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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 **April 28, 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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by enhancing public safety, protecting regional resources,
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AGENDA EXECUTIVE COMMITTEE

Virtual Public Meeting
Via Communications Media Technology
Gainesville, Florida

April 28, 2022
6:00 p.m.

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V. OTHER BUSINESS - None	
VI. CITIZEN COMMENTS	

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

* See Attachments

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

EXECUTIVE COMMITTEE
MINUTES

Virtual Meeting
Via Communications Media Technology

March 24, 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

Stew Lilker,
Columbia County Observer

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

I. APPROVAL OF MINUTES - February 24, 2022

ACTION: Mayor Mortimer made the motion, with a second by Commissioner Chestnut, to approve the minutes for the February 24, 2022 Executive Committee meeting as written and circulated. The motion carried unanimously.

II. CONTRACTS AND APPLICATIONS

A. Interagency Agreement with East Central Florida Regional Planning Council to Participate in Regional Joint Mitigation Resiliency Project

ACTION: Commissioner Chestnut made the motion, with a second by Commissioner Adams, to recommend that the Council authorize the Chair to execute an Interagency Agreement with East Central Florida Regional Planning Council to participate in Regional Joint Mitigation Resiliency Project for a total fixed fee amount of \$237,111.25. The motion carried unanimously.

III. PROGRAM REPORT

A. Transportation Disadvantaged Local Coordinating Board Membership Certifications

ACTION: Mayor Mortimer made the motion, with a second by Commissioner Chestnut to recommend that the Council authorize the Chair to sign the Bradford County, Columbia Hamilton Suwannee, Dixie County, Gilchrist County, Lafayette County, Levy County, Madison County and Union County Transportation Disadvantaged Local Coordinating Board Membership Certifications. The motion carried unanimously.

B. Transportation Disadvantaged Local Coordinating Board Appointment

ACTION: Commissioner Chestnut made the motion, with a second by Mayor Mortimer to recommend that the Council appoint Elizabeth Wetherington as the alternate Regional Workforce Board Representative on the Columbia Hamilton Suwannee Transportation Disadvantaged Coordinating Board; and the voting Regional Workforce Board Representative on the Dixie County, Gilchrist County and Union County Transportation Disadvantaged Coordinating Boards. The motion carried unanimously.

IV. GENERAL ADMINISTRATION

A. Proclamation Declaring April 2022 County Government Month

ACTION: Commissioner Chestnut made the motion, with a second by Commissioner Adams to recommend that the Council adopt a proclamation declaring April 2022 as County Government Month. The motion carried unanimously.

B. Proclamation Declaring April 11-15, 2022 Community Development Week

ACTION: Commissioner Adams made the motion, with a second by Mayor Mortimer to recommend that the Council adopt a proclamation declaring April 11-15, 2022 as Community Development Week. The motion carried unanimously.

C. Bylaws Proposed Amendments

ACTION: Mayor Mortimer made the motion, with a second by Commissioner Chestnut to recommend that the Council amend Section 6 Officers-Duties-Term of Office and Section 8 Standing and Special Committees of the Council Bylaws to delete the Secretary-Treasurer officer position, delete the Executive Committee Member position, add a separate Treasurer officer position, add a separate Secretary officer position, and delete the review of amendments to developments of regional impact as a duty of the Clearinghouse Committee to be effective May 26, 2022. The motion carried unanimously.

V. OTHER BUSINESS - None

VI. CITIZEN COMMENTS - None

The meeting adjourned at 6:12 p.m.

Thomas Demps, Chair

4/28/22
Date



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April 21, 2022

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: U. S. Economic Development Administration
Economic Adjustment Assistance Program Grant Amendment

RECOMMENDATION:

Authorize the Executive Director to submit a one-year extension amendment for the Federal Assistance Economic Adjustment Grant awarded by the U.S. Economic Development Administration to the Council and authorize the Executive Director to execute the time extension.

BACKGROUND:

The Council is designated by the U. S. Department of Commerce, Economic Development Administration, as an Economic Development District.

The Atlanta Regional Office of the U. S. Economic Development Administration awarded a grant to the Council serving as an Economic Development District to assist the north central Florida region with economic recovery due to the impacts from the COVID-19 pandemic. The Coronavirus Aid, Relief and Economic Security Act (CARES) funds grant does not require any matching funds.

In order to complete all activities pursuant to the Economic Adjustment grant, it is recommended that a one-year extension amendment be filed with the U.S. Economic Development Administration.

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

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April 21, 2022

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Transportation Disadvantaged Program Local Coordinating Board Appointments

RECOMMENDATION:

- **Appoint Stephen Clark the voting Public Education Representative on the Lafayette County Transportation Disadvantaged Coordinating Board;**
- **Appoint Caroline W. Ruff-Looney the alternate Florida Association for Community Action Representative on the Levy County Transportation Disadvantaged Coordinating Board;**
- **Appoint Shanetha Mitchell the voting Local Medical Community Representative on the Madison County Transportation Disadvantaged Coordinating Board; and**
- **Appoint Geanelly Reveron the voting Florida Department of Transportation Representative on the Columbia Hamilton Suwannee Transportation Disadvantaged Coordinating Board; and the Bradford County, Dixie County, Gilchrist County, Levy County, Lafayette County, Madison County and Union County Transportation Disadvantaged Coordinating Boards.**

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 Stephen Clark be appointed the voting Public Education Representative on the Lafayette County Transportation Disadvantaged Coordinating Board. It is recommended Caroline W. Ruff-Looney be appointed the alternate Florida Association for Community Action Representative on the Levy County Transportation Disadvantaged Coordinating Board. It is recommended Shanetha Mitchell be appointed the voting Local Medical Community Representative on the Madison County Transportation Disadvantaged Coordinating Board. It is recommended Geanelly Reveron be appointed the voting Florida Department of Transportation Representative on the Columbia Hamilton Suwannee Transportation Disadvantaged Coordinating Board; and the Bradford County, Dixie County, Gilchrist County, Levy County, Lafayette County, Madison County and Union County Transportation Disadvantaged Coordinating Boards.

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



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April 21, 2022

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

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

RECOMMENDATION:

Approve Resolution No. 2022-10 recommending the Florida Commission for the Transportation Disadvantaged designate Big Bend Transit, Inc. the Community Transportation Coordinator for Madison County for a five-year period effective July 1, 2022.

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 conduct the selection process and recommend a Community Transportation Coordinator 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 Memorandum of Agreement will expire June 30, 2022.

The North Central Florida Regional Planning Council issued Request for Proposals No. 2022-01 for the designation of the Madison County Community Transportation Coordinator on February 4, 2022. The following firms submitted proposals in response to the request for proposals:

1. Big Bend Transit, Inc.; and
2. Maruti Mobility Management, Inc.

The Council authorized the Executive Director to appoint a Technical Review Committee to review and score proposals for the Madison County Community Transportation Coordinator designation. The total raw scores of each reviewer established a rank order for each reviewer. The rank order score of all reviewers was combined to determine the following final rank score:

1. Big Bend Transit, Inc.
2. Maruti Mobility Management, Inc.

Therefore, it is recommended that the Florida Commission for the Transportation Disadvantaged designate Big Bend Transit, Inc. the Community Transportation Coordinator for Madison County for five-year period effective July 1, 2022.

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

Attachment

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RESOLUTION NO. 2022-10

A RESOLUTION OF THE NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL RECOMMENDING THE FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED DESIGNATE BIG BEND TRANSIT, INC. THE COMMUNITY TRANSPORTATION COORDINATOR FOR MADISON COUNTY

WHEREAS, the North Central Florida Regional Planning Council is designated by the Florida Commission for the Transportation Disadvantaged as the Official Planning Agency for the Transportation Disadvantaged Program for Madison County;

WHEREAS, the North Central Florida Regional Planning Council has the authority to recommend the designation of the Community Transportation Coordinator for Madison County in accordance with Rule 41-2.010 (1), Florida Administrative Code;

WHEREAS, the designation of the Community Transportation Coordinator will be accomplished through public competitive bidding or proposals in accordance with Rule 41-2.010 (3), Florida Administrative Code;

WHEREAS, the North Central Florida Regional Planning Council issued Request for Proposals No. 2022-01 for the designation of the Madison County Community Transportation Coordinator on February 4, 2022;

WHEREAS, the North Central Florida Regional Planning Council received two proposals in response to Request for Proposals No. 2022-01; and

WHEREAS, the North Central Florida Regional Planning Council appointed a Technical Review Committee to score and rank the proposals;

WHEREAS, the Technical Review Committee ranked the proposals in the following order:

1. Big Bend Transit, Inc.
2. Maruti Mobility Management, Inc.

WHEREAS, the Technical Review Committee recommended that the North Central Florida Regional Planning Council recommend to the Florida Commission for the Transportation Disadvantaged the designation of Big Bend Transit, Inc. as the Community Transportation Coordinator for Madison County;

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

In accordance with Chapter 427, Florida Statutes, the North Central Florida Regional Planning Council recommends to the Florida Commission for the Transportation Disadvantaged designate Big Bend Transit, Inc. the Community Transportation Coordinator for Madison County for a five-year period effective July 1, 2022.

APPROVED AND ADOPTED by the North Central Florida Regional Planning Council this 28th day of April 2022.

NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

ATTEST:

Scott R. Koons, Executive Director

Thomas Demps, Chair



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April 21, 2022

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Proclamation Proclaiming May 1-7, 2022 as Travel and Tourism Week

RECOMMENDATION:

Adopt the attached proclamation proclaiming the week of May 1-7, 2022 as Travel and Tourism Week in the north central Florida region.

BACKGROUND:

The Original Florida Tourism Task Force was created as a task force of the Council 30 years ago. It is now a 14-county independent tourism marketing interlocal agreement organization. The mission of the Original Florida Tourism Task Force is to “Promote the natural, historic, and cultural attractions of the north central Florida region to increase the number of visitors and extend their stay.” The goal is to enhance the area’s economy, image, and quality of life through expanded revenues and employment opportunities. At the same time, the region will encourage the preservation of the resources which bring focus to the area.

The week of May 1-7, 2022 is National Travel and Tourism Week as declared by the Travel Industry Association. Activities are planned throughout the United States and Florida to support and celebrate the tourism industry.

It is recommended that the Council adopt the attached proclamation proclaiming the week of May 1-7, 2022 as Travel and Tourism Week in north central Florida.

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

Attachment

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PROCLAMATION

PROCLAIMING MAY 1-7, 2022 AS TRAVEL AND TOURISM WEEK

WHEREAS, tourism brings over 122 million visitors annually to the State of Florida, generates an estimated 96 billion dollars in economic activity, estimated eight billion dollars in annual sales tax revenues and employs over one million persons;

WHEREAS, the North Central Florida Regional Planning Council recognizes the importance of tourism to the north central Florida regional economy and quality of life;

WHEREAS, local governments, tourist development councils and the North Central Florida Regional Planning Council support tourism opportunities in north central Florida; and

WHEREAS, local governments, businesses, chambers of commerce, visitors bureaus, tourist development councils and the North Central Florida Regional Planning Council are working together to support this vital part of north central Florida's economy and all who play a role in tourism to ensure that north central Florida continues to be a place where traditions will be created and continued for years to come.

NOW, THEREFORE, the North Central Florida Regional Planning Council hereby proclaims the week of May 1-7, 2022 as *Travel and Tourism Week* throughout the north central Florida region.

DULY ADOPTED AND PROCLAIMED this 28th day of April 2022.

ATTEST:

SEAL

Janice D. Mortimer, Secretary-Treasurer

Thomas Demps, Chair



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April 21, 2022

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Proclamation Proclaiming May 9-13, 2022 as Economic Development Week

RECOMMENDATION:

Approve the attached proclamation proclaiming May 9-13, 2022 as Economic Development Week in the north central Florida region.

BACKGROUND:

The International Economic Development Council has designated May 9-13, 2022 as Economic Development Week. The Council assists local governments and economic development organizations in promoting economic well-being and quality of life for communities create, retain and expand jobs that facilitate growth, enhance wealth and provide a stable tax base.

The International Economic Development Council is encouraging local governments and other organizations to recognize Economic Development Week.

It is recommended that the Council adopt the attached proclamation proclaiming May 9-13, 2022 as Economic Development Week in the north central Florida region..

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

Attachment

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PROCLAMATION

PROCLAIMING MAY 9-13, 2022 AS ECONOMIC DEVELOPMENT WEEK

WHEREAS, the North Central Florida Regional Planning Council is an economic development district designated by the United States Department of Commerce, Economic Development Administration; and

WHEREAS, economic developers promote economic well-being and quality of life for their communities by creating, retaining, and expanding jobs that facilitate growth, enhance wealth, and provide a stable tax base; and

WHEREAS, economic developers stimulate and incubate entrepreneurship in order to help establish the next generation of new businesses which is the hallmark of the American economy; and

WHEREAS, economic developers are engaged in a wide variety of settings including rural and urban, local, state, provincial and federal governments, public-private partnerships, chambers of commerce, universities and a variety of other institutions; and

WHEREAS, economic developers attract and retain high-quality jobs, develop vibrant communities, and improve the quality of life in their regions; and

WHEREAS, economic developers working in the north central Florida region support the expansion of career opportunities and quality of life.

NOW, THEREFORE, the North Central Florida Regional Planning Council hereby proclaims the week of May 9-13, 2022 as *Economic Development Week* throughout the north central Florida region.

DULY ADOPTED AND PROCLAIMED this 28th day of April 2022.

ATTEST:

NORTH CENTRAL FLORIDA
REGIONAL PLANNING COUNCIL

SEAL

Janice D. Mortimer, Secretary-Treasurer

Thomas Demps, Chair



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April 21, 2022

TO: Executive Committee
FROM: Scott R. Koons, AICP, Executive Director *SRK*
SUBJECT: Executive Director Employment Contract Extension

RECOMMENDATION:

Recommend that the Council approve and authorize the Chair and Secretary-Treasurer to execute an amendment to the executive director employment contract, extending the term of the employment contract for an additional four-year term, beginning October 1, 2022 and terminating on September 30, 2026, with all other terms and conditions of employment remaining in full force and effect.

BACKGROUND:

The current Executive Director was selected by the Council effective October 1, 2006. To formalize that decision, an employment contract was negotiated and executed which was originally scheduled to terminate on September 30, 2010.

The existing employment contract includes a provision that the parties may mutually agree to additional four-year extensions of the contract. Such extensions would result in all other terms and conditions of the employment remaining in full force and effect. The existing contract was extended for an additional four-year term beginning on October 1, 2010 and terminating on September 30, 2014, an additional four-year term beginning on October 1, 2014 and terminating on September 30, 2018 and an additional four-year term beginning October 1, 2018 and terminating September 30, 2022.

All of the annual evaluations of the performance of executive director conducted by the Executive Committee during the current term of employment have resulted in “above average performance” or “exceeds job requirements” level for all evaluation criteria. Based upon these performance evaluations, it is recommended that the Executive Committee recommend to the Council that the executive director employment contract be amended by extending the term of the employment contract for an additional four-year term ending September 30, 2026, with all other terms and conditions of employment remaining in full force and effect (see attachment).

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

Attachment

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AMENDMENT NO. 4
TO THE
AGREEMENT BETWEEN THE
NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
AND
SCOTT R. KOONS
PROVIDING FOR EMPLOYMENT
AS EXECUTIVE DIRECTOR

This amendment is entered into on this _____ day of _____ 2022.

This is an amendment to an Agreement dated August 24, 2006, amended on May 27, 2010, amended on May 22, 2014 and amended May 24, 2018 between the North Central Florida Regional Planning Council, hereinafter referred to as NCFRPC, and Scott R. Koons, hereinafter referred to as the "EXECUTIVE DIRECTOR."

WHEREAS, the NCFRPC and the EXECUTIVE DIRECTOR by mutual agreement desire to exercise the provisions of Article II, Term, Paragraph 3.0 to renew the above referenced Agreement for an additional four (4) year term.

NOW, THEREFORE the following section of the above referenced Agreement is hereby amended, as follows.

3.0 This Agreement shall commence on the 1st day of October 2006 and shall terminate on the 30th day of September 2026. However, the parties hereto further agree that this Agreement may be renewed for additional four (4) year terms at its natural termination by mutual agreement of the parties, or as agreed to by the parties in a later document of equal dignity herewith, unless terminated as otherwise provided herein. The terms of this Agreement shall remain in full force and effect and hold over until the EXECUTIVE DIRECTOR's employment is terminated under the terms herein, or a new Agreement has been negotiated and entered into by the EXECUTIVE DIRECTOR and the NCFRPC.

All terms and conditions of the above referenced Agreement shall remain in full force and effect except as expressly modified by Amendment No. 1, Amendment No. 2., Amendment No. 3 and this Amendment No. 4.

IN WITNESS WHEREOF the parties hereto have made and executed this Amendment No. 4 on the respective dates under each signature, the NCFRPC, through its governing body, signing by and through its Chair and Secretary-Treasurer, authorized to execute same by NCFRPC governing body action on the _____ day of _____ 2022.

NORTH CENTRAL FLORIDA
REGIONAL PLANNING COUNCIL

By: _____
THOMAS DEMPS Chair
Date: _____

Attest: _____
JANICE D. MORTIMER Secretary-Treasurer
Date: _____

Signed, Sealed and Delivered
In our Presence as Witnesses:

EXECUTIVE DIRECTOR

(Print or Type Name of Witness)

SCOTT R. KOONS
Date: _____

(Print or Type Name of Witness)