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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 **October 28, 2021**. Due to the COVID-19 Pandemic, 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

Dedicated to improving the quality of life of the Region's citizens,
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AGENDA EXECUTIVE COMMITTEE

Virtual Public Meeting
 Via Communications Media Technology
 Gainesville, Florida

October 28, 2021
 6:00 p.m.

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	IV. GENERAL ADMINISTRATION - None	
	V. OTHER BUSINESS - None	
	VI. CITIZEN COMMENTS	

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

* See Attachments

EXECUTIVE COMMITTEE
MINUTES

Virtual Meeting
Via Communications Media Technology

September 23, 2021
6:00 p.m.

MEMBERS PRESENT

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

STAFF PRESENT

Scott Koons

OTHERS PRESENT

Stew Lilker,
Columbia County Observer

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

I. APPROVAL OF MINUTES - August 26, 2021

ACTION: Commissioner Chestnut made the motion, with a second by Vice-Mayor Mortimer, to approve the minutes for the August 26, 2021 Executive Committee meeting as written and circulated. The motion carried unanimously.

II. CONTRACTS AND APPLICATIONS

A. Agreement with Tampa Bay Regional Planning Council Concerning Economic Modeling

ACTION: Commissioner Chestnut made the motion, with a second by Commissioner Hope, to recommend that the Council authorize the Chair to execute the Agreement with the Tampa Bay Regional Planning Council concerning Economic Modeling. The motion carried unanimously.

III. PROGRAM REPORT - None

IV. GENERAL ADMINISTRATION

A. Proclamation Proclaiming October 2021 as Community Planning Month

ACTION: Vice-Mayor Mortimer made the motion, with a second by Commissioner Chestnut, to recommend that the Council adopt a proclamation declaring October 2021 as Community Planning Month in the north central Florida region. The motion carried unanimously.

B. Proclamation Declaring October 1, 2021 as Manufacturing Day

ACTION: Commissioner Hope made the motion, with a second by Commissioner Chestnut, to recommend that the Council adopt a proclamation declaring October 1, 2021 as Manufacturing Day in the north central Florida region. The motion carried unanimously.

C. Proclamation Proclaiming October 18-21, 2021 as Florida City Government Week

ACTION: Commissioner Chestnut made the motion, with a second by Vice-Mayor Mortimer, to recommend that the Council adopt a proclamation declaring October 18-21, 2021 as Florida City Government Week in the north central Florida region. The motion carried unanimously.

D. Engagement Letter for Auditor Fiscal Year 2020-21 Audit

ACTION: Commissioner Hope made the motion, with a second by Commissioner Chestnut, to recommend that the Council 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 2020-21 audit of the Council's accounts for a lump sum fee for this service of \$17,175 with the understanding that this engagement includes an audit of the Council's Employee Pension Plan for the same fiscal year. The motion carried unanimously.

E. Assigned Fund Balance - Unemployment Compensation Benefits

ACTION: Vice-Mayor Mortimer made the motion, with a second by Commissioner Chestnut, to recommend that the Council encumber \$278.94 of the Council's unassigned fund balance as part of the assigned fund balance to increase the Unemployment Compensation Benefits Fund balance for unemployment compensation benefit costs to \$30,000. The motion carried unanimously.

F. Executive Director Annual Evaluation

ACTION: Commissioner Chestnut made the motion, with a second by Vice-Mayor Mortimer, to award the Executive Director a five percent merit pay adjustment, based upon the performance evaluation conducted by the members of the Executive Committee resulting in "above average performance" or "exceeds job requirements" for all evaluation criteria and resulting in an overall score of 4.9 on a 5.0 scale and to concur with the request by Mr. Koons to defer his merit pay increase for Fiscal Year 2021 and Fiscal Year 2022 to Fiscal Year 2023. The motion carried unanimously.

V. OTHER BUSINESS - None

VI. CITIZEN COMMENTS

The meeting adjourned at 6:21 p.m.

Thomas Demps, Chair

10/28/21
Date



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October 21, 2021

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Metropolitan Transportation Planning Organization
for the Gainesville Urbanized Area Staff Services Agreement

RECOMMENDATION:

Authorize the Chair to execute the Professional Staff Services Agreement with the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.

BACKGROUND:

As you know, the Council provides professional staff services to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area to assist them with administering a continuing, cooperative, comprehensive transportation planning program pursuant to a Federal Highway Administration and Florida Department of Transportation approved unified work program. In particular, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, serving as the designated metropolitan planning organization, is responsible for developing and maintaining a long-range transportation plan and transportation improvement program.

The existing agreement with the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area for professional staff services was approved in 2016. Recently, the Federal Highway Administration and the Florida Department of Transportation have requested that the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and the Council update this Agreement to reference the most recent joint planning agreement between the Florida Department of Transportation and the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.

Funding for these services is provided by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area through funds received from the Federal Highway Administration, Federal Transit Administration, Florida Department of Transportation, Florida Commission for the Transportation Disadvantaged, Alachua County and the City of Gainesville. The scope of work and services to be provided by the Council remains the same.

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

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October 21, 2021

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Florida Transportation Disadvantaged Program -
 Community Transportation Coordinator Designation for
 Madison County

RECOMMENDATION:

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

BACKGROUND:

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

Big Bend Transit, Inc. is the designated Community Transportation Coordinator for Madison County. Big Bend Transit, Inc.'s Memorandums of Agreement will expire June 30, 2022. Therefore, the Council must use a competitive request for proposal process to recommend the Community Transportation Coordinator for Madison County.

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

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

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

The Council will review the recommendations of the Technical Review Committee and any comments provided by the Madison County Transportation Disadvantaged Coordinating Board and forward a recommendation to the Florida Commission for the Transportation Disadvantaged concerning the designation of the community transportation coordinator including any terms of designation. The Florida Commission for the Transportation Disadvantaged will make the final designation.

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



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October 21, 2021

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director *SRK*

SUBJECT: Transportation Disadvantaged Local Coordinating Board Appointment

RECOMMENDATION:

Appoint J. Lee Abersold the alternate Veterans Representative on the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board for the remainder of a three-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 members to the local Transportation Disadvantaged Coordinating Boards. It is recommended that J. Lee Abersold be appointed the alternate Veterans Representative on the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board for the remainder of a three-year term ending June 30, 2023.

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

