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MEETING NOTICE

EXECUTIVE COMMITTEE

There will be a meeting of the Executive Committee of the North Central Florida Regional Planning Council on **February 24, 2022**. Due to the COVID-19 Public Health Emergency, the meeting will be held virtually via communications media technology at **6:00 p.m.**

DIAL IN NUMBER: Toll Free 1.888.585.9008

CONFERENCE CODE: 568 124 316

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AGENDA EXECUTIVE COMMITTEE

Virtual Public Meeting
Via Communications Media Technology
Gainesville, Florida

February 24, 2022
6:00 p.m.

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II. CONTRACTS AND APPLICATIONS	
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V. OTHER BUSINESS - None	
VI. CITIZEN COMMENTS	

This agenda item provides an opportunity for citizens to address the Committee on any matter not included on the agenda. The comment period is limited to three minutes for each individual.

* See Attachments

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Dedicated to improving the quality of life of the Region's citizens,
by enhancing public safety, protecting regional resources,
promoting economic development and providing technical services to local governments.

EXECUTIVE COMMITTEE
MINUTES

Virtual Meeting
Via Communications Media Technology

January 27, 2022
6:00 p.m.

MEMBERS PRESENT

Anthony Adams, Vice-Chair
Charles Chestnut IV, Immediate Past Chair
Thomas Demps, Chair
Fletcher Hope, Executive Committee Member
Janice Mortimer, Secretary-Treasurer

STAFF PRESENT

Scott Koons

OTHERS PRESENT

None

Chair Thomas Demps called the meeting to order at 6:00 p.m.

I. APPROVAL OF MINUTES - December 9, 2021

ACTION: Commissioner Chestnut made the motion, with a second by Mayor Mortimer, to approve the minutes for the December 9, 2021 Executive Committee meeting as written and circulated. The motion carried unanimously.

II. CONTRACTS AND APPLICATIONS - None

III. PROGRAM REPORT

A. Florida Transportation Disadvantaged Program Community Transportation Coordinator Selection for Madison County

ACTION: Commissioner Chestnut made the motion, with a second by Mayor Mortimer, to recommend that the Council reject the Big Bend Transit, Inc. proposal submitted in response to Request for Proposals No. 2021-01 that was received at the office of the North Central Florida Regional Planning Council after 3:00 p.m., Eastern Standard Time, January 7, 2022; reject the Maruti Mobility Management, Inc. proposal as being nonresponsive to Request for Proposals 2021-01; and to authorize the Executive Director to re-advertise Request for Proposals No. 2021-01 for the designation of the Community Transportation Coordinator for Madison County. The motion carried unanimously.

B. Transportation Disadvantaged Local Coordinating Board Appointment

ACTION: Commissioner Hope made the motion, with a second by Commissioner Adams, to recommend that the Council appoint Commissioner Russell Meeks Jr. as Chair of the Levy County Transportation Disadvantaged Coordinating Board. The motion carried unanimously.

IV. GENERAL ADMINISTRATION

- A. Proclamation Proclaiming February 21-27, 2022 Hazardous Materials Awareness Week

ACTION: Mayor Mortimer made the motion, with a second by Commissioner Chestnut, to recommend that the Council adopt a proclamation declaring February 21-27, 2022 Hazardous Materials Awareness Week. The motion carried unanimously.

- B. Resolution Supporting Creation of a Statewide Coordinated Planning and Prioritization Approach for Water Resource Investments Modeled on the Florida Transportation Commission

ACTION: Commissioner Chestnut made the motion, with a second by Commissioner Adams, to recommend that the Council adopt Resolution No. 2022-01 Supporting Creation of a Statewide Coordinated Planning and Prioritization Approach for Water Resource Investments Modeled on the Florida Transportation Commission. The motion carried unanimously.

- V. OTHER BUSINESS - None

- VI. CITIZEN COMMENTS - None

The meeting adjourned at 6:11 p.m.

Thomas Demps, Chair

2/24/22
Date



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February 17, 2022

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Amendment to Memorandum of Agreement with Tampa Bay Regional Planning Council Concerning Regional Economic Modeling, Inc.

RECOMMENDATION:

Authorize the Executive Director to sign an amendment to the memorandum of agreement with Tampa Bay Regional Planning Council for an additional year as a user of the Regional Economic Modeling, Inc., for a fixed fee amount of \$5,530.50.

BACKGROUND:

In 2005, the Council entered into a memorandum of agreement with the Tampa Bay Regional Planning Council to be a user of the Regional Economic Modeling, Inc. economic impact model. The Tampa Bay Regional Planning Council is a licensed user of the model by Regional Economic Modeling, Inc. The Tampa Bay Regional Planning Council is authorized to issue user rights to other parties subject to collection of a fee to be paid to Regional Economic Modeling, Inc. At this time, Tampa Bay Regional Planning Council is proposing to extend the Council's existing memorandum of agreement for a one-year period for a fixed fee of \$5,530.50.

The Regional Economic Modeling, Inc. model is based upon an input-output engine and provides the Council, our local governments, economic development agencies and others with a dynamic tool for economic and demographic analysis and forecasting. It uses national data calibrated for the region, but also can accept local data sets to enhance its accuracy. This model can review system-wide effects over both short- and long-range time horizons, include economic and fiscal impact analyses, policy impact analyses and economic development/redevelopment analyses. The model can be configured to either address the entire region of any number of county-based subsets of the region, as well as including counties in adjacent regions.

Council staff has used this model to evaluate the impact of several projects throughout the region. Examples of projects include an advertising agency in Alachua County, a hotel and a redevelopment project in the City of Gainesville, a sanitary sewer system in the City of Archer, a recreational vehicle resort in the City of Hawthorne, a food processing plant in the City of Newberry, a computer technical support call center, manufacturing facilities and sports complex in Columbia County, a hypothetical manufacturing plant in Gilchrist County, an ethanol plant in Hamilton County, a refrigerated container manufacturing plant in Madison County, a manufacturing facility and a sawmill plant in Suwannee County and an electric power generating plant in Taylor County.

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

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February 17, 2022

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Transportation Disadvantaged Program
Planning Grant Resolutions
Fiscal Year 2022-23

RECOMMENDATION:

Approve the attached resolutions authorizing the Executive Director to sign the Fiscal Year 2022-23 Planning Grant Applications for Bradford, Columbia, Hamilton and Suwannee, Dixie, Gilchrist, Lafayette, Levy, Madison and Union Counties and authorizing the Chair to execute the Fiscal Year 2022-23 Transportation Disadvantaged Program Planning Grant Agreements for Bradford, Columbia, Hamilton and Suwannee, Dixie, Gilchrist, Lafayette, Levy, Madison and Union Counties.

BACKGROUND:

The North Central Florida Regional Planning Council is the designated official planning agency for the Transportation Disadvantaged Program for Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Levy, Madison, Suwannee and Union Counties. As the designated official planning agency, the Council is responsible for Transportation Disadvantaged Program planning and providing the local transportation disadvantaged coordinating boards with sufficient staff support and resources to enable the boards to fulfill their responsibilities.

The attached resolutions authorize the Executive Director to sign the Fiscal Year 2022-23 Transportation Disadvantaged Trust Fund Planning Grant Applications and authorize the Chair to sign the Fiscal Year 2022-23 Transportation Disadvantaged Trust Fund Planning Grant Agreements with the Florida Commission for the Transportation Disadvantaged. The Planning Grant Agreements provide the funding needed to provide staff services to the local coordinating boards.

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

Attachments

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RESOLUTION NO. 2022-02

A RESOLUTION OF THE NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL AUTHORIZING THE EXECUTION OF THE FISCAL YEAR 2022-23 BRADFORD COUNTY TRANSPORTATION DISADVANTAGED PLANNING GRANT AGREEMENT WITH THE FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

WHEREAS, in areas not covered by a metropolitan planning organization, regional planning councils are eligible for selection as designated official planning agencies in accordance with Rule 41-2.009, Florida Administrative Code;

WHEREAS, the designated official planning agency is responsible for Transportation Disadvantaged Program planning and providing the local transportation disadvantaged coordinating board with sufficient staff support and resources to enable the board to fulfill its responsibilities; and

WHEREAS, the North Central Florida Regional Planning Council has the authority to enter into the Fiscal Year 2022-23 Bradford County Transportation Disadvantaged Planning Grant agreement and to undertake a transportation disadvantaged service project as authorized by Section 427.0159, Florida Statutes, and Rule 41-2, Florida Administrative Code.

NOW, THEREFORE, BE IT RESOLVED BY THE NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL THAT:

1. The North Central Florida Regional Planning Council has the authority to enter into the above referenced grant agreement;
2. The North Central Florida Regional Planning Council authorizes the Chair to execute the Transportation Disadvantaged Trust Fund Grant agreement on behalf of the North Central Florida Regional Planning Council with the Florida Commission for the Transportation Disadvantaged;
3. The North Central Florida Regional Planning Council authorizes the Executive Director to act in connection with the agreement and to provide such additional information as may be required by the Florida Commission for the Transportation Disadvantaged;
4. The North Central Florida Regional Planning Council authorizes the Chair to sign any and all assurances, agreements or contracts which are required in connection with the Transportation Disadvantaged Trust Fund Grant Program;
5. The North Central Florida Regional Planning Council authorizes its Executive Director to sign the planning grant application form, any and all reimbursement invoices, warranties, certifications and other documents which may be required in connection with the agreement or subsequent agreements; and
6. This resolution shall be effective upon adoption.

APPROVED AND DULY ADOPTED by the North Central Florida Regional Planning Council, this 24th day of February 2022.

ATTEST:

NORTH CENTRAL FLORIDA
REGIONAL PLANNING COUNCIL

Scott R. Koons, Executive Director

Thomas Demps, Chair

RESOLUTION NO. 2022-03

A RESOLUTION OF THE NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL AUTHORIZING THE EXECUTION OF THE FISCAL YEAR 2022-23 COLUMBIA, HAMILTON AND SUWANNEE TRANSPORTATION DISADVANTAGED PLANNING GRANT AGREEMENT WITH THE FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

WHEREAS, in areas not covered by a metropolitan planning organization, regional planning councils are eligible for selection as designated official planning agencies in accordance with Rule 41-2.009, Florida Administrative Code;

WHEREAS, the designated official planning agency is responsible for Transportation Disadvantaged Program planning and providing the local transportation disadvantaged coordinating board with sufficient staff support and resources to enable the board to fulfill its responsibilities; and

WHEREAS, the North Central Florida Regional Planning Council has the authority to enter into the Fiscal Year 2022-23 Columbia, Hamilton and Suwannee Transportation Disadvantaged Planning Grant agreement and to undertake a transportation disadvantaged service project as authorized by Section 427.0159, Florida Statutes, and Rule 41-2, Florida Administrative Code.

NOW, THEREFORE, BE IT RESOLVED BY THE NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL THAT:

1. The North Central Florida Regional Planning Council has the authority to enter into the above referenced grant agreement;
2. The North Central Florida Regional Planning Council authorizes the Chair to execute the Transportation Disadvantaged Trust Fund Grant agreement on behalf of the North Central Florida Regional Planning Council with the Florida Commission for the Transportation Disadvantaged;
3. The North Central Florida Regional Planning Council authorizes the Executive Director to act in connection with the agreement and to provide such additional information as may be required by the Florida Commission for the Transportation Disadvantaged;
4. The North Central Florida Regional Planning Council authorizes the Chair to sign any and all assurances, agreements or contracts which are required in connection with the Transportation Disadvantaged Trust Fund Grant Program;
5. The North Central Florida Regional Planning Council authorizes its Executive Director to sign the planning grant application form, any and all reimbursement invoices, warranties, certifications and other documents which may be required in connection with the agreement or subsequent agreements; and
6. This resolution shall be effective upon adoption.

APPROVED AND DULY ADOPTED by the North Central Florida Regional Planning Council, this 24th day of February 2022.

ATTEST:

NORTH CENTRAL FLORIDA
REGIONAL PLANNING COUNCIL

Scott R. Koons, Executive Director

Thomas Demps, Chair

RESOLUTION NO. 2022-04

A RESOLUTION OF THE NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL AUTHORIZING THE EXECUTION OF THE FISCAL YEAR 2022-23 DIXIE COUNTY TRANSPORTATION DISADVANTAGED PLANNING GRANT AGREEMENT WITH THE FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

WHEREAS, in areas not covered by a metropolitan planning organization, regional planning councils are eligible for selection as designated official planning agencies in accordance with Rule 41-2.009, Florida Administrative Code;

WHEREAS, the designated official planning agency is responsible for Transportation Disadvantaged Program planning and providing the local transportation disadvantaged coordinating board with sufficient staff support and resources to enable the board to fulfill its responsibilities; and

WHEREAS, the North Central Florida Regional Planning Council has the authority to enter into the Fiscal Year 2022-23 Dixie County Transportation Disadvantaged Planning Grant agreement and to undertake a transportation disadvantaged service project as authorized by Section 427.0159, Florida Statutes, and Rule 41-2, Florida Administrative Code.

NOW, THEREFORE, BE IT RESOLVED BY THE NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL THAT:

1. The North Central Florida Regional Planning Council has the authority to enter into the above referenced grant agreement;
2. The North Central Florida Regional Planning Council authorizes the Chair to execute the Transportation Disadvantaged Trust Fund Grant agreement on behalf of the North Central Florida Regional Planning Council with the Florida Commission for the Transportation Disadvantaged;
3. The North Central Florida Regional Planning Council authorizes the Executive Director to act in connection with the agreement and to provide such additional information as may be required by the Florida Commission for the Transportation Disadvantaged;
4. The North Central Florida Regional Planning Council authorizes the Chair to sign any and all assurances, agreements or contracts which are required in connection with the Transportation Disadvantaged Trust Fund Grant Program;
5. The North Central Florida Regional Planning Council authorizes its Executive Director to sign the planning grant application form, any and all reimbursement invoices, warranties, certifications and other documents which may be required in connection with the agreement or subsequent agreements; and
6. This resolution shall be effective upon adoption.

APPROVED AND DULY ADOPTED by the North Central Florida Regional Planning Council, this 24th day of February 2022.

ATTEST:

NORTH CENTRAL FLORIDA
REGIONAL PLANNING COUNCIL

Scott R. Koons, Executive Director

Thomas Demps, Chair

RESOLUTION NO. 2022-05

A RESOLUTION OF THE NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL AUTHORIZING THE EXECUTION OF THE FISCAL YEAR 2022-23 GILCHRIST COUNTY TRANSPORTATION DISADVANTAGED PLANNING GRANT AGREEMENT WITH THE FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

WHEREAS, in areas not covered by a metropolitan planning organization, regional planning councils are eligible for selection as designated official planning agencies in accordance with Rule 41-2.009, Florida Administrative Code;

WHEREAS, the designated official planning agency is responsible for Transportation Disadvantaged Program planning and providing the local transportation disadvantaged coordinating board with sufficient staff support and resources to enable the board to fulfill its responsibilities; and

WHEREAS, the North Central Florida Regional Planning Council has the authority to enter into the Fiscal Year 2022-23 Gilchrist County Transportation Disadvantaged Planning Grant agreement and to undertake a transportation disadvantaged service project as authorized by Section 427.0159, Florida Statutes, and Rule 41-2, Florida Administrative Code.

NOW, THEREFORE, BE IT RESOLVED BY THE NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL THAT:

1. The North Central Florida Regional Planning Council has the authority to enter into the above referenced grant agreement;
2. The North Central Florida Regional Planning Council authorizes the Chair to execute the Transportation Disadvantaged Trust Fund Grant agreement on behalf of the North Central Florida Regional Planning Council with the Florida Commission for the Transportation Disadvantaged;
3. The North Central Florida Regional Planning Council authorizes the Executive Director to act in connection with the agreement and to provide such additional information as may be required by the Florida Commission for the Transportation Disadvantaged;
4. The North Central Florida Regional Planning Council authorizes the Chair to sign any and all assurances, agreements or contracts which are required in connection with the Transportation Disadvantaged Trust Fund Grant Program;
5. The North Central Florida Regional Planning Council authorizes its Executive Director to sign the planning grant application form, any and all reimbursement invoices, warranties, certifications and other documents which may be required in connection with the agreement or subsequent agreements; and
6. This resolution shall be effective upon adoption.

APPROVED AND DULY ADOPTED by the North Central Florida Regional Planning Council, this 24th day of February 2022.

ATTEST:

NORTH CENTRAL FLORIDA
REGIONAL PLANNING COUNCIL

Scott R. Koons, Executive Director

Thomas Demps, Chair

RESOLUTION NO. 2022-06

A RESOLUTION OF THE NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL AUTHORIZING THE EXECUTION OF THE FISCAL YEAR 2022-23 LAFAYETTE COUNTY TRANSPORTATION DISADVANTAGED PLANNING GRANT AGREEMENT WITH THE FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

WHEREAS, in areas not covered by a metropolitan planning organization, regional planning councils are eligible for selection as designated official planning agencies in accordance with Rule 41-2.009, Florida Administrative Code;

WHEREAS, the designated official planning agency is responsible for Transportation Disadvantaged Program planning and providing the local transportation disadvantaged coordinating board with sufficient staff support and resources to enable the board to fulfill its responsibilities; and

WHEREAS, the North Central Florida Regional Planning Council has the authority to enter into the Fiscal Year 2022-23 Lafayette County Transportation Disadvantaged Planning Grant agreement and to undertake a transportation disadvantaged service project as authorized by Section 427.0159, Florida Statutes, and Rule 41-2, Florida Administrative Code.

NOW, THEREFORE, BE IT RESOLVED BY THE NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL THAT:

1. The North Central Florida Regional Planning Council has the authority to enter into the above referenced grant agreement;
2. The North Central Florida Regional Planning Council authorizes the Chair to execute the Transportation Disadvantaged Trust Fund Grant agreement on behalf of the North Central Florida Regional Planning Council with the Florida Commission for the Transportation Disadvantaged;
3. The North Central Florida Regional Planning Council authorizes the Executive Director to act in connection with the agreement and to provide such additional information as may be required by the Florida Commission for the Transportation Disadvantaged;
4. The North Central Florida Regional Planning Council authorizes the Chair to sign any and all assurances, agreements or contracts which are required in connection with the Transportation Disadvantaged Trust Fund Grant Program;
5. The North Central Florida Regional Planning Council authorizes its Executive Director to sign the planning grant application form, any and all reimbursement invoices, warranties, certifications and other documents which may be required in connection with the agreement or subsequent agreements; and
6. This resolution shall be effective upon adoption.

APPROVED AND DULY ADOPTED by the North Central Florida Regional Planning Council, this 24th day of February 2022.

ATTEST:

NORTH CENTRAL FLORIDA
REGIONAL PLANNING COUNCIL

Scott R. Koons, Executive Director

Thomas Demps, Chair

RESOLUTION NO. 2022-07

A RESOLUTION OF THE NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL AUTHORIZING THE EXECUTION OF THE FISCAL YEAR 2022-23 LEVY COUNTY TRANSPORTATION DISADVANTAGED PLANNING GRANT AGREEMENT WITH THE FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

WHEREAS, in areas not covered by a metropolitan planning organization, regional planning councils are eligible for selection as designated official planning agencies in accordance with Rule 41-2.009, Florida Administrative Code;

WHEREAS, the designated official planning agency is responsible for Transportation Disadvantaged Program planning and providing the local transportation disadvantaged coordinating board with sufficient staff support and resources to enable the board to fulfill its responsibilities; and

WHEREAS, the North Central Florida Regional Planning Council has the authority to enter into the Fiscal Year 2022-23 Levy County Transportation Disadvantaged Planning Grant agreement and to undertake a transportation disadvantaged service project as authorized by Section 427.0159, Florida Statutes, and Rule 41-2, Florida Administrative Code.

NOW, THEREFORE, BE IT RESOLVED BY THE NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL THAT:

1. The North Central Florida Regional Planning Council has the authority to enter into the above referenced grant agreement;
2. The North Central Florida Regional Planning Council authorizes the Chair to execute the Transportation Disadvantaged Trust Fund Grant agreement on behalf of the North Central Florida Regional Planning Council with the Florida Commission for the Transportation Disadvantaged;
3. The North Central Florida Regional Planning Council authorizes the Executive Director to act in connection with the agreement and to provide such additional information as may be required by the Florida Commission for the Transportation Disadvantaged;
4. The North Central Florida Regional Planning Council authorizes the Chair to sign any and all assurances, agreements or contracts which are required in connection with the Transportation Disadvantaged Trust Fund Grant Program;
5. The North Central Florida Regional Planning Council authorizes its Executive Director to sign the planning grant application form, any and all reimbursement invoices, warranties, certifications and other documents which may be required in connection with the agreement or subsequent agreements; and
6. This resolution shall be effective upon adoption.

APPROVED AND DULY ADOPTED by the North Central Florida Regional Planning Council, this 24th day of February 2022.

ATTEST:

NORTH CENTRAL FLORIDA
REGIONAL PLANNING COUNCIL

Scott R. Koons, Executive Director

Thomas Demps, Chair

RESOLUTION NO. 2022-08

A RESOLUTION OF THE NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL AUTHORIZING THE EXECUTION OF THE FISCAL YEAR 2022-23 MADISON COUNTY TRANSPORTATION DISADVANTAGED PLANNING GRANT AGREEMENT WITH THE FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

WHEREAS, in areas not covered by a metropolitan planning organization, regional planning councils are eligible for selection as designated official planning agencies in accordance with Rule 41-2.009, Florida Administrative Code;

WHEREAS, the designated official planning agency is responsible for Transportation Disadvantaged Program planning and providing the local transportation disadvantaged coordinating board with sufficient staff support and resources to enable the board to fulfill its responsibilities; and

WHEREAS, the North Central Florida Regional Planning Council has the authority to enter into the Fiscal Year 2022-23 Madison County Transportation Disadvantaged Planning Grant agreement and to undertake a transportation disadvantaged service project as authorized by Section 427.0159, Florida Statutes, and Rule 41-2, Florida Administrative Code.

NOW, THEREFORE, BE IT RESOLVED BY THE NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL THAT:

1. The North Central Florida Regional Planning Council has the authority to enter into the above referenced grant agreement;
2. The North Central Florida Regional Planning Council authorizes the Chair to execute the Transportation Disadvantaged Trust Fund Grant agreement on behalf of the North Central Florida Regional Planning Council with the Florida Commission for the Transportation Disadvantaged;
3. The North Central Florida Regional Planning Council authorizes the Executive Director to act in connection with the agreement and to provide such additional information as may be required by the Florida Commission for the Transportation Disadvantaged;
4. The North Central Florida Regional Planning Council authorizes the Chair to sign any and all assurances, agreements or contracts which are required in connection with the Transportation Disadvantaged Trust Fund Grant Program;
5. The North Central Florida Regional Planning Council authorizes its Executive Director to sign the planning grant application form, any and all reimbursement invoices, warranties, certifications and other documents which may be required in connection with the agreement or subsequent agreements; and
6. This resolution shall be effective upon adoption.

APPROVED AND DULY ADOPTED by the North Central Florida Regional Planning Council, this 24th day of February 2022.

ATTEST:

NORTH CENTRAL FLORIDA
REGIONAL PLANNING COUNCIL

Scott R. Koons, Executive Director

Thomas Demps, Chair

RESOLUTION NO. 2022-09

A RESOLUTION OF THE NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL AUTHORIZING THE EXECUTION OF THE FISCAL YEAR 2022-23 UNION COUNTY TRANSPORTATION DISADVANTAGED PLANNING GRANT AGREEMENT WITH THE FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

WHEREAS, in areas not covered by a metropolitan planning organization, regional planning councils are eligible for selection as designated official planning agencies in accordance with Rule 41-2.009, Florida Administrative Code;

WHEREAS, the designated official planning agency is responsible for Transportation Disadvantaged Program planning and providing the local transportation disadvantaged coordinating board with sufficient staff support and resources to enable the board to fulfill its responsibilities; and

WHEREAS, the North Central Florida Regional Planning Council has the authority to enter into the Fiscal Year 2022-23 Union County Transportation Disadvantaged Planning Grant agreement and to undertake a transportation disadvantaged service project as authorized by Section 427.0159, Florida Statutes, and Rule 41-2, Florida Administrative Code.

NOW, THEREFORE, BE IT RESOLVED BY THE NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL THAT:

1. The North Central Florida Regional Planning Council has the authority to enter into the above referenced grant agreement;
2. The North Central Florida Regional Planning Council authorizes the Chair to execute the Transportation Disadvantaged Trust Fund Grant agreement on behalf of the North Central Florida Regional Planning Council with the Florida Commission for the Transportation Disadvantaged;
3. The North Central Florida Regional Planning Council authorizes the Executive Director to act in connection with the agreement and to provide such additional information as may be required by the Florida Commission for the Transportation Disadvantaged;
4. The North Central Florida Regional Planning Council authorizes the Chair to sign any and all assurances, agreements or contracts which are required in connection with the Transportation Disadvantaged Trust Fund Grant Program;
5. The North Central Florida Regional Planning Council authorizes its Executive Director to sign the planning grant application form, any and all reimbursement invoices, warranties, certifications and other documents which may be required in connection with the agreement or subsequent agreements; and
6. This resolution shall be effective upon adoption.

APPROVED AND DULY ADOPTED by the North Central Florida Regional Planning Council, this 24th day of February 2022.

ATTEST:

NORTH CENTRAL FLORIDA
REGIONAL PLANNING COUNCIL

Scott R. Koons, Executive Director

Thomas Demps, Chair



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February 17, 2022

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Amendment to Fixed Asset Threshold

RECOMMENDATION:

Increase the minimum value of fixed assets from \$1,000 to \$5,000 for all Council property.

BACKGROUND:

Currently, the Council classifies equipment, fixtures, and other tangible personal property of a nonconsumable and nonexpendable nature with a value or cost which is \$1,000 or more and the normal expected life of which is one year or more as a fixed asset.

The executive director or his designee, as custodian of such property, maintains a record of such property. Once each year, the custodian takes an inventory of property, compares it to the property record and traces and reconciles all discrepancies.

On July 1, 2020, the Florida Department of Financial Services, Division of Accounting and Auditing, amended Florida Administrative Code, Chapter 69I-72.002 State-owned Tangible Personal Property, to increase the minimum value threshold for recording property as fixed assets from \$1,000 to \$5,000 for state agencies. On October 1, 2020, the Florida Department of Financial Services, Division of Accounting and Auditing, amended Florida Administrative Code, Chapter 69I-73.002 Tangible Personal Property Owned by Local Governments, to increase the minimum value threshold for recording property as fixed assets from \$1,000 to \$5,000 for local governments. Based upon this action and the increased cost of equipment, fixtures and other tangible personal property, it is recommended that the Council also increase the minimum value of fixed assets from \$1,000 to \$5,000 for all Council property.

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

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February 17, 2022

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Amendments to Purchasing Procedures

RECOMMENDATION:

Amend the dollar limits established by the Council for purchasing as indicated in the attached Property, Budget and Fiscal Control Procedures and Policies document, dated February 24, 2022.

BACKGROUND:

Based upon Florida Statutes, Section 287.017, Purchasing Categories, Threshold Amounts, it is recommended that the dollar limits of the various categories of purchasing be amended as stated in the attached Property, Budget and Fiscal Control Procedures and Policies document, dated February 24, 2022. These amendments in thresholds will result in the purchasing procedures of the Council being more efficient.

In addition to the limits that are established by the Council to guide purchasing, written administrative procedures are also in place to follow when seeking proposals for securing consultant services consistent with Florida Statutes, Section 287.55, Consultants' Competitive Negotiation Act.

The limits recommended are adequate and protect the financial interests of the Council consistent with federal and state standards.

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

Attachment

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PROPERTY, BUDGETARY AND FISCAL
CONTROL PROCEDURES AND POLICIES

North Central Florida Regional Planning Council

Effective Date: December 6, 2001

Amended: September 25, 2008

Proposed Amendment: February 24, 2022

Definition: The word “property” used in these policies means fixtures and other tangible personal property of a non-consumable nature, the value of which is ~~five hundred (\$500)~~ five thousand (\$5,000) dollars or more, and the normal expected life of which is one year or more.

1. Bonding: The Council will provide bonding insurance for the Executive Committee and appropriate staff in an amount not less than \$1,000,000 per person.
2. Procedure for Signing Checks: All checks shall be signed by a facsimile machine shall be of a type that is secured by two locks, and can be activated only when it is unlocked simultaneously by two keys. The two keys shall be placed in the possession of staff members, selected by the Executive Director, who are not otherwise involved in the accounting operations of the Council. Temporary assignment of the keys to other individuals shall be made by the Executive Director when it is known that the permanent possessor of either of the keys will be out of the office and unavailable to unlock the machine when checks are to be signed.
3. Purchasing: The Executive Director, or his designee, shall make purchases to the extent authorized by the budget according to the following procedures:
 - A. Less than ~~\$2,499~~ \$5,000- Outright Purchase
 - B. ~~\$2,500 – \$9,999~~ \$5,000 to less than \$20,000- Telephone Quotes (3), or purchase under State Contract
 - C. ~~\$10,000 – \$24,999~~ \$20,000 to \$35,000- Written Bids (3), or purchase under State Contract
 - D. ~~\$25,000 and over~~ Over \$35,000- Advertised Sealed Bids - with Executive Committee approval or purchase under State Contract. If award is over ~~\$50,000~~ \$65,000, a Competitive Bid Report is presented to the Council for approval unless the purchase is made under State Contract. The Council will also be advised of any purchase made for ~~\$50,000~~ \$65,000 or more.
 - E. Upon determination by the Executive Director that it is in the best interest of the Council, services, supplies and materials may be obtained from governmental entities in those instances covered by Items A, B, and C, and upon concurrence by the Executive Committee, in those instances covered by Item D.
4. Invoice Payment: The Executive Director, or his designee, will approve vouchers for payment.
5. Equipment Leasing: The Executive Director may lease equipment to the extent authorized by the budget; however, lease agreements requiring a commitment of funds for more than one budget year shall be approved by the Council.

6. Disposal of Property: Property declared by the Council to be surplus may be disposed of by the following procedures:
- A. Contribution, upon request, to other local government entities or non-profit, charitable organizations;
 - B. Request the City of Gainesville or Alachua County to sell property on behalf of the Council at an advertised sale at which similar city or county property is being sold.
 - C. Publicly advertise for sealed bids for surplus property valued at ~~more than \$500~~ **five thousand dollars (\$5,000) or more** with acceptance of most favorable proposal to the Council by the Council.
 - D. Approval, by the Executive Committee, on an item-by-item basis, proposals by individuals or organizations to purchase surplus property valued at less than **\$500** **five thousand dollars (\$5,000)** when it is concluded that the disposal of such items by any other acceptable method would be excessively expensive.
 - E. Destroy surplus property determined to have little or no resale value.