

NEFRC

April Monthly
**PERSONNEL, BUDGET &
FINANCE POLICY
COMMITTEE**
Meeting

April 3, 2008
9:30 a.m.

Baker County School Board
392 South Boulevard East
Macclenny, FL 32063



Bringing Communities Together

Baker • Clay • Duval • Flagler • Nassau • Putnam • St. Johns

MEMORANDUM

Date: March 26, 2008
To: NEFRC Personnel, Budget, and Finance Policy Committee
From: Donna Starling, Chief Financial Officer ^{DS}
Re: April 3, 2008, Committee Meeting

=====
The next meeting of the Personnel, Budget, and Finance Policy Committee will be held on **Thursday, April 3, 2008**, at **9:30 a.m.** at the **Baker County School Board, 392 South Boulevard East, Macclenny, Florida 32063**

Northeast Florida Regional Council

PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE

A G E N D A

**Baker County School Board
392 South Boulevard East
Macclenny, Florida 32063**

**Thursday, April 3, 2008
9:30 a.m.**

**(ADDED OR MODIFIED ITEMS IN BOLD)
(*Denotes Action Required)**

1. Call to Order, Roll Call, Pledge of Allegiance, Introductions –Chair Sgroi
- *2. Approval of March 6, 2008 Meeting’s Minutes – Chair Sgroi.....1
- *3. February 2008 Financial Report – Donna Starling.....2
4. Building Re-Finance Update – Mario Taylor.....3
5. Attendance Policy – Mario Taylor.....4
6. Business Development Corporation (BDC) Update – Brian Teeple
7. Economic Development Association (EDA) Update – Brian Teeple
- *8. Next Meeting Date and Location: **Thursday, May 1, 2008**
Northeast Florida Regional Council
6850 Belfort Oaks Place
Jacksonville, Florida 32216
9. Adjournment

***Denotes Action Item**

Tab 1



NORTHEAST FLORIDA REGIONAL COUNCIL
Personnel, Budget, and Finance Policy Committee
March 6, 2007

MINUTES

A meeting of the Northeast Florida Regional Council (NEFRC) Personnel, Budget, and Finance Policy Committee was held on Thursday, **March 6, 2008**, at 9:30 a.m., at the Northeast Florida Regional Council, 6850 Belfort Oaks Place, Jacksonville, Florida, 32216. **Chair Sgroi** called the meeting to order at 9:30 a.m. with the following members present representing a quorum:

Hugh Fish	Bob Sgroi
Chereese Stewart	Larry Williams
Karen Stern	Harold Rutledge

Absent: Chip Laibl

Staff: Brian Teeple, Mario Taylor, Donna Starling, and Joyce Rhodes

*Approval of Minutes

Mr. Fish moved approval of the minutes of the February 7, 2008, meeting; seconded by Mr. Williams; motion unanimously carried.

New Business

*January 2008 Financial Report

Ms. Starling reported that the Council posted a Net Income of \$3,325 for the month of January and a Year to Date Net Income of \$38,625. The Business Development Corporation (BDC) posted a Net Income of \$8,448 for the month of January and a Year to Date Net Income of \$43,981. The Agency-wide totals were a Net Income of \$11,773 for the month and a Net Income of \$82,606 (includes BDC Net Income) Year to Date. **Mr. Fish moved approval of the January 2008 Financial Report; seconded by Mr. Williams; motion unanimously carried.**

Mr. Teeple provided a current status of the BDC and the SBA's requirement for segregation from the Council per Federal regulations. A new Board of Directors, including two members from the NEFRC, has been established. New By-Laws are being developed. A new Business Agreement between the BDC and the Council requires a sixty (60) day hold period during which time the BDC may elect to sever its relationship with the Council. Discussion followed regarding the advantages and disadvantages of the potential loss of the BDC.

Mr. Teeple suggested that actively pursuing the certification from the Economic Development Administration (EDA) could be an advantage to the Council. The NEFRC is currently the only Regional Council that does not have this designation. The EDA has recently changed requirements for member designation that will enable the NEFRC to be eligible for the designation. Discussions followed regarding the advantages and disadvantages of the certification.

Mr. Taylor presented the current status of the effort to refinance the building. He reported that he has successfully negotiated to a rate of 3.85%. The potential for another rate reduction by the Federal Reserve was discussed. Mr. Williams indicated that because the loan is based on the LIBOR (London InterBank Offered Rates); the reduction by the Federal Reserve may have the reverse effect on the rate

offered for this re-finance effort. After further discussion by the committee, **Mr. William made a motion that Mr. Taylor move forward with the re-finance effort at the current negotiated rate, seconded by Commissioner Stewart; motion unanimously carried.**

Old Business

None.

Additional Business

Mr. Taylor indicated that the issue of an attendance policy had been raised in the past and queried the committee as to the inclusion for discussion at the next committee meeting. Committee discussion resolved that research regarding the legalities and procedures would be necessary prior to the next meeting.

Next Meeting Date and Location

The next meeting is scheduled for **Thursday, April 3, 2008**, at 9:00 a.m., at a **Baker County location to be determined.**

Adjournment

There being no further business to discuss, **Mr. Fish moved to adjourn the meeting; seconded by Mr. Williams; motion unanimously carried.** The meeting was adjourned at 10:05 a.m.

Tab 2

MEMORANDUM

DATE: March 25, 2008

TO: Northeast Florida Regional Council

THRU: Hugh D. Fish, Secretary/Treasurer

FROM: Donna Starling, ^{DS} Chief Financial Officer

RE: February 2008 Financial Report

Northeast Florida Regional Council posted a Net Loss of \$1,464 for the month of February and a Year to Date Net Income of \$37,161. The Business Development Corporation posted a Net Income of \$3,356* for the month of February and a Year to Date Net Income of \$47,337. The Agency-wide totals were a Net Income of \$1,892 for the month and a Net Income of \$84,498 (includes BDC Net Income) Year to Date.

Regional Council - Agencywide	Adopted Amended Budget 07/08	February, 2008	YTD	Represents 42% of Fiscal Year	Budget Variance
Revenues					
Planning and Development	\$ 1,019,522	80,294	379,044	37%	-5%
Emergency Preparedness	\$ 4,471,553	605,428	1,065,920	24%	-18%
County	\$ 606,025	50,502	252,511	42%	0%
Business Development Corporation	\$ 536,326	31,058	189,014	35%	-7%
Regional Data Center	\$ 166,023	8,469	42,889	26%	-16%
AME Ministerial Alliance	\$ 57,384	6,654	64,101	112%	70%
North Florida Procurement Association	\$ 32,000	7,908	20,064	63%	21%
Regional Leadership Academy	\$ 30,500	32	15,000	49%	7%
Regional Visioning	\$ 75,000	16,857	19,315	26%	-16%
Tenant Revenue	\$ 100,000	8,522	40,395	40%	-2%
Anticipated Revenue/Other	\$ 60,000	4,142	24,404	41%	-1%

TOTAL REVENUES	\$ 7,154,334	\$ 819,867	\$ 2,112,658
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Expenses					
Salaries and Fringe	\$ 2,698,814	189,237	948,899	35%	-7%
Contract/Grant Direct Expenses	\$ 3,701,113	567,977	860,878	23%	-19%
Common/Indirect - Allocated Expenses*	\$ 424,277	44,661	195,079	46%	4%
General Fund Expense*	\$ 330,130	16,100	23,304	7%	-35%

TOTAL EXPENSES	\$ 7,154,334	\$ 817,974	\$ 2,028,160
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Net Income (loss)	\$ -	1,892	\$ 84,498
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*Excludes Salaries & Fringe

Planning and Development	Adopted Amended Budget 07/08	February, 2008	YTD	Represents 42% of Fiscal Year	Budget Variance
Revenues					
Local Gov't T.A./DCA	\$ 519,000	49,097	233,285	45%	3%
DRI	\$ 155,000	10,621	43,808	28%	-14%
TD	\$ 112,000	8,894	48,368	43%	1%
SHIP/Weatherization	\$ 130,111	6,199	44,595	34%	-8%
Affordable Housing	\$ 50,000	4,792	4,792	10%	-32%
Special Projects	\$ 53,411	691	4,196	8%	-34%
TOTAL REVENUES	\$ 1,019,522	\$ 80,294	\$ 379,044	37%	
Expenses					
Salaries/Fringe	\$ 589,358	46,752	222,327	38%	-4%
Direct	\$ 59,990	5,487	26,246	44%	2%
Common/Indirect	\$ 370,174	28,055	130,500	35%	-7%
TOTAL EXPENSES	\$ 1,019,522	\$ 80,294	\$ 379,074	37%	
Net Profit (Loss)	\$ -	\$ -	\$ (30)		

Emergency Preparedness	Adopted Amended Budget 07/08	February, 2008	YTD	Represents 42% of Fiscal Year	Budget Variance
Revenues					
Emergency Preparedness Local TA	\$ 248,383	21,037	93,772	38%	-4%
Hurricane Study	\$ 2,186,000	522,184	700,606	32%	-10%
DCA LEPC	\$ 40,909	722	11,609	28%	-14%
HMEP	\$ 30,639	5,767	8,007	26%	-16%
Terrorism Statewide Coordination	\$ 590,000	521	24,647	4%	-38%
SQG	\$ 20,000	-	1,188	6%	-36%
SHSGP Terrorism	\$ 75,000	1,353	18,195	24%	-18%
DEM TA	\$ 300,000	41,428	138,048	46%	4%
EOC IMT	\$ 35,000	-	-	0%	0%
EOC Enhancement	\$ 64,010	1,620	39,453	62%	20%
Region 3 Workshop	\$ 25,000	-	-	0%	0%
Infrastructure Assessments	\$ 300,000	10,796	10,796	4%	-38%
USAI Program	\$ 500,000	-	-	0%	0%
Other Revenue	\$ 56,612	-	19,597	35%	-7%
TOTAL REVENUES	\$ 4,471,553	\$ 605,428	\$ 1,065,920	24%	
Expenses					
Salaries/Fringe	\$ 583,393	37,250	188,093	32%	-10%
Direct	\$ 3,507,500	541,144	752,574	21%	-21%
Common/Indirect	\$ 380,660	27,034	125,375	33%	-9%
TOTAL EXPENSES	\$ 4,471,553	\$ 605,428	\$ 1,066,042	24%	
Net Profit (Loss)	\$ -	\$ -	\$ (122)		

BDC	Adopted Amended Budget 07/08	February, 2008	YTD	Represents 42% of Fiscal Year	Budget Variance
Revenues					
Processing	\$ 166,000	2,500	22,410	14%	-29%
Interest	\$ 50,000	-	30,600	61%	19%
Servicing	\$ 267,000	27,505	134,368	50%	8%
Other	\$ 53,326	1,054	1,636	3%	-39%
TOTAL REVENUES	\$ 536,326	\$ 31,058	\$ 189,014		
Expenses					
Salaries/Fringe	\$ 363,079	16,413	98,278	27%	-15%
Direct Expenses	\$ 43,000	4,421	11,371	26%	-16%
Common/Indirect	\$ 130,246	6,868	32,028	25%	-17%
TOTAL EXPENSES	\$ 536,326	\$ 27,702	\$ 141,676		
Net Profit (Loss)	\$ -	\$ 3,356	\$ 47,337		

Northeast Florida Regional Council
 Balance Sheet
 February 2008

	FY 06/07 February 2007	FY 07/08 February 2008
ASSETS		
Regional Council Cash	2,038,671	1,970,698
Healthy Start Cash	478,124	-
Regional Council Accounts Receivable	492,783	629,566
BDC Accounts Receivable	120,718	41,330
Healthy Start Accounts Receivable	180,188	-
Due from other funds - BDC	136,292	-
Closing Cost	18,337	17,081
Total Current Assets	3,465,113	2,658,675
Property and Equipment:		
Office furniture and equipment	734,343	731,038
Software	115,200	115,200
Land	271,910	271,910
Building	1,928,090	1,928,090
Building improvements	467,166	467,166
Less accumulated depreciation	956,414	1,039,034
Total Property and Equipment, net	2,560,295	2,474,370
Total Assets	6,025,408	5,133,045
LIABILITIES		
Accounts payable	91,658	23,287
Due to other funds	136,292	-
Loan deposits	124,838	41,330
Accrued salaries and leave	188,687	161,955
Regional Council Deferred Revenue	1,676,531	1,052,402
Healthy Start Deferred Revenue	278,591	-
Tenant deposits	10,104	10,104
Notes payable	1,587,864	1,508,767
Total Liabilities	4,094,564	2,797,844
EQUITY		
Equity and Other Credits:		
Retained earnings	1,930,844	2,335,202
Total Equity and Other Credits	1,930,844	2,335,202
Total Liabilities, Equity and Other Credits	6,025,408	5,133,045

YTD Comparison

06/07

07/08

AGENCYWIDE

October	\$	19,119*	\$	19,696*
November	\$	70,889*	\$	99,821*
December	\$	99,805*	\$	70,833*
January	\$	108,838*	\$	82,606*
February	\$	131,824*	\$	84,498*
March	\$	163,602*		
April	\$	196,138*		
May	\$	241,354*		
June	\$	255,024*		
July	\$	286,401*		
August	\$	323,295*		
September	\$	319,143*		

BDC

October	\$	4,000	\$	11,818
November	\$	43,538	\$	49,496
December	\$	44,135	\$	35,533
January	\$	42,115	\$	43,981
February	\$	56,579	\$	47,337
March	\$	62,051		
April	\$	77,943		
May	\$	103,372		
June	\$	107,149		
July	\$	116,666		
August	\$	129,105		
September	\$	143,660		

* Includes BDC Year to Date totals.

MEMORANDUM

DATE: March 25, 2008
TO: Northeast Florida Regional Council
FROM: Donna Starling, Chief Financial Officer
RE: February Investment Report

Sweep Account Interest

	FY 06/07	FY 07/08
January Interest	\$ 2,734	\$ 3,308
Year to Date Interest	\$13,204	\$16,924

Florida Local Government Investment Trust

Current Balance	\$13,807	\$14,904
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Tab 3



MAR 13 2008

595 South Sixth Street
Macclenny, FL 32063

March 10, 2008

Mr. Mario Taylor
Northeast Florida Regional Council
6850 Belfort Oaks Place
Jacksonville, Florida 32216

Dear Mr. Taylor:

Mercantile Bank, (hereafter the "Bank") is pleased to offer you a Loan Commitment (hereafter the "note") subject to the following terms and conditions:

Borrower: Northeast Florida Regional Council

Loan Amount: \$1,960,000.00

Interest Rate: The interest rate will be fixed for ten years at ~~3.80%~~ ^{3.75%} payments will be based on the actual number of days divided by 360 days. This rate pre-supposes that the note will be bank-qualified, tax-exempt issuance, pending counsel's review and opinion *3/15/08*

Repayment Terms: Principal and interest due monthly based upon a 20 year amortization with a 10 year maturity

Bank Commitment Fees: None (\$0.00)

Bank Counsel Fees: Bank's legal counsel fees for reviewing the documents prepared by Northeast Florida Regional Council Bond council shall be limited to the Council paying a maximum of \$1,000.00

Pre-Payment Penalty: This loan may be prepaid with no pre-payment penalty

Use of Proceeds: The proceeds will be used to refinance a commercial loan currently held with Mercantile Bank under Loan number 5600062559

Collateral: The loan will be secured by a pledge of all unrestricted revenues of the Northeast Florida Regional Council

Successors or Assigns: This Commitment Letter shall be binding on all parties thereto, their successors and or assigns and representatives

Material Adverse Change:

This Commitment Letter is conditioned upon there having occurred no act, omission or undertaking which would, singly or in the aggregate, have a materially adverse effect upon the business, assets, liabilities, financial condition, results of operations or business prospects of the Borrower any of its subsidiaries, or of any guarantor, or upon the ability of the Borrower to perform any material obligations arising under the revenue note documents.

Acceptance:

If the terms and conditions of this Commitment Letter meet with your approval, please indicate your acceptance by signing and returning the original to us. This commitment shall become null and void if not accepted and returned fifteen (15) days and closed forty-five (45) days from the date hereof this Commitment Letter.

Entire Agreement:

This Agreement, together with the revenue note documents, supersedes all prior written or oral understandings or agreements between Borrower and Bank with respect to the matters addressed in the revenue note documents.

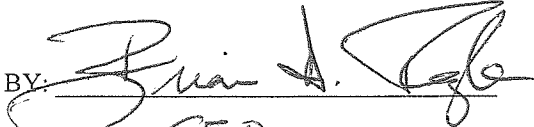
ORAL AGREEMENTS OR COMMITMENTS TO LOAN MONEY EXTEND CREDIT, OR TO FORBEAR FROM ENFORCING REPAYMENT OF A DEBT INCLUDING PROMISES TO EXTEND OR RENEW SUCH DEBT ARE NOT ENFORCEABLE. TO PROTECT YOU (BORROWER) AND US (BANK) FROM MISUNDERSTANDING OR DISAPPOINTMENT, ANY AGREEMENTS WE REACH COVERING SUCH MATTERS ARE CONTAINED IN THIS WRITING, WHICH IS THE COMPLETE AND EXCLUSIVE STATEMENT OF THE AGREEMENT BETWEEN US, EXCEPT AS WE MAY LATER AGREE IN WRITING TO MODIFY IT.

Respectfully,



A. Frank Brown
Vice President
Commercial Relationship Manager
North Central Division

Acknowledged, agreed and accepted this 18th day of March 2008.
Northeast Florida Regional Council

BY: 
ITS: CEO

Tab 4

Attendance Policies For County Commissions

Baker County – County Manager states there is no policy for attendance.

Clay County – County Manager states there is no policy for attendance.

Duval –

Rule # 2.302 states: Each Council Member shall attend every regular or special meeting of each standing, special or select committee to which he/she is appointee, unless excused by the committee chair. Failure to attend three consecutive regular meetings of a standing committee or three meetings of a special or select committee without excuse may, upon recommendation by the chair to the President, constitute automatic withdrawal from the committee and create a vacancy, which shall be filled by appointment by the President. Every Council Member may attend any meeting of any committee of which he/she is not a member and there participate in interviewing of witnesses and offer his/her comments observations, but he/she may not vote on any question, except the President as provided in Rule 2.211.

See Attachment (1); Civil Service Board Policy, Section 17.02(d)

Flagler – We are awaiting return call from County Attorney's Office.

Nassau – Left message

Putnam – County Commission office states there is no policy for attendance.

St. Johns – See Attachment (2); Planning & Zoning Policy, Page /VIII-3 A(6).

ARTICLE 17. CIVIL SERVICE

Sec. 17.01. Civil service system established.

Sec. 17.02. Civil service board.

Sec. 17.03. Employment policy.

Sec. 17.04. Duties and powers of civil service board.

Sec. 17.05. Duties of personnel department.

Sec. 17.06. Applicability of civil service system to employees of consolidated government.

Sec. 17.07. Administration.

Sec. 17.08. Judicial review.

Sec. 17.09. Cooperation of employing agencies.

Sec. 17.10. Ex parte communication.

Sec. 17.11. Disciplinary actions.

Sec. 17.12. Two term limit.

Section 17.01. Civil service system established.

There shall be a civil service system for the employees of the consolidated government which shall promote the effective, efficient, and fair conduct of the public business. The council shall have authority to enact such ordinances as are necessary to further implement the civil service system so long as such ordinances are not inconsistent with the provisions of this charter.

(Laws of Fla., Ch. 81-402, §§ 7, 12; Laws of Fla., Ch. 82-292, § 1; Ord. 84-1307-754, § 15; Laws of Fla., Ch. 92-341, § 1)

Section 17.02. Civil service board.

(a) There shall be a civil service board of the consolidated government which shall consist of nine members. Each member shall be a resident and qualified elector of the City of Jacksonville.

(b) The members of the board shall serve without compensation and shall be appointed for 3-year overlapping terms. Five members shall be appointed by the Mayor, one of whom shall be a member of a union, two members shall be appointed by JEA, one member shall be appointed by the Duval County School Board, and the ninth member shall be chosen by the other eight, with all appointments subject to confirmation by the City Council. Members shall be appointed for staggered terms. The board shall elect annually one of its members as chair and one as vice chair. Five members of the board shall constitute a quorum.

(c) No member of the Civil Service Board shall be an agent of or employed by the City of Jacksonville, the JEA, the Duval County School Board, or any collective bargaining organization representing employees of the City of Jacksonville, the JEA, or the Duval County School Board.

(d) Each member of the board shall continue to hold office until the member's successor is chosen and qualified.

The office of a board member shall become vacant upon the member's death, resignation, relocating outside the boundaries of the City of Jacksonville, or removal from office in any manner provided by law. If any member of the board fails to attend three consecutive meetings or fails to attend 50 percent of the meetings in a calendar year, the chair shall make a recommendation of retention or removal to the Mayor, who may declare the member's office vacant and notify the appointing body of the Mayor's recommendation. The vacancy shall be filled as provided in this act. The City Council shall also be empowered to remove members of the board for cause under due process of law.

(e) A board member appointed before or on the effective date of this act shall serve through the end of his or her respective term. Thereafter, the first two of the current positions appointed

by the Duval County School Board to become vacant shall be filled by the Mayor and the JEA, respectively, and confirmed by the City Council. The Mayor and JEA shall each immediately appoint a member to one of the two new positions created by this act, whose terms shall expire on June 30, 2005, and June 30, 2006, respectively. Thereafter, all vacancies shall be filled in the same manner as provided in this act.

(Laws of Fla., Ch. 72-572; Laws of Fla., Ch. 74-513; Laws of Fla., Ch. 77-583; Ord. 79-821-516, § 8; Laws of Fla., Ch. 80-514, § 1; Laws of Fla., Ch. 81-402, § 1; Laws of Fla., Ch. 84-455, § 1; Ord. 84-1307-754, § 15; Laws of Fla., Ch. 92-341, § 1; Ref. of 5-9-95; Laws of Fla., Ch. 2004-437, § 1)

Section 17.03. Employment policy.

The personnel department shall prescribe qualifications and certify personnel for employment, promotion, demotion, transferal, dismissal, and compensation solely on the basis of merit and qualification, without regard to race, color, religion, political affiliation, sex, national origin, or any other circumstances than merit and qualification. The civil service board of the consolidated government shall ensure the enforcement of this employment policy.

(Ord. 84-1307-754, § 15; Laws of Fla., Ch. 92-341, § 1)

Section 17.04. Duties of civil service board.

The civil service board shall:

- (a) Periodically review the operation and effect of the personnel provisions of this charter, the classification plan, and the pay plan, and report their findings to the council and the mayor.
- (b) Hear and determine appeals initiated by employees who are charged with violations of the personnel provisions of this chapter and the civil service regulations authorized by ordinance or civil service rules adopted pursuant to section 17.05. If after review the civil service board determines that the disciplinary action is inconsistent with such provisions, rules, or regulations, or concludes that the disciplinary action is manifestly unjust under the circumstances, it shall order the reduction or increase of the disciplinary action or provide such other action as it deems appropriate. Should the board order a reduction, increase, or other action with respect to the disciplinary action, then the specific reasons for the board's actions shall be set forth in the board's final order rendered at the appeal hearing.
- (c) Hear and determine complaints by employees and prospective employees concerning alleged violations of civil service rules or regulations with respect to hiring and promotion. If after review the civil service board determines that such a violation exists, it shall order such action as it deems appropriate in order to ensure compliance with such rules or regulations pertaining to hiring and promotion.
- (d) Hear and determine the grievance of any person covered by the civil service rules or regulations of the consolidated government or the grievance of any person who may be entitled to be covered by such civil service rules or regulations concerning any action taken in the administration of such rules and regulations which pertains to his employment or employment rights. If after review the civil service board determines the action taken to be inconsistent with the rules or regulations, it shall order the modification of action taken by the appropriate office, department, board, or independent agency in order to ensure consistency and compliance with such rules and regulations.
- (e) Issue subpoenas to compel the attendance of witnesses and the production of books, papers and records at hearings before the Civil Service Board. By Civil Service

ARTICLE VIII AGENCIES AND BOARDS

PART 8.00.00 GENERALLY**Sec. 8.00.01 Administration Of Code**

The County Administrator shall be responsible for performing all administrative functions of St. Johns County government relating to the administration of this Code. The County Administrator may create departments and other governmental agencies, and make any other necessary administrative arrangements or delegate authority as necessary to properly administer this Code.

Sec. 8.00.02 Flood Damage Control Administrator**A. Generally**

There shall be a Flood Damage Control Administrator who shall be the County Administrator. The duties of the Flood Damage Control Administrator shall include, but not be limited to, those provided below.

B. Duties of the Flood Damage Control Administrator

1. Review all proposed developments to assure that the requirements of the flood damage prevention regulations have been met.
2. Notify adjacent communities, the water management district, and the State of Florida Department of Community Affairs, prior to permitting or approving any alteration or relocation of a watercourse, and provide evidence of such notification to the Federal Emergency Management Agency.
3. Verify and record the actual elevation (in relation to mean sea level) of the lowest floor, or of the flood-proofing, of all new or substantially improved structures regulated by the flood damage prevention regulations.
4. Interpret the boundaries of the Area of Special Flood Hazard and the various zones, including the Regulatory Floodways and Coastal High Hazard Areas.
5. Maintain all records pertaining to the implementation of the flood damage prevention regulations.

PART 8.01.00 PLANNING AND ZONING AGENCY (PZA)

Sec. 8.01.01 Powers and Duties

A. Advisory

The Planning and Zoning Agency (PZA) shall serve in an advisory capacity and recommending body to the St. Johns County Board of County Commissioners on matters relating to zoning of land, amendment of Land Development Regulations, land Use amendments and Major Modifications to PUD's and PRD's, including those functions as the County's Local Planning Agency per Chapter 163, Florida Statutes.

B. Decision-Making

The PZA shall serve as an appeals and adjustment board on matters relating to zoning. In this capacity the Agency shall be authorized to:

1. Grant Special Use Permits as provided in this Code.
2. Grant Zoning Variances as provided in this Code, further provided that no such Variance may be granted which allows a use of property contrary to this Code.
3. Grant Minor Modifications to PUD's and PRD's as provided in this Code.
4. Review zoning changes for consistency with the St. Johns County Comprehensive Plan, as amended from time to time.
5. Perform such other functions and take such actions as provided in this Code.

C. Local Planning Agency

The PZA shall serve as the County's Local Planning Agency. In this capacity the Agency shall:

1. Be responsible for the preparation of the Comprehensive Plan or plan amendment and shall make recommendations to the Board of County Commissioners regarding the adoption or amendment of such plan.
2. Monitor and oversee the effectiveness and status of the Comprehensive Plan and recommend to the Board of County Commissioners such changes in the Comprehensive Plan as may from time to time be required.
3. Review proposed Land Development Regulations, land development codes, or amendments thereto, and make recommendations to the Board of County Commissioners as to the consistency of the proposal with the adopted Comprehensive Plan or portion thereof.
4. Perform any other functions, duties and responsibilities assigned to it by the Board of County Commissioners or by general or special law.

Sec. 8.01.02 Organization

A. Membership

1. The PZA shall have seven (7) members appointed by the St. Johns County Board of County Commissioners.
2. Each member shall reside in the County.
3. When a position becomes vacant before the end of the term, the Board of County Commissioners shall appoint a substitute member to fill the vacancy for the duration of the vacated term. A member whose term expires may continue to serve until a successor is appointed and qualified.
4. All members serve at the pleasure of the Board of County Commissioners and may be removed at any time without cause.
5. Members shall not be compensated, but may be paid for travel and other expenses incurred on Agency business under procedures prescribed in advance by the Board of County Commissioners.
6. If any member fails to attend three (3) consecutive, regularly scheduled meetings or ten (10) of twenty-four (24) regular or special meetings or workshops, the Board of County Commissioners shall declare the member's office vacant.

B. Officers

1. The members of the PZA shall annually elect a Chair and Vice-Chair from among the members and may create and fill other offices as the Agency deems needed or necessary.
2. The County Administrator shall appoint a County employee to serve as secretary to the PZA, recorder and custodian of all Agency records.

C. Subcommittees

1. The PZA shall create whatever subcommittees it deems needed to carry out the purposes of the Agency.
2. The Chair of the PZA shall annually appoint the membership of each subcommittee from the members of the Agency.

Sec. 8.01.03 Board Procedures

A. Meetings

1. The PZA shall meet at least once each calendar month, unless canceled by the PZA or its Chair, and more often at the call of the Chair or the Board of County Commissioners.
2. The PZA shall keep minutes of its proceedings, indicating the attendance of each member, and the decision on every question.
3. Four (4) members shall constitute a quorum.

B. Decisions

Each decision of the PZA must be approved by a majority vote of the members present at a meeting in which a quorum is in attendance and voting. Failure to receive a majority vote of members present shall act as a denial of the application, appeal, or other matter that is before the PZA.

C. Other Rules

The PZA shall adopt other rules of procedure necessary to carry out its purposes. All rules must conform to this Code, other County ordinances, and state law. The rules shall be in writing and freely available to the public.