prog		GIS ID/ FDOT WPID	Project Name/Limits	Priority Rank

System (FDOT roadway designation) PD&E - Project Development and Environment Study; PE - Preliminary Engineering (Design); ROW - Right-of-Way; CST - Construction; SIS - Strategic Intermodal

Note: Only 4 projects were identified

Project Name/Limits	GIS ID/FDOT WPID	Phase		Progra	Programmed Funding	unding		Project/Strategy/Notes	Notes
			2026	2027	2026 2027 2028 2029	2029	2030		

Information Item 9

Information provided at meeting

Information Item 10



Agenda Item Number: 10

SUBJECT: Information on the Data Analytics Phase 1

BACKGROUND: The Florida-Alabama TPO approved the Data Analytics Scope of Services and authorized the ECRC CEO to issue a Notice to Proceed to Kimley-Horn at the February 2024 TPO meeting. The TPO developed a Data Analytics platform that will connect the technology infrastructure in the Smart Regions Master Plan to the Regional Transportation Management Center (RTMC) and develop the necessary dashboards and/or processes needed to collect, store, and analyze the data.

The draft Data Analytics Phase 1 can be accessed on the project webpage at: www.ecrc.org/7LayerProjects.

RECOMMENDED ACTION: This item is for information only. Please contact Jill Nobles, ECRC staff, at 850-332-7976, Ext. 212 or iill.nobles@ecrc.org if additional information is needed.