



**North  
Central  
Florida  
Regional  
Planning  
Council**

Serving Alachua  
Bradford • Columbia  
Dixie • Gilchrist • Hamilton  
Lafayette • Levy • Madison  
Suwannee • Taylor • Union Counties

---

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

## MEETING NOTICE

### NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

There will be a meeting of the North Central Florida Regional Planning Council on **September 28, 2023**. The meeting will be held as a hybrid meeting in-person at the **Drury Inn and Suites, Orange Blossom Room/Sweetwater Room, 4000 Southwest 40th Boulevard, Gainesville, Florida**, and via Communications Media Technology at **7:00 p.m.**

To join the meeting from your computer, tablet or smartphone:

**<https://meet.goto.com/900079429>**

DIAL IN NUMBER: **Toll Free: 1.877.309.2073**

ACCESS CODE: **900-079-429**

### MEETING STARTS AT 7:00 P.M.

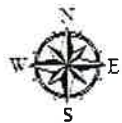
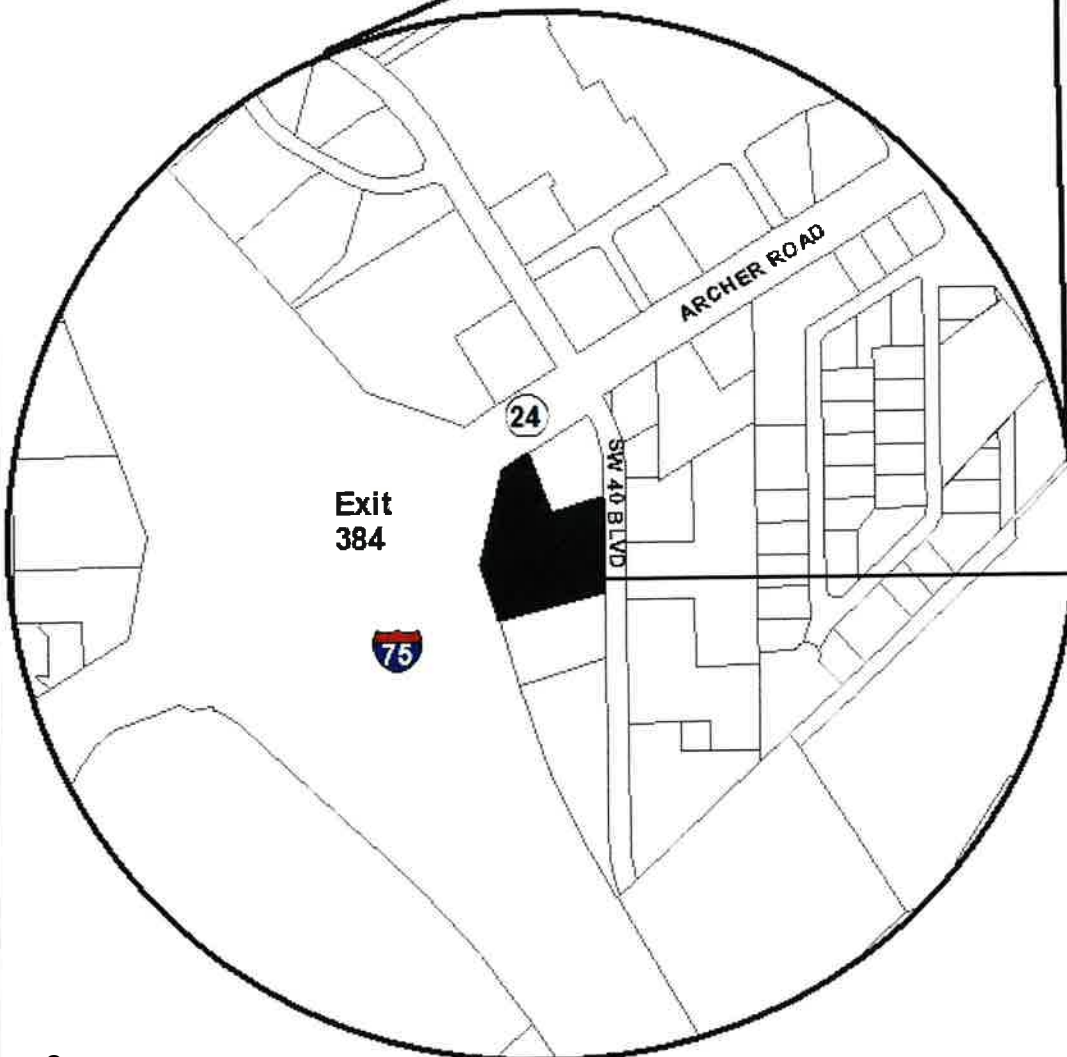
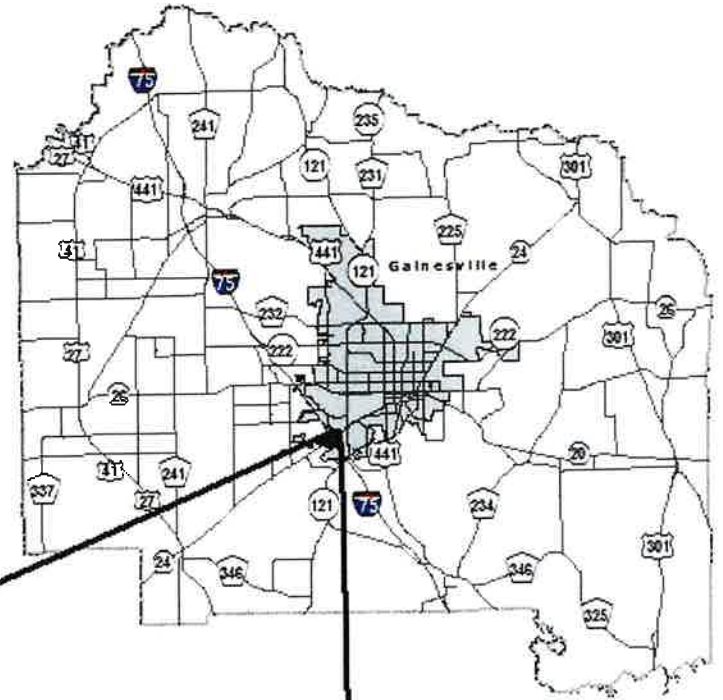
*Please call the Council at 352.955.2200, or 800.226.0690, or email [koons@ncfrpc.org](mailto:koons@ncfrpc.org) by September 26, 2023 to let us know if you will be attending the meeting **in-person or via communications media technology**. (You can call after hours and leave a message on voice mail too.) **THANK YOU.***

*Please be advised that the Council meeting packet is posted on the Council website at <http://ncfrpc.org> (click on **Upcoming Meetings and Meeting Packets**, then click on **North Central Florida Regional Planning Council Full Packet**.)*

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.

# Drury Inn & Suites 4000 SW 40th Boulevard Gainesville, FL 32608

Directions: From the intersection (exit 384) of Interstate 75 and State Road 24 (also known as Archer Road) turn East onto State Road 24 (also known as Archer Road), travel approximately 0.3 miles, turn right (South) onto SW 40th Blvd. and Drury Inn & Suites will be on the right, on the Western side of SW 40th Blvd.



Miles

0 0.1 0.2

Drury Inn & Suites





Serving Alachua  
Bradford • Columbia  
Dixie • Gilchrist • Hamilton  
Lafayette • Levy • Madison  
Suwannee • Taylor • Union Counties

---

2009 NW 67th Place, Gainesville, FL 32653 - 1603 • 352 . 955 . 2200

## AGENDA

### NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

Hybrid Public Meeting  
Drury Inn and Suites  
4000 Southwest 40th Boulevard  
Gainesville, Florida and  
Via Communications Media Technology

September 28, 2023  
7:00 p.m.

Page

- |      |  |    |
|------|--|----|
| I.   | INVOCATION   |    |
| II.  | PLEDGE OF ALLEGIANCE   |    |
| III. | INTRODUCTIONS  |    |
| IV.  | APPROVAL OF CONSENT AGENDA   |    |
| *    | A. Minutes - August 24, 2023   | 5  |
| *    | B. Monthly Financial Reports - July 2023 and August 2023   | 11 |
| V.   | APPROVAL OF REGULAR AGENDA   |    |
| VI.  | GUEST SPEAKER - Amy Brown, Deputy Executive Director for Water Resources<br>Suwannee River Water Management District |    |
| VII. | CHAIR REPORT - None  |    |

VIII. COMMITTEE REPORTS

A. Executive Committee	
* 1. Proclamation Proclaiming October 2023 as Community Planning Month	23
* 2. Proclamation Proclaiming October 6, 2023 as Manufacturing Day	27
* 3. Proclamation Proclaiming October 16-22, 2023 Florida City Government Week	31
* 4. Engagement Letter for Auditor Fiscal Year 2022-23 Audit	35
* 5. Land, Warehouse and Office Building	43
* 6. Executive Director Annual Evaluation	45
* B. Clearinghouse Committee	47
<u>Committee Level Comprehensive Plan Review Items</u>	
1. #75 - City of Newberry Comprehensive Plan Adopted Amendment (DEO No. 23-2ESR)	

IX. EX-OFFICIO MEMBER REPORTS

X. PUBLIC COMMENTS

The Council welcomes you to this meeting. This time is set aside for our citizens and general public to address the Council on any matter not included on the agenda. This is not a question or answer time, it is not a political forum, nor is it a time for personal accusations or derogatory remarks to or about Council personnel. If you would like to address the Council, please complete a form, come to the podium when you are called, speak into the microphone and state your name and address for the record. Please also limit your comments to not more than three minutes. Your participation is welcomed.

XI. EXECUTIVE DIRECTOR REPORT

* A. Florida Regional Councils Association Monthly Activity Report	49
* B. Florida Chamber Foundation Scorecard	53
* C. Legislative Report	63

XII. COUNCIL MEMBER ANNOUNCEMENTS

This agenda item provides an opportunity for Council members to make announcements concerning community events and local government projects.

XIII. NEXT MEETING - October 26, 2023

\* See Attachment

NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL  
MINUTES

**IV.A.**

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

August 24, 2023  
7:00 p.m.

MEMBERS PRESENT  
IN PERSON

**Anthony Adams, Lafayette County**  
Mary Alford, Alachua County  
Patricia Bouie Hutchinson, City of Hawthorne  
**Robert Brown, Hamilton County**  
James Catron, City of Madison  
Charles Chestnut IV, Alachua County  
Louie Davis, City of Waldo  
Thomas Demps, Taylor County  
Rocky Ford, Columbia County  
**Fletcher Hope Jr., City of Archer**  
**John Meeks, Levy County**  
**Janice Mortimer, City of Starke**  
Maurice Perkins, Suwannee County  
Daniel Riddick, Bradford County  
James Tallman, Union County  
Kenrick Thomas, Gilchrist County  
*Lorene Thomas, Dixie County*  
Donnie Waldrep, Madison County  
Marihelen Wheeler, Alachua County

MEMBERS PRESENT  
VIA COMMUNICATIONS  
MEDIA TECHNOLOGY  
(FOR QUORUM)

Ed Book, City of Gainesville  
Rick Coleman, City of Newberry  
Frank Davis, City of Live Oak  
Desmon Duncan-Walker, City of Gainesville  
Casey Willits, City of Gainesville

MEMBERS PRESENT  
VIA COMMUNICATIONS  
MEDIA TECHNOLOGY  
(NOT FOR QUORUM)

None

NON-VOTING DELEGATE PRESENT  
MEDIA TECHNOLOGY  
VIA COMMUNICATIONS

Kristyn Adkins, City of High Springs

MEMBERS ABSENT

Ward Ketring, City of Perry  
William Mitchell V, City of Jasper  
Edward Potts, City of Alachua  
Jody Stephenson, Dixie County  
David Stegall, City of Lake Butler  
Byran Williams, City of High Springs  
Stephen Witt, City of Lake City

EX-OFFICIO MEMBERS PRESENT

Ben Glass, Suwannee River  
Water Management District - Virtual  
David Tyler, Florida Department of  
Transportation - Virtual

COUNCIL ATTORNEY PRESENT

Jonathan Wershow - Virtual

OTHERS PRESENT

Diana Davis - In-Person  
Stew Lilker - In Person  
Jeannie Rickman - In-Person

STAFF PRESENT

Scott Koons - In Person  
Lauren Yeatter - In Person

**Executive Committee Members names are bold**  
*Gubernatorial Members names are italicized*

I. INVOCATION

Chair Janice Mortimer noting a quorum being present called the meeting to order at 7:00 p.m. Commissioner Fletcher Hope gave the invocation.

II. PLEDGE OF ALLEGIANCE

The Council and guests pledged allegiance to the flag of the United States of America.

III. INTRODUCTIONS

Chair Mortimer welcomed Jeannie Rickman, Economic Development Coordinator for Congresswoman Kat Cammack; Diana Davis, Executive Director, Alachua County League of Cities and wife of Council Member Louie Davis; and Stew Lilker, Columbia County Observer.

IV. APPROVAL OF CONSENT AGENDA

Chair Mortimer asked that the consent agenda be approved.

**ACTION: Commissioner Alford made the motion, with a second by Commissioner Demps, to approve the consent agenda. The motion carried unanimously.**

A. Minutes - July 27, 2023

B. Local Government Comprehensive Planning Services Agreements  
Fiscal Year 2023-24

C. Hazardous Waste Monitoring Verification and Notification Services Agreements  
Fiscal Year 2023-24

V. APPROVAL OF REGULAR AGENDA

Chair Mortimer asked that the regular agenda be approved.

**ACTION: Commissioner Meeks made the motion, with a second by Commissioner Bouie Hutchinson, to approve the regular agenda. The motion carried unanimously.**

VI. GUEST SPEAKER - Emilio Salabarria, Senior Program Manager Cybersecurity  
Cyber Florida

Scott Koons, Executive Director, introduced Emilio Salabarria, Senior Program Manager Cybersecurity, Cyber Florida. Mr. Salabarria made a presentation concerning the Cyber Florida Critical Infrastructure Risk Assessment and Cyber Florida training services. Chair Mortimer thanked Mr. Salabarria for his presentation.

VII. CHAIR REPORT - None

VIII. COMMITTEE REPORTS

A. Executive Committee - None

B. Clearinghouse Committee - Committee Level Comprehensive Plan Review Items

Commissioner Bouie Hutchinson, Chair of the Clearinghouse Committee, reported that the Clearinghouse Committee met in person and virtually via communications media technology earlier in the evening and reviewed the following local government comprehensive plan amendments which were included on the Council agenda for consideration.

- #68 - Madison County Comprehensive Plan Draft Amendment (DEO No. 23-4ESR)
- #71 - Bradford County Comprehensive Plan Draft Amendment (DEO No. 23-1ESR)
- #72 - Town of Horseshoe Beach Comprehensive Plan Draft Amendment (DEO No. 23-1ESR)
- #73 - Town of Lee Comprehensive Plan Adopted Amendment (DEO No. 23-1ESR)

Commissioner Bouie Hutchinson stated with regards to these items, the Committee found that the local government comprehensive plans, as amended, were not anticipated to result in significant adverse impacts to regional facilities, Natural Resources of Regional Significance or adjacent local governments. She stated that the Committee recommends forwarding these findings to the respective local governments and FloridaCommerce.

**ACTION:** Commissioner Bouie Hutchinson made the motion, with a second by Mayor Louie Davis, to approve the Clearinghouse Committee recommendations concerning Item #68 - Madison County Comprehensive Plan Draft Amendment (DEO No. 23-4ESR); Item #71 - Bradford County Comprehensive Plan Draft Amendment (DEO No. 23-1ESR); Item #72 - Town of Horseshoe Beach Comprehensive Plan Draft Amendment (DEO No. 23-1ESR); and Item #73 - Town of Lee Comprehensive Plan Adopted Amendment (DEO No. 23-1ESR). The motion carried unanimously.

C. Finance Committee - Fiscal Year 2021-22 Audit

Commissioner Brown, Council Treasurer and Chair of the Finance Committee, reported that the Finance Committee met in-person and virtually with the auditor earlier in the evening and reviewed the Fiscal Year 2021-22 Annual Audit as prepared by Powell and Jones, Certified Public Accountants. He stated that the auditor issued an unqualified report and that the document contained no findings. Commissioner Brown also stated that the overall prevailing conclusion was that the statements provided were found in all material respects, to fairly present the financial position of the Council at the end of the last fiscal year. He noted with respect to the Council's General Fund that revenues collected vs. those budgeted, revenues received were (3.7) percent less than budgeted amounts, with respect to expenditures, funds expended were (15.2) percent less than budgeted amounts.

Commissioner Brown reported that the revenues received and the expenditures made resulted in an increase in the Council's General Fund Balance of \$165,436. He also reported that the audit contained various reports on compliance, internal control and management and in these reports no material weaknesses or problems were cited. Finally, Commissioner Brown stated that the Finance Committee was pleased with the report and it is clear from the auditor's findings that the Council is in very sound financial condition.

**ACTION: Commissioner Brown made the motion, with a second by Commissioner Alford, to accept the Fiscal Year 2021-22 Annual Audit as prepared by Powell and Jones, Certified Public Accountants and to approve making the final payment to the auditor in the amount of \$17,500 for preparation of the Fiscal Year 2021-22 Audit. The motion carried unanimously.**

IX. EX-OFFICIO MEMBER REPORTS

David Tyler, Rural Transportation Planning Manager, Florida Department of Transportation District 2, stated that the District will be soliciting Small County Road Assistance Program grant applications, Small County Outreach Program grant applications, Transportation Regional Incentive Program grant applications and County Incentive Grant program grant applications in the coming months. He also noted that the District will be soliciting Transportation Alternatives grant applications and Sun Trails grant applications for bicycle and pedestrian facilities in the coming months.

Ben Glass, Legislative and Community Affairs Manager, Suwannee River Water Management District reported that the District web portal for local government cost share river grant applications and local government cost share springs grant applications is available throughout the year. He also stated that hurricane season continues through November 30, 2023 and reminded Council members to have a hurricane preparedness plan. Finally, Mr. Glass noted that the District distributes an electronic hydrology report each month.

X. PUBLIC COMMENTS

Stew Lilker, Columbia County Observer, discussed the frequency of Council meetings, the Council website meeting calendar, regional rural transportation, concurrent Council committee meetings, and a proposed subdivision in Columbia County.

XI. EXECUTIVE DIRECTOR REPORT

A. Florida Regional Councils Association Monthly Activity Report

Mr. Koons reported that the Florida Regional Councils Association is the statewide organization of the ten regional planning councils. He stated that the Association strengthens Florida's regional planning councils, partners with government and the business community to enhance regional economic prosperity and improves the consistency and quality of regional planning councils programs to ensure they add value to state, regional and local initiatives. Mr. Koons also stated that the Association strives to accomplish these goals by carrying out the activities listed in the July 2023 activity report included in the Council meeting packet. He reviewed the activities listed in the July 2023 report.

B. Florida Chamber Foundation Scorecard™

Mr. Koons reported that the Florida Chamber Foundation has developed the Florida Scorecard™ to provide Florida leaders the metrics needed to secure Florida's future. He stated that the Florida Chamber Foundation's objective to developing a 20-year, statewide strategic plan requires a commitment to measuring our current status and progress toward the stated goals of the Six Pillars 20-year Strategic Plan. Mr. Koons noted that the Scorecard reports metrics for each of the following Six Pillars: Talent and Supply Education, Innovation and Economic Development, Infrastructure and Growth Leadership, Business Climate and Competitiveness, Civic and Governance Systems, and Quality of Life and Quality Places. He reviewed the August 2023 Scorecard™ that was included in the Council meeting packet.



XII. COUNCIL MEMBER ANNOUNCEMENTS

Commissioner Alford stated that Alachua County has decided not to construct a meat processing plant for small farmers and ranchers.

XIII. NEXT MEETING

Chair Mortimer stated that the next Council meeting is scheduled to be held on September 28, 2023.

The meeting was adjourned at 7:35 p.m.

---

Janice D. Mortimer, Chair

9/28/23  
Date





Serving Alachua  
Bradford • Columbia  
Dixie • Gilchrist • Hamilton  
Lafayette • Levy • Madison  
Suwannee • Taylor • Union Counties

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

September 21, 2023

TO: Council Members  
FROM: Scott R. Koons, AICP, Executive Director  
SUBJECT: Monthly Financial Report - July 2023

Please find attached a copy of the Monthly Financial Report for the Council’s activities for July 2023. The following paragraphs discuss revenues and expenditures to the budget for the month and year to date.

**Revenue**

The total revenue for the Council for year to date is within budgeted figures. Revenue at the end of ten months is 102 percent of budget.

**Expenditures**

The total expenditures for the Council for year to date are within budgeted figures. Total expenditures at the end of ten months are 66 percent of budget.

**Conclusion**

In conclusion, staff is pleased with the financial condition of the Council. The adjusted general fund balance should remain at an acceptable level at the end of the fiscal year.

Overall, as is regularly reported, the financial condition of the Council is sound. Staff is not aware of anything in the current fiscal year that will change this situation.

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

Attachment

o:\council.mtg\cnc\mtgmemos\monthlyfinancereport for sep-23.1.docx



**NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL**  
**Summary Financial Statement (Unaudited)**  
**July 31, 2023**

**BALANCE SHEET**

**ASSETS**

Current Assets	
Checking / Savings	2,199,226
Accounts Receivable	714,609
Other Current Assets	41,036
Total Current Assets	<u>2,954,871</u>
<b>TOTAL ASSETS</b>	<u>2,954,871</u>

**LIABILITIES & EQUITY**

Liabilities	
Current Liabilities	
Accounts Payable	11,783
Other Current Liabilities	57,711
Total Liabilities	<u>69,494</u>
Equity	<u>2,885,377</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u>2,954,871</u>

**NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL**  
**Summary Financial Statement (Unaudited)**  
**July 31, 2023**

**SUMMARY STATEMENT**

	<b>Adopted Budget FY 2022-23</b>	<b>July 2023</b>	<b>Year to Date</b>	<b>Percent of Budget</b>
<b>Revenue</b>	1,705,200	2,362	1,734,059	102%
<b>Expenses</b>	1,705,200	78,832	1,121,221	66%

**NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL**  
**Summary Financial Statement (Unaudited)**  
**July 31, 2023**

**REVENUE**

<b>Account</b>	<b>Adopted Budget FY 2022-23</b>	<b>July 2023</b>	<b>Year to Date</b>	<b>Percent of Budget</b>
Program Development	37,500	2,362	58,071	155%
Regional Planning				
Regional Planning & Review	70,000	0	70,012	100%
Regional Mitigation Resiliency	87,000	0	0	0%
Public Safety & Regulatory Compliance				
Hazardous Waste Monitoring	58,900	0	223,103	379%
Local Emergency Planning Committee	123,200	0	48,700	40%
Hazards Analyses	14,800	0	0	0%
Transportation				
Gainesville Urbanized Area Transportation Planning	299,400	0	496,996	166%
Gainesville Urbanized Area Mass Transit	244,100	0	0	0%
Transportation Disadvantaged - Alachua County	25,600	0	16,200	63%
Transportation Disadvantaged - Region	205,500	0	150,063	73%
Economic Development				
Economic Strategy & Technical Assistance	115,000	0	97,508	85%
Original Florida Tourism Task Force Staffing	36,500	0	25,759	71%
Original Florida Tourism Task Force	67,500	0	90,197	134%
Vision North Central Florida	0	0	2,500	
Local Government Assistance				
General Technical Services	20,000	0	20,003	100%
City & County Planning Services	244,200	0	381,087	156%
Community Development Block Grant Administration	56,000	0	53,860	96%
<b>Total Revenue</b>	<b>1,705,200</b>	<b>2,362</b>	<b>1,734,059</b>	<b>102%</b>

**NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL**  
**Summary Financial Statement (Unaudited)**  
**July 31, 2023**

**EXPENDITURES**

<b>Account</b>	<b>Adopted Budget FY 2022-23</b>	<b>July 2023</b>	<b>Year to Date</b>	<b>Percent of Budget</b>
Audit	18,000	0	0	0%
Building Occupancy & Grounds	110,000	4,415	45,737	42%
Contractual Services	88,000	4,534	40,683	46%
Dues, Publications, Subscriptions & Training	40,000	5,490	40,448	101%
Furniture & Equipment	25,000	0	32,828	131%
Insurance & Bonding	25,000	0	16,299	65%
Legal Services & Public Notices	8,000	1,260	7,721	97%
Machine Rental & Maintenance	7,000	0	3,778	54%
Meeting Expenses	20,000	1,443	13,002	65%
Moving Expense	10,000	0	0	0%
Office Supplies	25,000	2,645	21,834	87%
Personnel	1,163,600	52,565	774,716	67%
Postage	9,000	364	4,025	45%
Printing	2,000	0	2,250	113%
Recruiting	2,000	0	0	0%
Reproduction	20,000	2,609	11,240	56%
Telephone	8,000	479	4,865	61%
Travel	30,000	1,735	21,340	71%
Original Florida Tourism Task Force	67,500	1,293	80,455	119%
Contingency	27,100	0	0	0%
<b>Total Expenses</b>	<b>1,705,200</b>	<b>78,832</b>	<b>1,121,221</b>	<b>66%</b>





Serving Alachua  
Bradford • Columbia  
Dixie • Gilchrist • Hamilton  
Lafayette • Levy • Madison  
Suwannee • Taylor • Union Counties

---

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

September 21, 2023

TO: Council Members  
FROM: Scott R. Koons, AICP, Executive Director  
SUBJECT: Monthly Financial Report - August 2023

Please find attached a copy of the Monthly Financial Report for the Council's activities for August 2023. The following paragraphs discuss revenues and expenditures to the budget for the month and year to date.

#### **Revenue**

The total revenue for the Council for year to date is within budgeted figures. Revenue at the end of 11 months is 102 percent of budget.

#### **Expenditures**

The total expenditures for the Council for year to date are within budgeted figures. Total expenditures at the end of 11 months are 72 percent of budget.

#### **Conclusion**

In conclusion, staff is pleased with the financial condition of the Council. The adjusted general fund balance should remain at an acceptable level at the end of the fiscal year.

Overall, as is regularly reported, the financial condition of the Council is sound. Staff is not aware of anything in the current fiscal year that will change this situation.

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

Attachment

o:\council.mtg\cnc\mtgmemos\monthlyfinancereport for sep-23.2.docx



**NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL**  
**Summary Financial Statement (Unaudited)**  
**August 31, 2023**

**BALANCE SHEET**

<b>ASSETS</b>	
Current Assets	
Checking / Savings	2,395,270
Accounts Receivable	423,948
Other Current Assets	51,469
Total Current Assets	<u>2,870,687</u>
<b>TOTAL ASSETS</b>	<u>2,870,687</u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	12,086
Other Current Liabilities	77,753
Total Liabilities	<u>89,839</u>
Equity	<u>2,780,848</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u>2,870,687</u>

**NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL**  
**Summary Financial Statement (Unaudited)**  
**August 31, 2023**

**SUMMARY STATEMENT**

	<b>Adopted Budget FY 2022-23</b>	<b>August 2023</b>	<b>Year to Date</b>	<b>Percent of Budget</b>
<b>Revenue</b>	1,705,200	2,479	1,736,538	102%
<b>Expenses</b>	1,705,200	109,583	1,230,804	72%

**NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL**  
**Summary Financial Statement (Unaudited)**  
**August 31, 2023**

**REVENUE**

<b>Account</b>	<b>Adopted Budget FY 2022-23</b>	<b>August 2023</b>	<b>Year to Date</b>	<b>Percent of Budget</b>
Program Development	37,500	2,479	60,550	161%
Regional Planning				
Regional Planning & Review	70,000	0	70,012	100%
Regional Mitigation Resiliency	87,000	0	0	0%
Public Safety & Regulatory Compliance				
Hazardous Waste Monitoring	58,900	0	223,103	379%
Local Emergency Planning Committee	123,200	0	48,700	40%
Hazards Analyses	14,800	0	0	0%
Transportation				
Gainesville Urbanized Area Transportation Planning	299,400	0	496,996	166%
Gainesville Urbanized Area Mass Transit	244,100	0	0	0%
Transportation Disadvantaged - Alachua County	25,600	0	16,200	63%
Transportation Disadvantaged - Region	205,500	0	150,063	73%
Economic Development				
Economic Strategy & Technical Assistance	115,000	0	97,508	85%
Original Florida Tourism Task Force Staffing	36,500	0	25,759	71%
Original Florida Tourism Task Force	67,500	0	90,197	134%
Vision North Central Florida	0	0	2,500	
Local Government Assistance				
General Technical Services	20,000	0	20,003	100%
City & County Planning Services	244,200	0	381,087	156%
Community Development Block Grant Administration	56,000	0	53,860	96%
<b>Total Revenue</b>	<b>1,705,200</b>	<b>2,479</b>	<b>1,736,538</b>	<b>102%</b>

**NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL**  
**Summary Financial Statement (Unaudited)**  
**August 31, 2023**

**EXPENDITURES**

<b>Account</b>	<b>Adopted Budget FY 2022-23</b>	<b>August 2023</b>	<b>Year to Date</b>	<b>Percent of Budget</b>
Audit	18,000	17,500	17,500	97%
Building Occupancy & Grounds	110,000	5,210	50,947	46%
Contractual Services	88,000	1,786	42,469	48%
Dues, Publications, Subscriptions & Training	40,000	260	40,708	102%
Furniture & Equipment	25,000	0	32,828	131%
Insurance & Bonding	25,000	0	16,299	65%
Legal Services & Public Notices	8,000	410	8,131	102%
Machine Rental & Maintenance	7,000	1,158	4,936	71%
Meeting Expenses	20,000	1,443	14,445	72%
Moving Expense	10,000	0	0	0%
Office Supplies	25,000	1,385	23,219	93%
Personnel	1,163,600	74,712	849,428	73%
Postage	9,000	266	4,291	48%
Printing	2,000	0	2,250	113%
Recruiting	2,000	0	0	0%
Reproduction	20,000	0	11,240	56%
Telephone	8,000	94	4,959	62%
Travel	30,000	2,784	24,124	80%
Original Florida Tourism Task Force	67,500	2,575	83,030	123%
Contingency	27,100	0	0	0%
<b>Total Expenses</b>	<b>1,705,200</b>	<b>109,583</b>	<b>1,230,804</b>	<b>72%</b>




Serving Alachua  
Bradford • Columbia  
Dixie • Gilchrist • Hamilton  
Lafayette • Levy • Madison  
Suwannee • Taylor • Union Counties

---

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

September 21, 2023

TO: Council Members  
FROM: Scott R. Koons, AICP, Executive Director   
SUBJECT: Proclamation Proclaiming October 2023 as Community Planning Month

RECOMMENDATION:

**Approve the attached proclamation proclaiming October 2023 as Community Planning Month in the north central Florida region.**

BACKGROUND:

The month of October 2023 has been designated to celebrate National Community Planning Month. The American Planning Association and its professional institute, the American Institute of Certified Planners, endorse National Community Planning Month as an opportunity to highlight the contributions sound planning and plan implementation make to the quality of life in communities and the environment.

It is recommended that the Council join in the celebration of National Community Planning Month by proclaiming October 2023 as Community Planning Month to recognize the valuable contributions made by professional community and regional planners and to extend its thanks for the continued commitment to public service by these professionals (see attached Proclamation).

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

Attachment

o:\council.mtg\cnc\mtgmemos\community planning month 23.docx







# PROCLAMATION

## PROCLAIMING OCTOBER 2023 AS COMMUNITY PLANNING MONTH

WHEREAS, change is constant and affects all cities, towns, suburbs, counties, rural areas, regions, and other places; and

WHEREAS, community planning and plans can help manage this change in a way that provides better choices for how people work and live; and

WHEREAS, community planning provides an opportunity for all residents to be meaningfully involved in making choices that determine the future of their community; and

WHEREAS, the full benefits of planning requires public officials and citizens who understand, support, and demand excellence in planning and plan implementation; and

WHEREAS, the month of October 2023 is designated as National Community Planning Month throughout the United States of America and its territories; and

WHEREAS, the celebration of National Community Planning Month provides an opportunity to publicly recognize the participation and dedication of the members of planning and zoning boards and other citizen planners who have contributed their time and expertise to the improvement of the north central Florida region; and

WHEREAS, the celebration of National Community Planning Month provides an opportunity to publicly recognize the many valuable contributions made by professional community and regional planners in the north central Florida region and extend our heartfelt thanks for the continued commitment to public service by these professionals.

NOW, THEREFORE, the North Central Florida Regional Planning Council hereby proclaims the month of October 2023 as ***Community Planning Month*** throughout the north central Florida region in conjunction with the celebration of National Community Planning Month.

DULY ADOPTED AND PROCLAIMED this 28th day of September 2023.

Attest:

NORTH CENTRAL FLORIDA  
REGIONAL PLANNING COUNCIL

SEAL

\_\_\_\_\_  
John Meeks  
Secretary

\_\_\_\_\_  
Janice D. Mortimer  
Chair



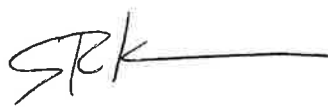


Serving Alachua  
Bradford • Columbia  
Dixie • Gilchrist • Hamilton  
Lafayette • Levy • Madison  
Suwannee • Taylor • Union Counties

---

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

September 21, 2023

TO: Council Members  
FROM: Scott R. Koons, AICP, Executive Director   
SUBJECT: Proclamation Proclaiming October 6, 2023 as Manufacturing Day

RECOMMENDATION:

**Approve the attached proclamation proclaiming October 6, 2023 as Manufacturing Day in the north central Florida region.**

BACKGROUND:

The Fabrication and Manufacturers Association International, the National Association of Manufacturers, the U.S. Department of Commerce Manufacturing Extension Partnership and the Manufacturing Institute have designated the first Friday of October as Manufacturing Day.

This year October 6, 2023 has been designated to celebrate Manufacturing Day. Manufacturing Day is an effective way to highlight the importance of manufacturing in our region and support those manufacturing and school programs that prepare our workforce.

It is recommended that the Council join in the celebration of Manufacturing Day by proclaiming October 6, 2023 as Manufacturing Day to recognize the impact manufacturing has on the north central Florida region (see attached Proclamation).

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

Attachment

o:\council.mtg\cnc\mtgmemos\manufacturing day 23.docx





# PROCLAMATION

## PROCLAIMING OCTOBER 6, 2023 AS MANUFACTURING DAY

WHEREAS, the Fabrication and Manufacturers Association International, the National Association of Manufacturers, the U.S. Department of Commerce Manufacturing Extension Partnership and the Manufacturing Institute have designated the first Friday of October as Manufacturing Day; and

WHEREAS, the goals of Manufacturing Day are to celebrate the impact manufacturing has on the north central Florida region, increase awareness about the benefits of a manufacturing career and attract students to future manufacturing jobs; and

WHEREAS, recognizing Manufacturing Day is an effective way to highlight the importance of manufacturing in our region and support those manufacturing and school programs that prepare our future workforce; and

WHEREAS, over 300 manufacturers provide jobs for over 12,000 citizens throughout the region and create products ranging from pulp and lumber products to orthopedic implant devices; and

WHEREAS, regional companies and education/workforce partners support manufacturing and manufacturing careers through increased collaboration and service to the regional manufacturing community; and

WHEREAS, manufacturing brings increased economic diversity to our region by providing high paying jobs at all skill levels and furthering the standard of living by focusing on technology, innovation and production.

NOW, THEREFORE, the North Central Florida Regional Planning Council hereby proclaims October 6, 2023 as *Manufacturing Day* in the north central Florida region and the Council urges all citizens to discover the value manufacturing brings to our economy and encourages students and educators to learn about the possibility of manufacturing as a career.

DULY ADOPTED AND PROCLAIMED this 28th day of September 2023.

Attest:

NORTH CENTRAL FLORIDA  
REGIONAL PLANNING COUNCIL

SEAL

\_\_\_\_\_  
John Meeks  
Secretary

\_\_\_\_\_  
Janice D. Mortimer  
Chair





Serving Alachua  
Bradford • Columbia  
Dixie • Gilchrist • Hamilton  
Lafayette • Levy • Madison  
Suwannee • Taylor • Union Counties

---

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

September 21, 2023

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Proclamation Proclaiming October 16-22, 2023 as Florida City Government Week

RECOMMENDATION:

**Approve the attached proclamation proclaiming October 16-22, 2023 as Florida City Government Week in the north central Florida region.**

The Florida League of Cities has designated the week of October 16-22, 2023 as Florida City Government Week. The League encourages cities to promote their cities through civic education activities.

Florida City Government Week is part of an ongoing effort sponsored by the League to raise public awareness about services that cities perform and to educate the public about how city government works. Cities are encouraged to involve their local schools, businesses, media and civic clubs in their Florida City Government Week activities.

It is recommended that the Council join in the recognition of city government by proclaiming the week of October 16-22, 2023 as Florida City Government Week (see attached Proclamation).

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

Attachment

o:\council.mtg\cnc\mtgmemos\fl city government week 23.docx







# PROCLAMATION

## PROCLAIMING OCTOBER 16-22, 2023 AS FLORIDA CITY GOVERNMENT WEEK

WHEREAS, city government is the government closest to most citizens and the one with the most direct daily impact upon its residents; and

WHEREAS, city government is administered for and by its citizens, and is dependent upon public commitment to and understanding of its many responsibilities; and

WHEREAS, city government officials and employees share the responsibility to pass along understanding of public services and their benefits; and

WHEREAS, Florida City Government Week is a very important time to recognize the important role played by city government in our lives; and

WHEREAS, this week offers important opportunity to spread the word to all citizens of Florida that they can shape and influence this branch of government which is closest to the people; and

WHEREAS, the Florida League of Cities and its member cities have joined together to teach students and other citizens about municipal government through a variety of different projects and information; and

WHEREAS, Florida City Government Week offers an important opportunity to convey to all citizens of Florida that they can shape and influence government through their civic involvement.

NOW, THEREFORE, the North Central Florida Regional Planning Council hereby proclaims the week of October 16-22, 2023 as *Florida City Government Week* throughout the north central Florida region.

DULY ADOPTED AND PROCLAIMED this 28th day of September 2023.

Attest:

NORTH CENTRAL FLORIDA  
REGIONAL PLANNING COUNCIL

SEAL

\_\_\_\_\_  
John Meeks  
Secretary

\_\_\_\_\_  
Janice D. Mortimer  
Chair





Serving Alachua  
Bradford • Columbia  
Dixie • Gilchrist • Hamilton  
Lafayette • Levy • Madison  
Suwannee • Taylor • Union Counties

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

September 21, 2023

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Engagement Letter for Fiscal Year 2022-23 Audit

RECOMMENDATION:

**Authorize the Chair and Executive Director to execute an engagement letter with the auditing firm of Powell and Jones, Certified Public Accountants, of Lake City to conduct the Fiscal Year 2022-23 audit of the Council's accounts for a lump sum fee for this service of \$18,700 with the understanding that this engagement includes an audit of the Council's Employee Pension Plan for the same fiscal year.**

BACKGROUND:

As you know, the Council selects an auditor for a three-year period, with the condition that an engagement letter be approved each year to ensure that the auditor is conducting the audits in an acceptable manner. The current auditor was selected in 2022 and has conducted one audit under this series. Therefore, it is recommended that a second engagement letter be entered into for the audit of Fiscal Year 2022-23.

The proposed letter of engagement is attached for your information. The lump sum fee has been set at \$18,700. This fee is an increase of \$1,200 from the amount of the fee charged for the Fiscal Year 2021-22 audit.

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

Attachment

o:\council.mtg\cnc\mtgmemos\engagement letter auditor 2022-23.docx





**Powell & Jones**  
**Certified Public Accountants**

Richard C. Powell, Jr., CPA  
 Marian Jones Powell, CPA

1359 S.W. Main Blvd.  
 Lake City, Florida 32025  
 386 / 755-4200

Fax: 386 / 719-5504  
 admin@powellandjonescpa.com

September 20, 2023

Honorable Janice Mortimer, Chair  
 North Central Florida Regional Planning Council  
 2009 NW 67<sup>th</sup> Place  
 Gainesville, Florida 32653-1603

We are pleased to confirm our understanding of the services we are to provide North Central Florida Regional Planning Council for the year ended September 30, 2023, and the two subsequent one-year periods.

**Audit Scope and Objectives**

We will audit the financial statements of the governmental activities and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of North Central Florida Regional Planning Council as of and for the year ended September 30, 2023. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement North Central Florida Regional Planning Council's basic financial statements. Such information, 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. As part of our engagement, we will apply certain limited procedures to North Central Florida Regional Planning Council's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding 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 will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budgetary Comparison Statements

We have also been engaged to report on supplementary information other than RSI that accompanies North Central Florida Regional Planning Council's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

- 1) Grant Schedule

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. 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 GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records of North Central Florida Regional Planning Council and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

Our audit of financial statements does not relieve you of your responsibilities.

### **Audit Procedures—Internal Control**

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. 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, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of North Central Florida Regional Planning Council's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

### **Other Services**

We will also assist in preparing the financial statements and related notes of North Central Florida Regional Planning Council in conformity with accounting principles generally accepted in the United States of America based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

### **Responsibilities of Management for the Financial Statements**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the

government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

#### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all requested cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to North Central Florida Regional Planning Council; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Powell and Jones CPAs and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to any state or federal agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for the purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Powell and Jones CPAs personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the state or federal agency. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Richard Powell is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit on approximately December 1, 2023 and to issue our reports no later than June 30, 2024.

Our fee for services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will be \$18,700 for 2023. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.



**Reporting**

We will issue a written report upon completion of our audit of North Central Florida Regional Planning Council's financial statements. Our report will be addressed to management and the Board of Directors of North Central Florida Regional Planning Council. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that North Central Florida Regional Planning Council is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We appreciate the opportunity to be of service to North Central Florida Regional Planning Council and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,



Powell and Jones CPAs

RESPONSE:

This letter correctly sets forth the understanding of North Central Florida Regional Planning Council.

Signature: \_\_\_\_\_  
Janice D. Mortimer

Signature: \_\_\_\_\_  
Scott R. Koons

Title: Chair  
North Central Florida  
Regional Planning Council

Title: Executive Director  
North Central Florida  
Regional Planning Council





Serving Alachua  
Bradford • Columbia  
Dixie • Gilchrist • Hamilton  
Lafayette • Levy • Madison  
Suwannee • Taylor • Union Counties

---

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

September 21, 2023

TO: Council Members  
FROM: Scott R. Koons, AICP, Executive Director  
SUBJECT: Land, Warehouse and Office Building

On August 4, 1999, the Council purchased the office building and warehouse located at 2009 NW 67th Place, Gainesville, Florida. The office building and warehouse of pre-engineered steel construction were constructed in 1980. The Council had been renting the office building and warehouse for the previous seven years beginning on November 1, 1992.

The purchase price for the 7,560 square foot office building and 1,989 square foot warehouse located on a 4.4-acre site was \$490,400. Along with \$31,400 in cash, the Council secured a 15-year promissory note from SouthTrust Bank in the amount of \$459,000 to purchase the office building and warehouse. Since the Council is a governmental agency and is prohibited from mortgaging real property to secure a promissory note, the Council pledged certain revenues to repay the promissory note.

The January 1, 2014 payment in the amount of \$3,134.95 constituted the final payment in full satisfying the promissory note. Thus, the Council currently does not have any outstanding long-term debt. The average annual building and grounds occupancy cost, including insurance; utilities; custodial services; heating, ventilation and air conditioning services; and termite and pest control services is \$45,000.

The Alachua County Property Appraiser 2019 assessed value of the land was \$499,632 and the assessed value of the buildings was \$318,562. Thus, the total assessed value of land and buildings in 2019 was \$818,194. The Alachua County Property Appraiser 2021 assessed value of the land is \$767,380 and the assessed value of the buildings is \$307,777. Thus, the total assessed value of land and buildings in 2021 is \$1,075,157 resulting in an increase in value of 31.4 percent.

On December 12, 2019, the Council authorized the Executive Director to sign a site access agreement; authorized the Executive Director to have an appraisal of the land, warehouse and office building completed; and authorized the Executive Director to research warehouse and office building relocation options.

Pursuant to that Council action, the Executive Director signed a site access agreement; engaged Emerson Appraisal Company, Inc. to prepare an appraisal of the land, warehouse and office building; and secured the assistance of Colliers International, a commercial real estate company, to identify office space purchase and lease options for relocation.

On January 13, 2020, Emerson Appraisal Company, Inc., an appraiser, consultant and market analyst company, completed an appraisal of the property. The appraised value was determined to be \$970,000.

On May 26, 2022, the Council set a minimum bid sale price of \$1,338,309 for the land, warehouse and office building located at 2009 NW 67th Place, Gainesville, Florida; authorized the Executive Director to re-advertise for sealed bids to sell the land, warehouse and office building; and authorized the Executive Director to sign a letter of intent to lease a 6,012 square foot office building located at 2201 NW 40th Terrace, Gainesville, Florida for a five-year term at \$16.00 per square foot and leasehold improvements of an estimated amount of \$100,000 with a right of first refusal to purchase said office building. The minimum bid sale price was set at the appraised value plus the 31.4 percent increase in value over the past two years plus five percent.

Bids for sale of the land, office and warehouse were published in the Florida Administrative Register and The Gainesville Sun on June 3, 2022 and June 10, 2022. In addition, the bid notice and bid package were posted to the Council website on June 2, 2022. No bids were submitted by June 16, 2022 at 2:00 p. m. Since no bids were received, the Executive Director did not sign a letter of intent to lease a 6,012 square foot office building located at 2201 NW 40th Terrace, Gainesville, Florida for a five-year term at \$16.00 per square foot and leasehold improvements of an estimated amount of \$100,000 with a right of first refusal to purchase said office building.

On June 23, 2022, the Council authorized the Executive Director to re-advertise for sealed bids to sell the land, warehouse and office building located at 2009 NW 67th Place, Gainesville, Florida with a minimum bid sale price of \$1,338,309. However, since both parties that had previously expressed an interest in purchasing the land, warehouse and office building informed the Executive Director that they were no longer interested in purchasing the land, warehouse and office building, the Executive Director did not re-advertise for sealed bids to sell the land, warehouse and office building.

The Alachua County Property Appraiser 2019 assessed value of the land was \$499,632 and the assessed value of the buildings was \$318,562. Thus, the total assessed value of land and buildings in 2019 was \$818,194. The Alachua County Property Appraiser 2022 assessed value of the land is \$767,380 and the assessed value of the buildings is \$303,122. Thus, the total assessed value of land and buildings in 2022 is \$1,070,502 resulting in an increase in value of 30.8 percent.

On July 27, 2023, the Council authorized the Executive Director to re-advertise for sealed bids to sell the land, warehouse and office building located at 2009 NW 67th Place, Gainesville, Florida with a minimum bid sale price of \$1,332,198. The minimum bid sale price was set at the appraised value plus the 30.8 percent increase in value over the past three years plus five percent.

Bids for sale of the land, office and warehouse were published in the Florida Administrative Register and The Gainesville Sun on August 24, 2023 and August 31, 2023. In addition, the bid notice and bid package were posted to the Council website on August 24, 2023. No bids were submitted by September 7, 2023 at 2:00 p. m.

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



Serving Alachua  
Bradford • Columbia  
Dixie • Gilchrist • Hamilton  
Lafayette • Levy • Madison  
Suwannee • Taylor • Union Counties

---

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

September 21, 2023

TO: Council Members

FROM: Janice D. Mortimer, Chair

SUBJECT: Executive Director Annual Performance Evaluation

The employment contract between the Executive Director and the Council specifies that the Executive Committee shall adopt performance standards to annually review and evaluate the Executive Director. It further specifies that the annual review and evaluation of the Executive Director shall be conducted by the Executive Committee. It also specifies that at its discretion, the Executive Committee is authorized to provide a merit increase to the Executive Director on an annual basis commencing October 1st of each year.

The Executive Committee has adopted performance standards to review and evaluate the Executive Director. An evaluation form incorporating these performance standards was mailed to each Executive Committee member to be completed prior to the September 28, 2023 Council meeting. The results of this evaluation have been tabulated and will be reviewed by the Executive Committee at their meeting on September 28, 2023. The action of the Executive Committee concerning the Executive Director annual performance evaluation and merit pay adjustment will be reported to the Council at the September 28, 2023 meeting.

o:\council.mtg\cnc\mtgmemos\executive director evaluation sept23.docx





Serving Alachua  
Bradford • Columbia  
Dixie • Gilchrist • Hamilton  
Lafayette • Levy • Madison  
Suwannee • Taylor • Union Counties

---

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

September 21, 2023

TO: Council Members

FROM: Patricia Bouie Hutchinson, Chair  
Clearinghouse Committee

RE: Chair's Report

I. COMMITTEE-LEVEL REVIEW ITEMS

The next regularly-scheduled meeting of the Clearinghouse Committee is 6:00 p.m., September 28, 2023. The meeting will be a hybrid meeting conducted both in-person and via communications media technology. At its meeting, the Committee will review the following Committee-level item which requires Council action. I will present an oral report on the Committee's actions and recommendations at the Council meeting held later that evening.

Local Government Comprehensive Plan Amendments

#75 - City of Newberry Comprehensive Plan Adopted Amendment (DEO No. 23-2ESR)

***Please be advised that the Clearinghouse Committee meeting packet is posted on the Council website at <http://ncfrpc.org> (click on Upcoming Meetings and Meeting Packets, then click on Clearinghouse Committee Full Packet).***

v:\chouse\meeting\chair reports\2023\chairreport.280923.docx








Serving Alachua  
Bradford • Columbia  
Dixie • Gilchrist • Hamilton  
Lafayette • Levy • Madison  
Suwannee • Taylor • Union Counties

---

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

September 21, 2023

TO: Council Members  
FROM: Scott R. Koons, AICP, Executive Director   
SUBJECT: Florida Regional Councils Association Monthly Activity Report

The Florida Regional Councils Association is the statewide organization of the ten regional planning councils. The Association strengthens Florida’s regional planning councils, partners with government and the business community to enhance regional economic prosperity and improves the consistency and quality of regional planning councils programs to ensure they add value to state, regional and local initiatives.

The Association strives to accomplish these goals by carrying-out the following objectives.

- Ensure regional planning councils are effective service organizations to the State of Florida, its local governments, and the citizens they serve;
- Ensure regional planning councils are consensus builders and problem solvers, and serve as conveners of the region by helping to articulate those multijurisdictional issues that need resolution;
- Encourage and promote opportunities for regional planning councils to become partners in state programs and initiatives, while promoting the unique themes of each region within the state and legislative environments;
- Monitor substantive state and federal legislative issues for the benefit of its members, and promote mutually supportive policy positions among the regional planning councils;
- Represent regional planning councils in national organizations, such as the National Association of Regional Councils, National Association of Development Organizations, and SouthEast Regional Directors Institute; and
- Foster relationships and partnerships and coordinate with state, regional, and national associations and organizations; non-profit entities; public-private partnerships; the Governor’s Office; state agencies; and others, on issues of mutual interest and concern, and with whom the Association shares mutual goals and programs.

Please find attached the August 2023 Monthly Activity Report highlighting the activities of the Association.

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

Attachment

o:\council.mtg\cnc\mtgmemos\fracamonthlyreport sep 23.docx





## MONTHLY ACTIVITY REPORT: August 2023

### RESOURCE DEVELOPMENT/CAPACITY BUILDING and OUTREACH

- Gathered articles and began developing the August 2023 Florida Regional Councils Association (FRCA) Newsletter, *FRCA Forward*.
- Updated the email lists for and maintain the email listserv for approximately 2,850 individuals who receive *FRCA Forward*.
- Maintained and updated the FRCA website: [www.flregionalcouncils.org](http://www.flregionalcouncils.org).
- To enhance partnerships and strengthen the relationship between regional planning councils and their state and federal partners, organized, participated in or attended the following meetings and webinars:
  - Florida League of Cities Annual Conference
  - Statewide Emergency Shelter Working Group Meeting
  - Resilience Florida Conference Panel Coordination Meeting
  - EDA “Industries of the Future” Coordination Meetings
  - Hurricane Idalia ESF-18 Coordination Call

### ASSOCIATION MANAGEMENT

- Hosted the August FRCA Executive Directors Advisory Committee (EDAC) and Summer Policy Board Meetings at the Tampa Bay Regional Planning Council. Began logistical preparation for the Winter 2024 Policy Board Meeting.
- Continued to coordinate logistics for the 2023 summer conference schedule including the Florida Chapter of the American Planning Association and the Florida Resiliency Conferences.
- Continued preparations for the Annual EDAC Retreat scheduled for October 17 – 18, 2023.
- Began development of the 2023-2024 meeting and conference schedule.
- Distributed grant opportunities and information of interest from local, state and national organizations.





Serving Alachua  
Bradford • Columbia  
Dixie • Gilchrist • Hamilton  
Lafayette • Levy • Madison  
Suwannee • Taylor • Union Counties

---

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

September 21, 2023

TO: Council Members  
FROM: Scott R. Koons, AICP, Executive Director  
SUBJECT: Florida Chamber Foundation Scorecard™

The Florida Chamber Foundation has developed the Florida Scorecard™ to provide Florida leaders the metrics needed to secure Florida’s future. The Florida Chamber Foundation’s objective to developing a 20-year, statewide strategic plan requires a commitment to measuring our current status and progress toward the stated goals of the Six Pillars 20-year Strategic Plan.

The Scorecard reports metrics for each of the following Six Pillars.

- Talent and Supply Education;
- Innovation and Economic Development;
- Infrastructure and Growth Leadership;
- Business Climate and Competitiveness;
- Civic and Governance Systems; and
- Quality of Life and Quality Places.

Please find attached the September 2023 Scorecard.

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

Attachment

o:\council.mtg\cnc\mtgmemos\flchamberscorecard sep 2023.docx



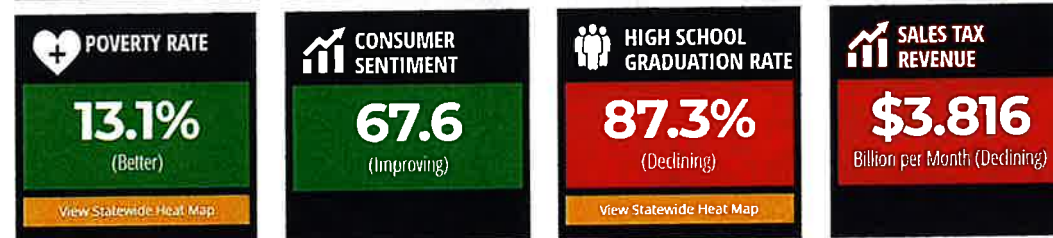
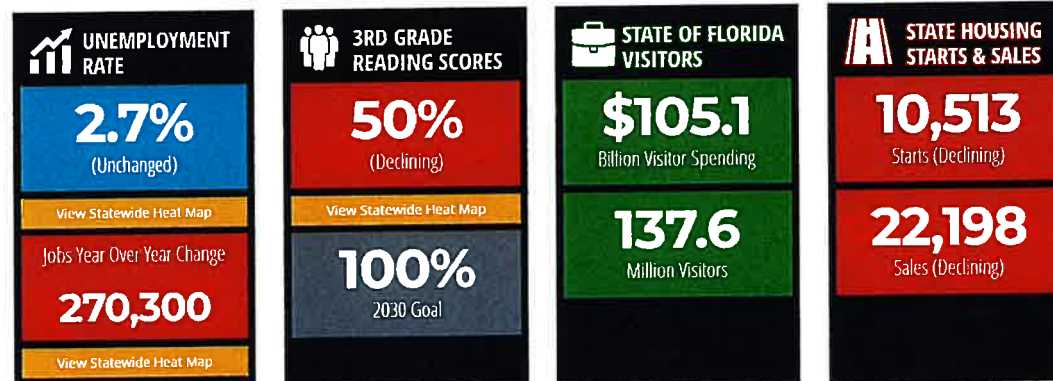
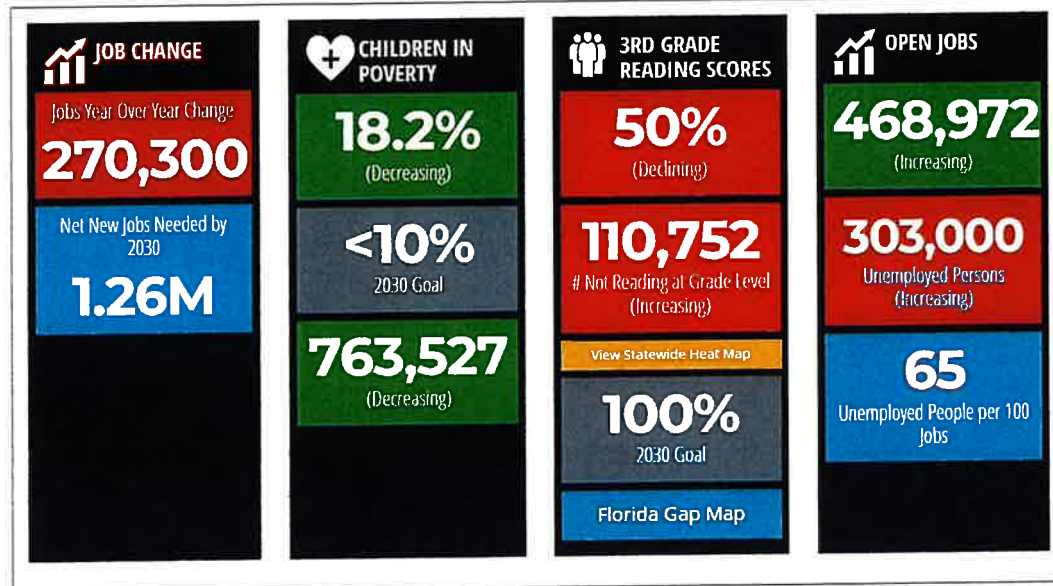
## State of Florida Metrics

Click any metric to get more information! (what is this?)

FLORIDA POPULATION 09/18/2023

**22,879,676**

Florida FutureCast







## State of Florida Metrics (What is this?)

State of Florida FutureCast

### Talent Supply & Education

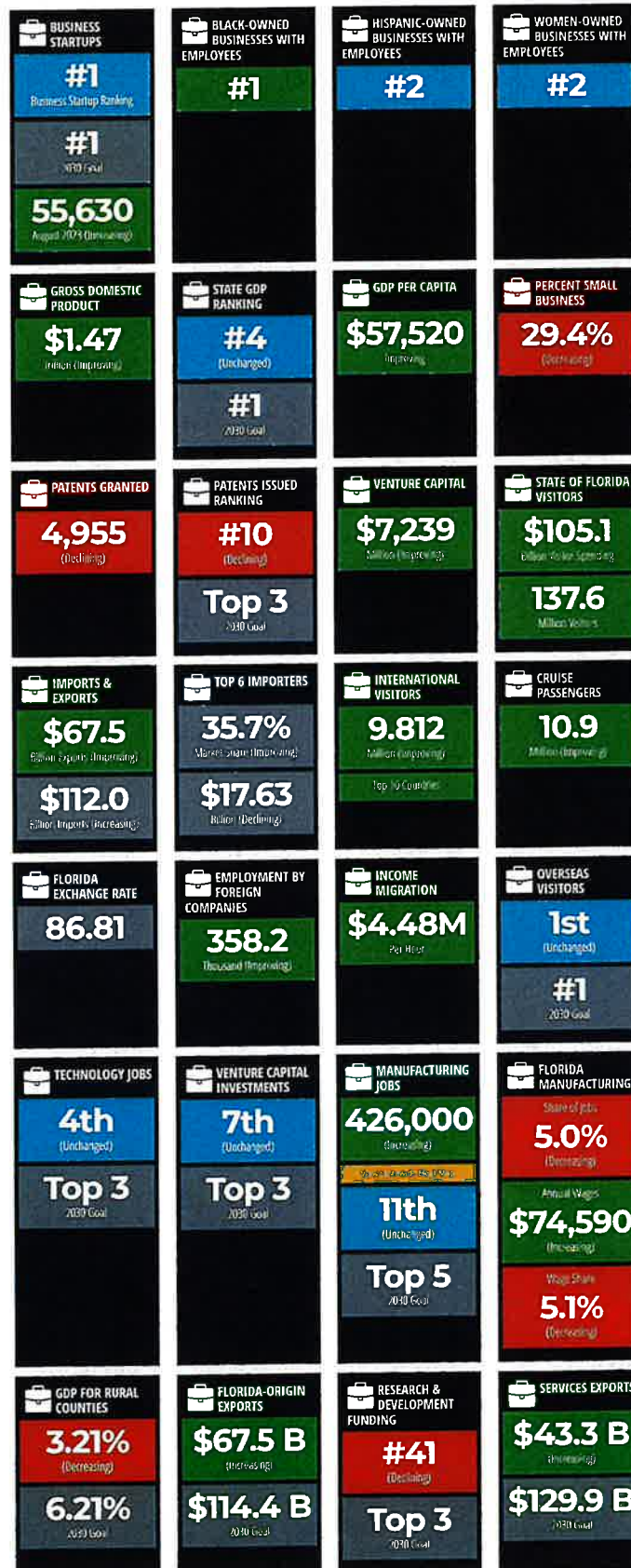
Click any metric to get more information!



State of Florida Metrics (2018 to 2021)  
Innovation & Economic Development

State of Florida FutureCast

Click any metric to get more information

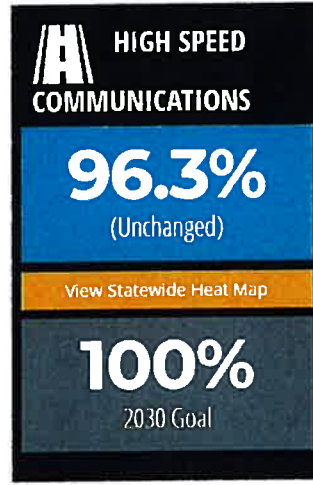
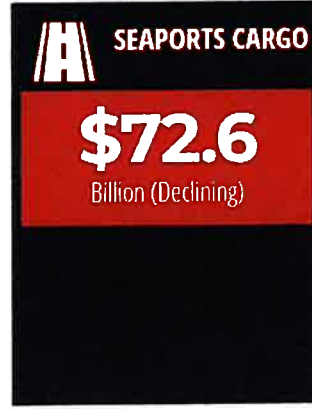
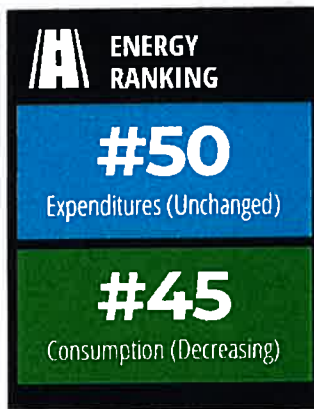
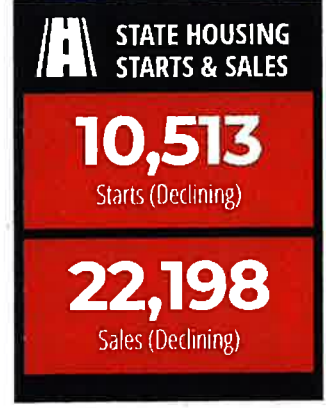
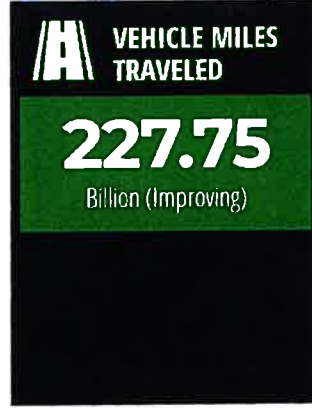
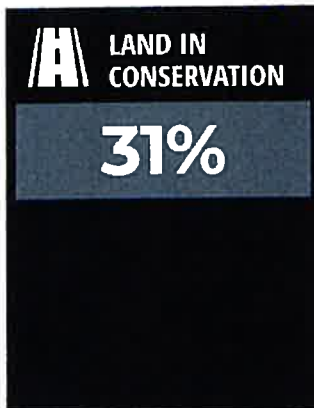


## State of Florida Metrics (What is this?)

### Infrastructure & Growth Leadership

State of Florida FutureCast

Click any metric to get more information!



## State of Florida Metrics (What is this?)

State of Florida FutureCast

### Business Climate & Competitiveness

Click any metric to get more information!

CONSUMER SENTIMENT

**67.6**  
(Improving)

CEO RANK

**2nd**  
(Unchanged)

STATE LEGAL CLIMATE RANKING

**46th**  
(Unchanged)

**Top 12**  
2030 Goal

SALES TAX REVENUE

**\$3.816**  
Billion per Month (Declining)

BUSINESS TAX CLIMATE

**4th**

**#1**  
2030 Goal

OPEN JOBS

**468,972**  
(Increasing)

**303,000**  
Unemployed Persons  
(Increasing)

**65**  
Unemployed People per 100  
Jobs

STATE RANKING FOR AUTOMOBILE INSURANCE AFFORDABILITY

**#49**

HOMEOWNERS' INSURANCE AFFORDABILITY

Homeowners' Insurance Affordability data is available at the county level.

[View Statewide Heat Map](#)

ASSIGNMENT OF BENEFITS SUITS

**34,289**

## State of Florida Metrics (What is this?)

### Civic & Governance Systems

Click any metric to get more information!

State of Florida FutureCast

**VOTER PARTICIPATION**

**54%**  
(Declining)

**RIGHT / WRONG DIRECTION**

**51%/42%**

**INMATE POPULATION**

**112,659**

**DEPENDENCY RATIO**

2015  
**56.5%**

2030 Estimate  
**70%**

**GOVERNMENT EMPLOYMENT**

**237.3**  
Thousand (State)

**704.8**  
Thousand (Local)

**VOLUNTEERISM**

**22.8%**  
of Floridians Volunteer

**50th**  
Florida's Rank

**Top 3**  
2030 Goal

**STATE DEBT OUTSTANDING**

**\$17.1**  
Billion

**CITIZENS INSURANCE EXPOSURE POLICIES**

**\$561.7**  
Billion Exposure

**1,317,174**  
Policies

**UNDERFUNDED STATE PENSION**

**\$1120.0**  
Million (Increasing)

## State of Florida Metrics (What is this?)

State of Florida FutureCast

### Quality of Life and Quality Places

Click any metric to get more information!





Serving Alachua  
Bradford • Columbia  
Dixie • Gilchrist • Hamilton  
Lafayette • Levy • Madison  
Suwannee • Taylor • Union Counties

---

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

September 21, 2023

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Legislative Report

The 2024 regular Legislature Session will convene on January 9, 2024 and is scheduled to adjourn on March 8, 2024. The legislative interim Committee schedule is, as follows:

- Week of September 18-22, 2023 (House)
- Week of October 9-13, 2023 (Senate)
- Week of October 16-20, 2023 (House/Senate)
- Week of November 6-9, 2023 (House/Senate)
- Week of November 13-17, 2023 (House/Senate)
- Week of December 4-7, 2023 (House/Senate)
- Week of December 11-15, 2023 (House/Senate)

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

o:\council.mtg\cnc\mtgmemos\legislative report sep 23.docx

