



Central Florida Regional Planning Council

Agenda

October 8, 2014

Sebring Airport Authority

128 Authority Lane

Sebring, FL 33870

9:30 a.m.

CALL TO ORDER – Chairman W. Patrick Huff

- Invocation
- Pledge of Allegiance
- Roll Call
- Announcements

AGENDA ITEM #1 PUBLIC COMMENTS

AGENDA ITEM #2 COUNCIL ADMINISTRATION

September 10, 2014, Council Meeting Minutes

- Action Recommended: Approval
- Exhibit #2: Minutes – pg 1

AGENDA ITEM #3 FINANCE COMMITTEE RECOMMENDATION

The Finance Committee is scheduled to meet on October 3, 2014, in Bartow. In addition to meeting with the Council's auditor, CliftonLarsonAllen, the Finance Committee will review the following items:

- A. Final Amended Budget for FY 2013-14
- B. Amend Budget for FY 2014-15

- Action Recommended: Approval
- Exhibit #3: A. Final Amended Budget for FY 2013-14
B. Amended Budget for FY 2014-15

(Budget items will be forwarded to members via email after the Finance Committee Meeting on October 3, 2014)

DeSoto Hardee Highlands Okeechobee & Polk Counties

AGENDA ITEM #4 EXECUTIVE DIRECTOR'S EMPLOYMENT CONTRACT

Chairman Huff will meet with the Executive Director to review her continuing contract with the Council.

- Action Recommended: Approval of Amended Contract
- Exhibit #4: Proposed Contract with Changes Indicated – *pg 7*

AGENDA ITEM #5 JOINT PARTICIPATION AGREEMENT (JPA) WITH FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT)

The Florida Department of Transportation (FDOT) has made funding available to CFRPC to prepare the Long Range Transportation Plan (LRTP) for the proposed Heartland Regional Transportation Planning Organization (HRTPO) for DeSoto, Glades, Hardee, Hendry, Highlands and Okeechobee Counties. This funding will also cover other planning and administrative tasks.

- Action Recommended: Authorize Executive Director to Execute JPA and Administer Grant Documents
- Exhibit: None

AGENDA ITEM #6 CONTRACT FOR TECHNOLOGY SERVICES

The Council uses an information technology company to provide support to the staff's computer system and network. Staff recommends continuing services with Cipher Integration, Inc. for a contract period of October 1, 2014 through September 30, 2015.

- Action Recommended: Approval of contract with Cipher Integration, Inc.
- Exhibit #6: Summary of Services – *pg 10*

AGENDA ITEM #7 ECONOMIC DEVELOPMENT DISTRICT, THREE YEAR PARTNERSHIP PLANNING GRANT

Staff is requesting authorization to submit application and for the Executive Director to execute the necessary EDA grant documents.

- Action Recommended: Approval
- Exhibit: None

AGENDA ITEM #8 2015 HOLIDAY SCHEDULE

The 2015 Holiday Schedule will be presented.

- Action Recommended: Approval
- Exhibit #8: Proposed 2015 Holiday Schedule – *pg 11*

AGENDA ITEM #9 APPLICATION FOR RURAL COMMUNITY DEVELOPMENT INITIATIVE GRANT

Staff is requesting authorization to submit an application and for the Executive Director to execute the necessary USDA grant documents for a Rural Community Development Initiative grant. The grant provides funding to qualified intermediary organizations to provide financial and technical assistance to develop capacity and the ability to undertake projects related to housing, community facilities, or community and economic development that will support the community. Additional discussion with USDA staff is scheduled to determine if this grant should be submitted. A follow-up Agenda item will be on the December Agenda.

- Action Recommended: Approval
- Exhibit: None

AGENDA ITEM #10 APPOINT MEMBERS TO NOMINATING COMMITTEE

A Committee of Council Members is needed to nominate a Chairman and Vice-Chairman of the Council for 2015. The election will take place at the December Council Meeting.

- Action Recommended: Chairman to Appoint Nominating Committee
- Exhibit: None

AGENDA ITEM #11 EXECUTIVE DIRECTOR'S REPORT

The Executive Director will report on current work activities.

- Action Recommended: Information Only
- Exhibit: None

AGENDA ITEM #12 OTHER BUSINESS

- A. Set date, time, and location for next meeting.
- B. Other Business

ADJOURN

Please be advised that if you desire to appeal any decisions made as a result of the above hearing or meeting, you will need a record of the proceedings and in some cases a verbatim record is required. You must make your own arrangements to produce this record (Florida Statute 286.0105). The Central Florida Regional Planning Council conducts business in accordance with Title VI of the Civil Rights Act of 1964 and other nondiscrimination laws. Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, familial, or income status. In accordance with the Americans with Disabilities Act, persons with disabilities needing special accommodations to participate in this proceeding should contact Patricia M. Steed, Executive Director, 555 E. Church Street, Bartow, FL 863-534-7130 x 130 within two working days of receipt of this notification." If hearing impaired call: (TDD) 1-800-955-8771 or voice impaired call: 1-800-955-8770 via Florida Relay Service.



Central Florida Regional Planning Council

September 10, 2014

**Bartow Public Library
2nd Floor Conference Room
2150 South Broadway Avenue
Bartow, FL 33830
9:30 a.m.**

Meeting Minutes

Chairman Pat Huff called the meeting to order at 9:30 a.m. Clayton Williams led the Council in prayer and the Pledge of Allegiance. Roll was called and the following members were present.

CFRPC Chairman, City Commissioner Pat Huff, Ridge League of Cities, City of Bartow
CFRPC Vice-Chairman, Councilman Clayton Williams, City of Okeechobee
Commissioner Buddy Mansfield, DeSoto County
Jackie Tucker, DeSoto County Gubernatorial Appointee
Commissioner Sue Birge, Hardee County
City Councilwoman Neda Cobb, Wauchula
Commissioner Melony Bell, Polk County
City Commissioner Edie Yates, Lakeland
City Commissioner J.P. Powell, Winter Haven
Tom Deardorff, Polk County Director of Growth Management, Ex-officio
Jennifer Stults, Florida Department of Transportation, Ex-officio
Gary Ritter, South Florida Water Management District, Ex-officio
Jim Golden, Southwest Florida Water Management District, Ex-officio

Members absent:

City Councilman Robert Heine, Arcadia
Chet Huddleston, Hardee County Gubernatorial Appointee
Commissioner Ron Handley, Highlands County
City Councilman Bud Whitlock, Sebring
VACANT, Highlands County Gubernatorial Appointee
Dr. Marshall Goodman, Polk County Gubernatorial Appointee
Tom Cookingham, DeSoto County Planning Director, Ex-officio
Kevin Denny, Hardee County Planning Director, Ex-officio
Mark Hill, Highlands County Development Services Director, Ex-officio
Bill Royce, Okeechobee County Planning Director, Ex-officio
Gina Reynolds, Florida's Heartland Regional Economic Development Initiative, Ex-officio



Under announcements, Pat Steed stated that, although there were many things to celebrate, she wanted to take a moment to remember Okeechobee County Commissioner Ray Domer, who passed away on August 17, 2014, just a few days after attending the August Council meeting. If he had not become a member of the Council, many of us would not have come to know him. He was a wonderful person and a great County Commissioner and supporter of the Council. He will be missed by all.

Presenting a trophy made from Legos, Ms. Steed stated that the United Way of Central Florida recognized the Central Florida Regional Planning Council at their annual campaign kick-off at Legoland in Winter Haven. Council staff was recognized for 100% participation for four consecutive years. She proudly added that there were three Leadership Givers on a small staff of 17.

AGENDA ITEM #1 PUBLIC COMMENTS

Chairman Huff opened the public comment period. With no comments, the public comment period was closed.

AGENDA ITEM #2 COUNCIL ADMINISTRATION

A. August 13, 2014 Council Meeting Minutes

Chairman Huff asked if there were any additions, deletions or corrections to the August 13, 2014 Council Meeting Minutes.

MOTION

There being none, Jackie Tucker moved to approve the August 13, 2014 Council Meeting Minutes as submitted. J.P. Powell seconded.

Motion carried unanimously.

B. August, 2014 Financial Report

Kristen Guy, Finance Director, reviewed the Statement of Activities and Statement of Net Assets for the month ended August 31, 2014. Discussion followed.

MOTION

Clayton Williams moved to approve the August 31, 2014 Financial Report as presented. J.P. Powell seconded.

Motion carried unanimously.

C. Certificate of Achievement for Excellence in Financial Reporting

Pat Steed presented a Certificate of Achievement for Excellence in Financial Reporting, awarded to the Council from the United States Government Finance Officers Association. This certificate is awarded to government agencies whose annual financial reports are judged to adhere to program

standards and represents the highest award in government financial reporting. She acknowledged the Council's financial staff, former Finance Director Julie Davis and current Finance Director, Kristen Guy, who went through the onerous application process to obtain this award.

D. Fill Vacancy on Finance Committee

With the passing of Okeechobee County Commissioner Ray Domer, a vacancy was left on the Finance Committee. Chairman Pat Huff appointed Vice-Chairman Clayton Williams to fill that position.

AGENDA ITEM #3 CFRPC 40TH ANNIVERSARY PRESENTATION

Pat Steed stated that this Council meeting and the luncheon scheduled at the Council office at noon, are the culmination of several months of activities. A 40th Anniversary Logo was prepared and has been used where feasible, the Council adopted a 40th Anniversary Proclamation at their June, 2014 meeting. Fortieth Anniversary presentations were made and Proclamations have been adopted and received from all five county commissions in the region. Only a few presentations and proclamations have been made at city commission meetings so far, but more are scheduled.

Ms. Steed stated that many individuals have served on the Council over the last 40 years, from all five counties and 25 cities. As many former members as possible were invited to attend this anniversary meeting. Showing a PowerPoint presentation, Ms. Steed presented the names of all former members and the years they served on the Council. She also included current members. Those members serving as Chairmen over the years were also noted. The former members in attendance were introduced as their names appeared on the screen. They were recognized and thanked for their service.

Former members and invited guests attending 40th Anniversary Celebration were:

Mike O'Connor, City of Okeechobee
Dowling Watford, Okeechobee County Commission
Gordon Norris, Hardee County Commission
Minor Bryant, Hardee County Commission
Barbara Stewart, Highlands County Commission
Bob English, Polk County Commission
Missie Barletto, South Florida Water Management District
Mandy Hines, DeSoto County Administrator
Tracy Garcia, Central Florida Development Council

Doug Leonard, former Executive Director of the CFRPC attended.

Also, Ms. Steed read a letter she received from Lawrence Roberts, former Hardee County Gubernatorial Appointee, who was unable to attend.

Council staff introduced themselves and stated how long they had been with the Council and their primary duties. Ms. Steed presented various photos of Council Members over the past 40 years, to include staff and former Executive Directors. She thanked all the members of the Council, past and present, for their commitment to the Council. She also thanked staff over the years for their work.

During the second portion of the presentation, Ms. Steed explained the process that created the Council. Ultimately, this five county region came together to form the Central Florida Regional Planning Council. She presented growth charts of the region over the last 40 years. She also presented challenges the region was faced with over the last 40 years. Ms. Steed pointed out the regions assets and opportunities. She concluded by thanking all members, past and present, for their service and commitment to the Central Florida Regional Planning Council, and for attending this anniversary meeting. She also invited them to stay for the remainder of the business meeting, then travel to the CFRPC office for the scheduled anniversary lunch and fellowship.

AGENDA ITEM #4 STATUS OF HEARTLAND REGIONAL TRANSPORTATION PLANNING ORGANIZATION (HRTPO) FORMATION

Jennifer Stults stated that FDOT had completed its legal review of the Proposed Apportionment Plan and Agreements, and would soon forward it to the Governor's Office for their review and decision.

Pat Steed thanked Jennifer Stults and FDOT District 1, for their support in this HRTPO formation effort. She announced that FDOT had identified resources to fund work on the Long Range Transportation Plan, which is one of the requirements of a TPO and has a deadline of March, 2016 to complete. This item will be brought to the Council next month.

AGENDA ITEM #5 PLANNING REPORT

A. Developments of Regional Impact

Jennifer Codo-Salisbury, Planning and Administrative Director, presented a map of the region showing the location of current Developments of Regional Impact (DRI). She pointed out the Ridgewood Lakes DRI, which is located south of I-4 on US-27, previously went through the DRI process, and recently filed for a Substantial Deviation Application. Also, the Williams DRI, in Polk County, has filed a Notice of Proposed Change (NOPC). The Payne Creek project in Hardee County has withdrawn from the DRI process and is now working with Hardee County on a comprehensive plan amendment.

B. New Planning Projects

Ms. Codo-Salisbury reported that in 2013, several local governments were awarded a Community Planning Technical Assistance Grant from the Florida Department of Economic Opportunity (DEO). CFRPC worked with Highlands County, Bowling Green, Ft. Meade, Frostproof, Lake Placid, Polk City and Zolfo Springs to complete the various grant projects.

Ms. Codo-Salisbury reported that DEO had recently announced the grants that were awarded to local governments in the region. Polk County, Haines City, Mulberry, and Winter Haven were awarded Community Planning and Technical Assistance Grants. The CFRPC will be assisting Bartow, Bowling Green, Highlands County and Lake Placid, who were also awarded grants.

AGENDA ITEM #6 APPLICATION FOR DEPARTMENT OF DEFENSE, OFFICE OF ECONOMIC ADJUSTMENT GRANT AWARD

Showing a PowerPoint presentation, Helen Sears, Program Director, and Buck MacLaughlin, representing the Avon Park Air Force Range (APAFR), reported that the Council has proposed an application for a Department of Defense, Office of Economic Adjustment grant. The grant will fund activities to update and implement the recommendations of the Joint Land Use Study (JLUS), which the CFRPC conducted for the Avon Park Air Force Range. Discussion followed.

MOTION

Buddy Mansfield moved to authorize the Executive Director to submit the Department of Defense Grant Application and execute all grant documents. Edie Yates seconded.

Motion carried unanimously.

AGENDA ITEM #7 FRCA POLICY BOARD REPORT

Pat Steed stated that the semi-annual Florida Regional Councils Association (FRCA) Policy Board meeting was held in August 2014, in Hollywood, Florida. At this meeting, CFRPC Chairman Pat Huff was elected to serve as the Chairman of the FRCA Policy Board for 2015. Ms. Steed distributed the FRCA Year-End Review which was a summary of the projects FRCA staff completed in the last fiscal year.

Policy Board Members Pat Huff, Jackie Tucker and Buddy Mansfield who were in attendance at the Policy Board Meeting, shared insights and comments on the meeting.

Pat Steed congratulated Chairman Pat Huff who was elected and took office as the President of the Florida Regional Councils Association for the coming year.

AGENDA ITEM #8 EXECUTIVE DIRECTOR'S REPORT

Pat Steed reported on the following current work activities:

A. National Association of Development Organizations (NADO) Annual Training Conference

Pat Steed stated that the CFRPC received two innovation awards for the Broadband Polk project and for the Heartland 2060 project. She added that she received much interest and questions from others attending the conference about the Broadband Polk project. She celebrated the fact that the CFRPC was nationally recognized regarding their work. CFRPC also won the first annual NADO Photo Contest with the People's Choice Award for a photo of Auburndale Downtown Park. The winning photo photographer was our own Jennifer Codo-Salisbury.

B. American Planning Association (APA) – Florida Conference

Pat Steed stated that CFRPC staff members moderated three separate panels at the APA-Florida Conference. The 2014 Award of Merit for the Best Practice Category was presented to the Central

Florida Regional Planning Council and the Shimborg Center for Housing Studies, University of Florida for the Affordable Housing Toolkit for the Heartland.

C. Update on Grant Activities

Ms. Steed showed a PowerPoint presentation of charts on per-capita taxable values for each local government in the region, noting Polk County and most of its municipalities have experienced some increase, with other counties seeing continued decreases.

D. Update on Audit Schedule

Ms. Steed stated that the Finance Committee will meet before the October 8, 2014, Council Meeting. The auditor is scheduled to begin the audit next week.

AGENDA ITEM #9 OTHER BUSINESS

The next meeting was scheduled for October 8, 2014, in Sebring at the Sebring Airport at 9:30 a.m.

There being no further business, the meeting adjourned.

Respectfully submitted,

W. Patrick Huff, Chairman
September 10, 2014, Council Meeting Minutes

Proposed changes shown in Underline and ~~Strikethrough~~.

**CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
EMPLOYMENT AGREEMENT
WITH PATRICIA M. STEED**

This employment agreement is made and entered into by and between the Central Florida Regional Planning Council (hereafter referred to as the "Council") and Patricia M. Steed (hereinafter referred to as the "Executive Director"). The parties agree to the following terms of employment:

1. Employment

The Council hires Patricia M. Steed to serve as Executive Director of the Council. The Executive Director serves at the pleasure of the Governing Board of the Council.

2. Duties

The Executive Director shall have the following duties:

- A. Prepare and present to the Council a proposed annual budget for approval.
- B. Ensure that the Council, its employees and its programs are in compliance with state and federal regulations and laws.
- C. Prepare or supervise the preparation of all reports required by the state or federal agreements.
- D. Attend all Council meetings and committee meetings.
- E. Prepare an agenda for each Council meeting, after consultation with the Council Chairperson.
- F. Hire, supervise and manage any employees of the Council.
- G. All duties as defined in the Council's Job Description for the Executive Director.
- H. Such other duties as may be assigned by the Council from time to time.
- I. Work forty (40) hours or more per week with no other gainful employment or other income producing activities. Exception to this shall be weekend activities related to religious or non-profit agencies with no Council resources or work week hours devoted to this exception.

3. Compensation

The Executive Director shall be compensated as follows:

- A. An annual salary of \$115,000 shall be paid on the same schedule as all other Council employees.
- B. Benefits shall be provided as follows:
 - 1) Insurance
 - a. The Council shall provide term life insurance equal to annual salary ~~plus \$100,000~~.
 - b. The Council shall provide disability insurance at the maximum compensation level.
 - c. The Council shall provide dental insurance.
 - d. The Council shall provide medical insurance or the equivalent cost of single employee coverage.

2) Retirement

- a. The Council shall contribute the maximum allowable contribution to the Council's retirement plan on behalf of the Executive Director.
- b. The Executive Director may contribute any "catch up" amounts within three years of retirement at her discretion.

3) Leave

- a. The Executive Director shall receive twenty-five (25) days of annual vacation per year. Up to 50% of annual vacation days awarded each year may be paid out at Executive Director's discretion consistent with the Council's adopted budget. The Council Chairperson shall be notified in writing prior to scheduled vacation leave.
- b. The Executive Director shall receive sick leave consistent with all Council employees.
- c. The Executive Director shall receive paid holidays consistent with Council approved holidays for all employees.

4) Other

- a. The Executive Director shall receive reimbursement for automobile expenses in the amount of \$700.00 per month consistent with rates established by the Internal Revenue Service. This amount is assumed to cover vehicle, maintenance and insurance costs of a vehicle to perform work related travel.
- b. The Council shall pay professional dues on behalf of the Executive Director, not to exceed \$750.00 per calendar year.
- c. The Council shall pay monthly cell phone, web-based e-mail service and laptop broadband access charges up to ~~\$200~~ 225 per month.

4. Terms and Severability

A. Term

- 1) The agreement will be reviewed by the Council and the Executive Director no later than September 30th of each year.
- 2) Review of this contract shall occur after the annual evaluation of the Executive Director by the Council.

B. Termination Provisions

- 1) The Executive Director must give sixty (60) days written notice to terminate this employment agreement. The written notice shall be hand-delivered to the Council Chairperson and shall become effective sixty (60) days after delivery.
- 2) The Council may terminate this agreement at any time without cause. The Council, by a super majority of seventy-five percent of those members present and voting at a legally noticed meeting, may vote to terminate the agreement. In such event the termination shall take place immediately. As severance, the Council shall pay the Executive Director's regular salary for (twenty (20) weeks) after termination.
- 3) The Council may terminate this agreement at any time for cause due to any of the following actions of the Executive Director:
 - a. committing any criminal act, classified as a felony; or
 - b. knowingly violating a state or federal law or regulation while managing the business of the Council; or
 - c. failing to execute the duties detailed in Section 2 of this agreement; or
 - d. misconduct as defined in FS 443.036(30).

The Governing Board, by majority vote of a lawful quorum, shall have the right to terminate the Executive Director who shall receive salary and benefits only to the effective date of termination.

5. Professional Training, Continuing Education, and Conferences

The Council shall pay for the Executive Director's attendance at those training seminars and industry conferences as are approved by the Council in the annual budget.

Agreed to this 8th day of October, 2014

Executive Director

Central Florida Regional Planning Council

Patricia M. Steed

W. Patrick Huff, Chairman

The Chairperson of the Council affirms the negotiation of the agreement was approved by the governing board at its meeting of October 8, 2014.

Reviewed by Council Attorney

**Information Technology Services Agreement
between
Cipher and the Central Florida Regional Planning Council**

Summary of Services

Services

Services provided by Cipher shall consist of providing Information Technology services in full support of a staff of approximately twenty (20) as follows:

- 1) Off-site data replication up to 500GB.
- 2) 24 hour, 7 day per week monitoring and alerting for the CFRPC's networks.
- 3) Anti-virus and anti-spam management and software.
- 4) Backup and recovery services.
- 5) Network security management services.
- 6) Firewall monitoring and management.
- 7) Overall network management support.
- 8) Event log monitoring and alerting services.
- 9) Patch and license management.
- 10) Asset inventory and documentation services.
- 11) Unlimited Help Desk support.
- 12) Troubleshooting and recommendations for all hardware and software.

The work is to be conducted at the Central Florida Regional Planning Council office building located at 555 East Church Street in Bartow, Florida. Remote IT services are acceptable with on-site assistance to be provided when needed or requested.

Cipher Agreement Pricing

12 Month Contract* October 1, 2014 – September 30, 2015	
Description	Annual Fee
Managed Services (12 months)	\$17,460
One-time billing of installation of new server (Not to Exceed)	\$14,500
<u>Total</u>	<u>\$31,960</u>

*Agreement includes unlimited on-site and/or remote service between 7 am and 7 pm, Monday through Friday.



Central Florida Regional Planning Council

Staff Holiday Schedule

Calendar Year 2015

New Year's Day	Wednesday	January 1, 2015
Martin Luther King Jr. Day	Monday	January 19, 2015
Memorial Day	Monday	May 25, 2015
Independence Day (observed)	Friday	July 3, 2015
Labor Day	Monday	September 7, 2015
Veteran's Day	Tuesday	November 11, 2015
Thanksgiving	Thursday Friday	November 26, 2015 November 27, 2015
Christmas	Thursday Friday	December 24, 2015 December 25, 2015

Staff is allowed one **Floating Holiday**.