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MEETING NOTICE

EXECUTIVE COMMITTEE

There will be a meeting of the Executive Committee of the North Central Florida Regional Planning Council on **June 23, 2022**. Due to the COVID-19 Public Health Emergency, the meeting will be held virtually via communications media technology at **6:00 p.m.**

DIAL IN NUMBER: Toll Free 1.888.585.9008

CONFERENCE CODE: 568 124 316



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AGENDA EXECUTIVE COMMITTEE

Virtual Public Meeting
Via Communications Media Technology
Gainesville, Florida

June 23, 2022
6:00 p.m.

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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

Virtual Meeting
Via Communications Media Technology

May 26, 2022
6:00 p.m.

MEMBERS PRESENT

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

STAFF PRESENT

Scott Koons

OTHERS PRESENT

None

Chair Thomas Demps called the meeting to order at 6:01 p.m.

I. APPROVAL OF MINUTES - April 28, 2022

ACTION: Mayor Mortimer made the motion, with a second by Commissioner Chestnut, to approve the minutes for the April 28, 2022 Executive Committee meeting as written and circulated. The motion carried unanimously.

II. CONTRACTS AND APPLICATIONS

A. Agreement with Florida Division of Emergency Management for Local Emergency Planning Committee - Fiscal Year 2022-23

ACTION: Commissioner Chestnut made the motion, with a second by Commissioner Adams to recommend that the Council authorize the Chair to execute an agreement with the Florida Division of Emergency Management for Fiscal Year 2022-23 to provide the services to the North Central Florida Local Emergency Planning Committee for an estimated amount of \$80,000. The motion carried unanimously.

B. Agreement with Florida Division of Emergency Management to Update Hazard Analyses - Fiscal Year 2022-23

ACTION: Commissioner Adams made the motion, with a second by Commissioner Chestnut to recommend that the Council authorize the Chair to execute an agreement with the Florida Division of Emergency Management for Fiscal Year 2022-23 to update hazards analyses for Alachua, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Madison, Suwannee, Taylor and Union Counties for an estimated amount of \$14,893. The motion carried unanimously.

III. PROGRAM REPORT

A. Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Intergovernmental Coordination and Review and Public Transportation Collaborative Planning Agreement

ACTION: Mayor Mortimer made the motion, with a second by Commissioner Chestnut to recommend that the Council approve and authorize the Chair to execute the updated Intergovernmental Coordination and Review and Public Transportation Collaborative Planning Agreement among the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, the North Central Florida Regional Planning Council, the Florida Department of Transportation, the City of Gainesville and the Gainesville-Alachua County Regional Airport Authority consistent with the Florida Department of Transportation's most recent Agreement template to replace the Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement affirmed by the Council on April 27, 2017. The motion carried unanimously.

IV. GENERAL ADMINISTRATION

A. Agency Regulatory Plan Fiscal Year - 2022-23

ACTION: Commissioner Chestnut made the motion, with a second by Commissioner Adams to recommend that the Council approve the Fiscal Year 2022-23 Agency Regulatory Plan and authorize the Chair, Executive Director and Council Attorney to sign the letter transmitting the Plan to the Joint Administrative Procedures Committee. The motion carried unanimously.

B. Meeting Schedule Program Year - 2022-23

ACTION: Mayor Mortimer made the motion with a second by Commissioner Chestnut to recommend that the Council approve the Council Meeting Schedule for 2022-23. The motion carried unanimously.

C. Land, Warehouse and Office Building

Scott Koons, Executive Director, reported that, pursuant to Council authorization, in June 2020, the Executive Director advertised the sale of the Council land, warehouse and office building located at 2009 NW 67th Place, Gainesville, Florida with a minimum bid amount of \$1,018,500 that was five percent above the appraised value. He stated on July 23, 2020, the Council awarded a bid in the amount of \$1,026,100 to Seefried Properties, Inc. to purchase the land, warehouse and office building. Mr. Koons stated Seefried Properties, Inc. has recently advised the Council that it intends to withdraw their bid to purchase the land, warehouse and office building.

He recommended that the Council set a minimum bid sale price for the land, warehouse and office building of \$1,338,309; authorize the Executive Director to re-advertise for sealed bids to sell the land, warehouse and office building; and authorize 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 for an estimated amount of \$100,000 with a right of first refusal to purchase said office building. He reported the recommended minimum bid sale price is the appraised value plus the 34.1 percent increase in value over the past two years plus five percent.

ACTION: Commissioner Chestnut made the motion with a second by Commissioner Hope to recommend that the Council set a minimum bid sale price for the land, warehouse and office building of \$1,338,309; authorize the Executive Director to re-advertise for sealed bids to sell the land, warehouse and office building; and authorize 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 for an estimated of \$100,000 with a right of first refusal to purchase said office building. The motion carried unanimously.

V. OTHER BUSINESS -

A. Resolution No. 2022-11 Recognizing Service of Hugh W. Harling Jr., Executive Director, East Central Florida Regional Planning Council

ACTION: Mayor Mortimer made the motion with a second by Commissioner Chestnut to recommend that the Council approve Resolution No. 2022-11 recognizing the service of Hugh W. Harling Jr., Executive Director, East Central Florida Regional Planning Council. The motion carried unanimously.

B. Florida Regional Councils Association Policy Board
Hybrid Meeting - June 10, 2022

Scott Koons, Executive Director, reported that the Florida Regional Councils Association Policy Board meeting to be held on June 10, 2022 in Tampa will be conducted in a hybrid format with a virtual access option via communications media technology.

VI. CITIZEN COMMENTS - None

The meeting adjourned at 6:30 p.m.

Anthony Adams, Chair

6/23/22
Date



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June 16, 2022

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Interagency Agreement with Central Florida Regional Planning Council to Assist with Local Government Comprehensive Plan Study

RECOMMENDATION:

Ratify the execution by the Executive Director of an Interagency Agreement Amendment with the Central Florida Regional Planning Council to Assist with Local Government Comprehensive Plan Study for a fixed fee amount of \$63,750.

BACKGROUND:

The Florida Department of Transportation has entered into an agreement with the Central Florida Regional Planning Council to complete the Local Government Comprehensive Plan Study of the comprehensive plans for local governments located within the Suncoast, Northern Turnpike Extension and the South Central Florida Multi-use Corridors of Regional Economic Significance.

The Central Florida Regional Planning Council entered into interagency agreements with the regional planning councils that have counties located within the Suncoast, Northern Turnpike and the South Central Florida Multi-use Corridors of Regional Economic Significance. The counties in the Suncoast and Northern Turnpike Corridors include Dixie, Gilchrist, Lafayette, Levy, Madison and Taylor Counties.

Phase 1 of the scope of work included evaluating local government comprehensive plans with respect to their alignment within the Multi-Use Corridors of Regional Economic Significance study areas including high level needs, guiding principles and instructions for project development and beyond. Phase 2 of the scope of work originally included assessing relevant reports and project alignments, and any area around interchanges as they compare to the current local government comprehensive plans.

The Department has recently revised Phase 2 of the scope of work to summarize opportunities for the Levy County and Madison County Comprehensive Plans to align with the Florida Transportation Plan and Guiding Corridor Principles. Opportunities may include policies to address emerging technologies, resiliency, and impacts to environmental, agricultural and cultural resources. In addition, the amount of compensation for Phase 2 has been reduced from \$48,750 to \$15,000.

Therefore, the Council will be paid a revised combined fixed fee amount of \$63,750 by the Central Florida Regional Planning Council for Phase 1 and Phase 2 services.

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

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June 16, 2022

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director



SUBJECT: Transportation Disadvantaged Program Local Coordinating Board Appointments

RECOMMENDATION:

- **Appoint Renee Demps the alternate Citizen Advocate Representative on the Madison County Transportation Disadvantaged Coordinating Board;**
- **Appoint Donna Hagan the voting Children at Risk Representative on the Madison County Transportation Disadvantaged Coordinating Board;**
- **Appoint Commissioner Tim Murphy the voting Local Elected Official for Columbia County on the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board; and**
- **Appoint Farron Perry the voting Citizen Advocate Representative on the Madison County Transportation Disadvantaged Coordinating Board.**

BACKGROUND:

- According to Rule 41-2.012 of the Florida Administrative Code, the North Central Florida Regional Planning Council, serving as the Designated Official Planning Agency, is responsible for appointing members to the local Transportation Disadvantaged Coordinating Boards. It is recommended Renee Demps be appointed the alternate Citizen Advocate on the Madison County Transportation Disadvantaged Coordinating Board. It is recommended Donna Hagan be appointed the voting Children at Risk Representative on the Madison County Transportation Disadvantaged Coordinating Board. It is recommended Commissioner Tim Murphy be appointed the voting Local Elected Official for Columbia County on the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board. It is recommended Farron Perry be appointed the voting Citizen Advocate Representative on the Madison County Transportation Disadvantaged Coordinating Board

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



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June 16, 2022

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Transportation Disadvantaged Coordinating Board Reappointments

RECOMMENDATION:

Reappoint the following individuals to three-year terms ending June 30, 2025.

- **Sandra Buck-Camp as the voting Local Medical Community Representative on the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board;**
- **Matthew Ferguson as the voting Local Medical Community Representative on the Dixie County Transportation Disadvantaged Coordinating Board;**
- **Brittney Keeling as the voting Local Medical Community Representative on the Gilchrist County Transportation Disadvantaged Coordinating Board;**
- **John Mann as the voting Local Medical Community Representative on the Union County Transportation Disadvantaged Coordinating Board; and**
- **Krishna Stemple as the alternate Local Medical Community Representative on the Gilchrist County Transportation Disadvantaged Coordinating Board.**

BACKGROUND:

According to Rule 41-2.012 of the Florida Administrative Code, the North Central Florida Regional Planning Council, serving as the Designated Official Planning Agency, is responsible for appointing members to the local Transportation Disadvantaged Coordinating Boards. Several Board members' terms of appointment expire on June 30, 2022. The above Board members are willing to serve an additional three-year term of reappointment to the Boards.

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



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June 16, 2022

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Transportation Disadvantaged Local Coordinating Board Chair Appointment
Columbia, Hamilton and Suwannee Counties

RECOMMENDATION:

Appoint Commissioner Travis Land Chair of the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board for a one-year term ending June 30, 2023.

BACKGROUND:

According to Rule 41-2.012 of the Florida Administrative Code, the North Central Florida Regional Planning Council, serving as the Designated Official Planning Agency, is responsible for appointing the Chair of the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board.

Chapter I. F. (1) of the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board Bylaws provides for the Board to annually recommend to the Council a local elected official to serve as Chair of the Board. At its May 18, 2022 meeting, the Board recommended the Council appoint Commissioner Travis Land, Suwannee County, as Chair of the Board.

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



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June 16, 2022

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Authorization to Begin Auditor Selection Process

RECOMMENDATION:

Designate the Executive Committee, along with a representative from the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, to serve as the Audit Committee, and authorize the Audit Committee to establish selection criteria, begin the auditor selection process, negotiate a contract for audit services and present a recommendation for auditing services to the Council for approval.

BACKGROUND:

The Council goes through an auditor selection process every three years with the intent of selecting a firm to perform audits on the Council's financial activity for each of the succeeding three years. A new contract for the auditor services is executed each year, but it is expected that the same firm will be used unless some specific reason is found that causes the Council to terminate its services. The current firm, Powell and Jones Certified Public Accountants, is completing its third year as auditor. Consequently, it is time to begin the process to select a firm for the next three years.

The process used for the Council has included sending a Request for Qualifications to qualified firms. The Executive Committee, serving as the Audit Committee, then reviews the applications received and ranks them in order of preference. The Committee then begins an interview and negotiation process with the top firm, and continues the interviews until a firm is found that the Committee agrees to recommend to the Council. The Council then considers the recommendation of the Audit Committee and engages an auditor for the next three years.

In past years, the same auditor has been retained by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area to audit its financial activities as well. This has been an efficient arrangement, because the Council performs the financial work for both organizations. As a result of this process, the Council has invited the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area to select one of its members to meet with the Executive Committee, serving as the Audit Committee, during the ranking process and the interviews and negotiations procedure.

Please note that the Council will also require the auditor selected to complete an audit of the retirement program each year. The cost of doing the work for the retirement plan is to be included in the primary contract the Council will have with the auditor.

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

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June 16, 2022

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

RECOMMENDATION

Authorize 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.

BACKGROUND

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 34.1 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.

Council Members

June 16, 2022

Page 2

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 34.1 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.

It is recommended that the Council authorize 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.

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