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2009 NW 67th Place, Gainesville, FL 32653 -1603 • 352.955.2200

MEETING NOTICE

EXECUTIVE COMMITTEE

There will be a meeting of the Executive Committee of the North Central Florida Regional Planning Council on **October 27, 2022**. Due to the COVID-19 Public Health Emergency, the meeting will be held as a hybrid meeting in-person at the **Holiday Inn Hotel and Suites, Suwannee Room, 213 Southwest Commerce Boulevard, Lake City, Florida**, and via Communications Media Technology at **6:00 p.m.**

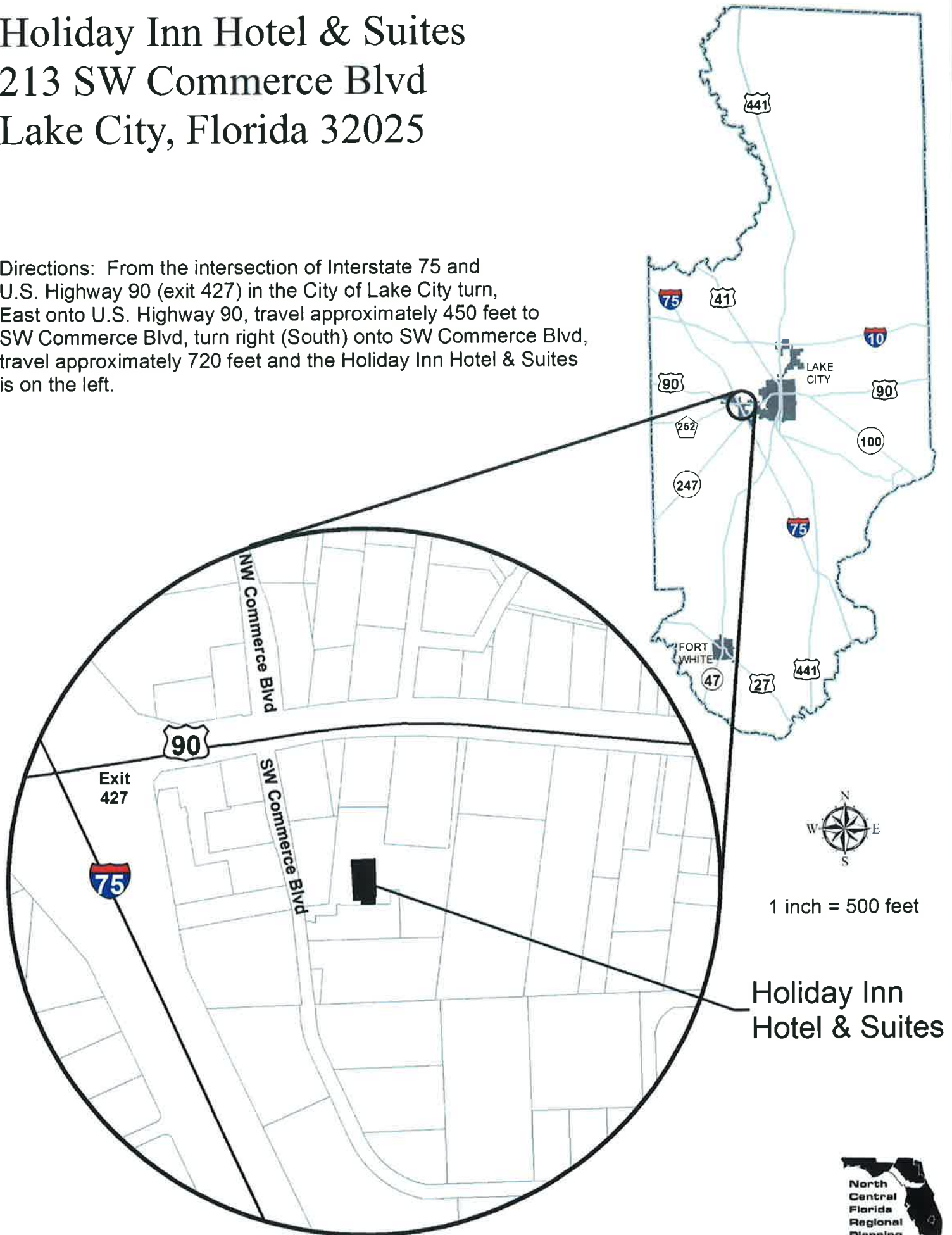
DIAL IN NUMBER: Toll Free 1.888.585.9008

CONFERENCE CODE: 568 124 316

Holiday Inn Hotel & Suites

213 SW Commerce Blvd
Lake City, Florida 32025

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



Holiday Inn
Hotel & Suites





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AGENDA EXECUTIVE COMMITTEE

Hybrid Public Meeting
 Holiday Inn Hotel & Suites
 213 Southwest Commerce Boulevard
 Lake City, Florida and
 Via Communications Media Technology

October 27, 2022
 6:00 p.m.

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*	I. APPROVAL OF MINUTES - September 22, 2022	5
	II. CONTRACTS AND APPLICATIONS - None	
	III. PROGRAM REPORT	
*	A. Florida Transportation Disadvantaged Program Community Transportation Coordinator Selection for Bradford and Lafayette Counties	7
*	B. Transportation Disadvantaged Local Coordinating Board Appointment	9
	IV. GENERAL ADMINISTRATION	
*	A. Appointment of North Central Florida Areawide Development Co., Inc. Members	11
*	B. Removal of Surplus Property from List of Capital Assets	15
	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	

EXECUTIVE COMMITTEE
MINUTES

Hybrid Meeting
Holiday Inn Hotel & Suites
Lake City, Florida and
Via Communications Media Technology

September 22, 2022
6:00 p.m.

MEMBERS PRESENT
IN PERSON

Anthony Adams, Chair
Thomas Demps, Immediate Past Chair
Fletcher Hope, Treasurer
Janice Mortimer, Vice-Chair

STAFF PRESENT

Scott Koons - In Person

OTHERS PRESENT

Stew Lilker, Columbia County Observer - In Person

MEMBERS PRESENT
VIA COMMUNICATIONS
MEDIA TECHNOLOGY

Robert Brown, Secretary

Chair Anthony Adams called the meeting to order at 6:02 p.m.

I. APPROVAL OF MINUTES - August 25, 2022

ACTION: Mayor Mortimer made the motion, with a second by Commissioner Demps, to approve the minutes for the August 25, 2022 Executive Committee meeting as written and circulated. The motion carried unanimously.

II. CONTRACTS AND APPLICATIONS - None

III. PROGRAM REPORT - None

IV. GENERAL ADMINISTRATION -

A. Proclamation Proclaiming October 2022 as Community Planning Month

ACTION: Commissioner Demps made the motion, with a second by Mayor Mortimer, to recommend that the Council adopt a proclamation proclaiming October 2022 as Community Planning Month in the north central Florida region. The motion carried unanimously.

B. Proclamation Declaring October 7, 2022 as Manufacturing Day

ACTION: Commissioner Hope made the motion, with a second by Commissioner Demps, to recommend that the Council adopt a proclamation proclaiming October 7, 2022 as Manufacturing Day in the north central Florida region. The motion carried unanimously.

C. Proclamation Proclaiming October 17-23, 2022 as Florida City Government Week

ACTION: Mayor Mortimer made the motion, with a second by Commissioner Demps, to recommend that the Council adopt a proclamation proclaiming October 17-23, 2022 as Florida City Government Week in the north central Florida region. The motion carried unanimously.

D. Engagement Period for Auditing

The Executive Committee discussed whether to recommend that the Council establish a policy to limit the engagement period for auditing services to three consecutive years by the same auditing firm. The Committee took no action concerning this item.

E. Executive Director Annual Evaluation

ACTION: Mayor Mortimer made the motion, with a second by Commissioner Demps, to award the Executive Director a five percent merit pay adjustment, based upon the performance evaluation conducted by the members of the Executive Committee resulting in “above average performance” or “exceeds job requirements” for all evaluation criteria and resulting in an overall score of 4.9 on a 5.0 scale and to concur with the request by Scott Koons, Executive Director, to defer his merit pay increase for Fiscal Year 2022 and Fiscal Year 2023 to Fiscal Year 2024. The motion carried unanimously.

V. OTHER BUSINESS - None

VI. CITIZEN COMMENTS -

Stew Lilker, Columbia County Observer, discussed the engagement period for auditing services and recording of Executive Committee meetings.

The meeting adjourned at 6:29 p.m.

Anthony Adams, Chair

10/27/22
Date



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October 20, 2022

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Florida Transportation Disadvantaged Program -
Community Transportation Coordinator Designations for
Bradford and Lafayette Counties

RECOMMENDATION:

- **Recommend the use of the competitive request for proposals process to designate the Community Transportation Coordinators for Bradford and Lafayette Counties;**
- **Authorize the Executive Director to appoint a Technical Review Committee of at least three Council employees who have experience and knowledge of Florida’s Transportation Disadvantaged Program.; and**
- **Authorize the Technical Review Committee to review, assign points and establish a numerical rank order for the proposals and make recommendations to the Council concerning the designation of the Community Transportation Coordinators for Bradford and Lafayette Counties.**

BACKGROUND:

The Council is the Designated Official Planning Agency for the Transportation Disadvantaged Program for Bradford and Lafayette Counties. The Florida Commission for the Transportation Disadvantaged requires that the designated official planning agencies use the competitive request for proposals process to recommend the designation of non-governmental community transportation coordinators at the end of each contract period.

Suwannee River Economic Council, Inc. is the designated Community Transportation Coordinator for Bradford and Lafayette Counties. Suwannee River Economic Council, Inc.’s Memorandums of Agreement will expire June 30, 2023. Therefore, the Council must use a competitive request for proposal process to recommend the Community Transportation Coordinators for Bradford and Lafayette Counties.

The Council will accept proposals from qualified agencies or firms for the award of a contract to coordinate transportation services for the transportation disadvantaged in Bradford and Lafayette Counties. The selected contractors will be the designated community transportation coordinator under Florida's Transportation Disadvantaged Program, as authorized by Chapter 427, Florida Statutes, and more fully described in Rule 41-2, Florida Administrative Code.

A Technical Review Committee will be appointed by the Executive Director. The Technical Review Committee will be comprised of at least three Council employees who have experience and knowledge of Florida's Transportation Disadvantaged Program. Each Technical Review Committee member will assign points to the proposals. A numerical rank order will be established by the Technical Review Committee for all proposals received by the Council.

The proposals and rankings by the Technical Review Committee will be provided to the Bradford and Lafayette County Transportation Disadvantaged Coordinating Boards for review. The Boards may provide non-binding comments concerning the proposals to the Council.

The Council will review the recommendations of the Technical Review Committee and any comments provided by the Bradford and Lafayette County Transportation Disadvantaged Coordinating Boards and forward recommendations to the Florida Commission for the Transportation Disadvantaged concerning the designation of the community transportation coordinators including any terms of designation. The Florida Commission for the Transportation Disadvantaged will make the final designations.

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



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October 20, 2022

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Removal of Surplus Property from List of Capital Assets

RECOMMENDATION:

Declare the property listed on the attached schedule to be surplus property, and authorize its removal from the Council's list of capital assets, and disposal of it in accordance with Council policy.

BACKGROUND:

The property items listed on the attached table are photocopy and computer hardware of outdated technology. It is requested that they be declared surplus property. It is further requested that approval be given to dispose of this equipment in accordance with Council policy, which will result in transporting it to the Leveda Brown Hazardous Waste Collection Center in Alachua County or donating the equipment to a governmental agency or nonprofit organization.

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

Attachment

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October 20, 2022

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Appointment of Areawide Development Co., Inc. Members

RECOMMENDATION:

Appoint members for two-year terms to the North Central Florida Areawide Development Co., Inc.

BACKGROUND:

The Articles of Incorporation of the small business loan company, the North Central Florida Areawide Development Co., Inc., (ADCO) require that the Council make appointments of its members. These appointments are to be made on even numbered years for two-year terms.

A list of individuals to be considered for appointment is attached.

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

Attachment

NORTH CENTRAL FLORIDA
AREAWIDE DEVELOPMENT CO., INC.
GENERAL MEMBERSHIP NOMINATIONS

October 27, 2022

MEMBERS

Anthony Adams, Lafayette County
Patricia Bouie Hutchinson, Alachua County
Robert Brown, Hamilton County
James Catron, Madison County
Charles Chestnut IV, Alachua County
Ken Cornell, Alachua County
Frank Davis, Suwannee County
Louie Davis, Alachua County
Thomas Demps, Taylor County
Desmon Duncan-Walker, Alachua County
Fletcher Hope, Alachua County
John Meeks, Levy County
Dayna Miller, Alachua County
William Mitchell V, Hamilton County
Janice Mortimer, Bradford County
Daniel Riddick, Bradford County
Reina Saco, Alachua County
Kevin Sheilley, Marion County
David Stegall, Union County
Jody Stephenson, Dixie County
James Tallman, Union County
Kenrick Thomas, Gilchrist County
Lorene Thomas, Dixie County
Donnie Waldrep, Madison County
Stephen Witt, Columbia County



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October 17, 2022

TO: Scott R. Koons, AICP, Executive Director
 FROM: Kevin D. Parrish, Information Technology Director
 SUBJECT: Surplus Inventory

Number	Original Cost	Description	Serial Number	Purchased
3134	\$5,090.00	HPC7780B Design Jet 800 Printer 42"	sg67id103s	12/12/06
3156	\$1,899.05	Barracuda Web Filter	BAR-YF-123350	06/05/08
3185	\$12,497.50	Canon Advanced C9065 Pro V2 Base Model Color Copier	HJX50683	06/18/12
	\$7,815.00	Accessories for Canon Advanced C9065 Pro V2 Copier	2895B002AA	10/01/12
	\$27,301.55	Sum		
	55	* All fully depreciated		

The above items are either broken or of such outdated technology that they are no longer being used. We need to have them taken off the inventory list so they can be disposed of.

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