



Central Florida Regional Planning Council

Agenda

April 8, 2015

**Chain of Lakes Complex, Poolside Room
210 Cypress Gardens Boulevard, Southwest
Winter Haven, FL 33880
9:30 a.m.**

CALL TO ORDER – Chairman Buddy Mansfield

- Invocation
- Pledge of Allegiance
- New Member Oath-of-Office
- Roll Call
- Announcements

AGENDA ITEM #1 PUBLIC COMMENTS (OTHER THAN ON PUBLIC HEARING ITEMS)

AGENDA ITEM #2 COUNCIL ADMINISTRATION

- A. February 11, 2015 Council Meeting Minutes
- B. March Financial Report

- Action Recommended: Approval
- Exhibit #2: A. Minutes – pg 1
B. Financial Report – *will be distributed at the meeting*

AGENDA ITEM #3 HAZARDOUS MATERIALS (HAZMAT) 160 TRAINING

Council staff solicited Requests for Qualifications and Price Proposals from trainers to instruct a HAZMAT 160 Training Course. The objective of this course is to train six firefighters; two from each of the Counties of DeSoto, Hardee, Highlands and Okeechobee. Only one bid was received, and it was from Cutting Edge Planning and Training, Inc. for \$17,400. The Executive Director will execute the contract.

- Action Recommended: Information Only
- Exhibit: None

DeSoto Hardee Highlands Okeechobee & Polk Counties

AGENDA ITEM #4 MULTI-FUNCTION COPIER/PRINTER LEASE AND MAINTENANCE SERVICES

The lease on the office copy machines, with Ricoh USA, is set to expire on May 11, 2015. Bids were solicited for multi-functional copy machine(s), lease and maintenance services.

- Action Recommended: Approval to enter into a three-year contract with Boring Business Systems, Inc.
- Exhibit #4: Summary of Bids – Pg 7

10:00 A.M. – AGENDA ITEM #5 RIDGEWOOD LAKES DEVELOPMENT OF REGIONAL IMPACT (DRI) SUBSTANTIAL DEVIATION

PUBLIC HEARING

Comments from the Public will be limited to five minutes each.

Presentations will be made by State, Regional and/or Local Governments.

The Ridgewood Lakes DRI is a multi-use development located in unincorporated Polk County, east of US 27, north of the cities of Haines City and Davenport, and south of I-4 and Ernie Caldwell Boulevard. Phase 1 of the DRI is approved for 2,488 residential units and a mix of medical, professional, commercial and retail uses on approximately 1,026 acres. The applicant requests approval of Phases 2 and 3 including the addition of a total of approximately 2,320 acres to the DRI. Phase 2, approximately 2,137 acres located along the east side of Horse Creek, is proposed to contain a total of 5,571 residential units, 381,388 square feet of commercial/retail, and a school site. Development in Phase 2 consists of four sub-phases, each with a five year build-out with final buildout in 2035. Phase 3, approximately 126 acres located to the west of Horse Creek and a 57-acre out-parcel located east of Phase 2, is proposed to contain 400 residential units with a five year build-out with final buildout in 2040.

- Action Recommended: Approval with Conditions, to Submit to Polk County BOCC
- Exhibit #5: Ridgewood Lakes DRI CFRPC Staff Report – *Separate Document*

AGENDA ITEM #6 TRANSPORTATION ITEMS

Staff will update the Council on the following transportation activities:

- A. Update on Transit Grants
- B. Status of Transportation Disadvantaged Request for Proposals (RFP)
- C. Status of the Heartland Regional Transportation Planning Organization (HRTPO) formation
- D. Status of Long Range Transportation Plan (LRTP) for the Heartland
- E. Florida Transportation Plan (FTP) and Strategic Intermodal System (SIS) Plan

- Action Recommended: Information Only
- Exhibit: None

AGENDA ITEM #7 EXECUTIVE DIRECTOR'S REPORT

The Executive Director will report on current work activities.

- A. Legislative Update
- B. FRCA Activities
- C. Grants Update

- Action Recommended: Information Only
- Exhibit #7: FRCA Activities Report – Pg 8

AGENDA ITEM #8 OTHER BUSINESS

- A. Set date, time, and location for next CFRPC meeting – **May 13, 2015, 9:30 a.m., Hardee County Commission Chambers, Wauchula**
- 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

February 11, 2015

DeSoto County Commission Chambers

201 East Oak Street

Arcadia, FL 34266

9:30 a.m.

Meeting Minutes

Chairman Buddy Mansfield called the meeting to order at 9:30 a.m. Norman White led the Council in prayer. The Council Pledged Allegiance to the Flag.

Council Attorney Norman White administered the new member Oath of Office to Councilman Joseph Fink, City of Arcadia; Mike Thompson, Hardee County Commission; Don Elwell, Highlands County Commission; and Mike O'Connor, City of Okeechobee.

Roll was called and the following members were present:

CFRPC Chairman Commissioner Buddy Mansfield, DeSoto County
CFRPC Vice-Chairman, Commissioner Edie Yates, City of Lakeland
City Councilman Joeeph Fink, City of Arcadia
Jackie Tucker, DeSoto County Gubernatorial Appointee
Commissioner Mike Thompson, Hardee County
City Councilwoman Neda Cobb, City of Wauchula
Commissioner Don Elwell, Highlands County
Commissioner Bryant Culpepper, Okeechobee County
City Commissioner, Mike O'Connor, City of Okeechobee
Dr. Marshall Goodman, Polk County Gubernatorial Appointee
Tom Cookingham, DeSoto County Planning Director, Ex-officio
Todd Miller, Hardee County Planning Director, Ex-officio

Members absent:

Chet Huddleston, Hardee County Gubernatorial Appointee
City Councilman Bud Whitlock, Sebring
Commissioner Melony Bell, Polk County
City Commissioner Pat Huff, City of Bartow and Ridge League of Cities
City Commissioner, J.P. Powell, Winter Haven
Mark Hill, Highlands County Development Services Director, Ex-officio
Bill Royce, Okeechobee County Planning Director, Ex-officio
Tom Deardorff, Polk County Director of Growth Management, Ex-officio
Jennifer Stults, Florida Department of Transportation, Ex-officio



Gina Reynolds, Florida's Heartland Regional Economic Development Initiative, Ex-officio
William Graf, South Florida Water Management District, Ex-officio
Jim Golden, Southwest Florida Water Management District, Ex-officio
Mary Yeagan, Department of Environmental Protection

Announcements

Pat Steed thanked DeSoto County Commissioner Buddy Mansfield for hosting the February Council Meeting, and thanked Council member Jackie Tucker for providing refreshments.

Ms. Steed stated that the State Emergency Response Commission for Hazardous Materials recognized a Council staff member, Kathy Hall, with a Certificate of Appreciation for her years of assistance with the Local Emergency Planning Committee program in Central Florida.

AGENDA ITEM #1 PUBLIC COMMENTS

Chairman Mansfield opened the public comment period. The public comment period closed with no comments.

AGENDA ITEM #2 COUNCIL ADMINISTRATION

A. December 10, 2014 Council Meeting Minutes

Chairman Mansfield asked if there were any additions, deletions or corrections to the Council Meeting Minutes.

MOTION

There being none, Jackie Tucker moved to approve the Council Meeting Minutes as submitted. Edie Yates seconded.

Motion carried unanimously.

B. January Financial Report

Kristen Guy, Finance Director, reviewed the Statement of Activities and Statement of Net Assets for the month ended January 31, 2015.

MOTION

Edie Yates moved to approve the January 2015 Financial Report as presented. Jackie Tucker seconded.

Motion carried unanimously.

AGENDA ITEM #3 REPORT FROM DESOTO COUNTY

County Administrator Mandy Hines updated the Council on current economic and transportation projects in DeSoto County. Ms. Hines presented slides of the first phase of the downtown pedestrian and bicycle master plan which was currently under construction in Downtown Arcadia. She also discussed the former G. Pierce Woods state facility acreage, saying that DeSoto County is working toward turning it into a nonprofit historical museum. DeSoto County is trying to preserve the historical nature of the site. Ms. Hines added that a paved track and a dirt track rally course for recreational vehicles are also being proposed for the property. Discussion followed.

AGENDA ITEM #4 TRANSPORTATION ACTIVITIES

Staff updated the Council on the following transportation activities.

A. Transit Grants

Pat Steed distributed a chart showing the status of the current and proposed Transportation Disadvantaged and Public Transportation Programs and grants for the region over the next year.

B. Status of Transportation Disadvantaged Request for Proposals (RFP)

Marcia Staszko, Transportation Disadvantaged Director, reported that there was an error in the RFP advertisement that required staff to start the process over. She distributed a new schedule for the RFP process. Discussion followed.

C. Status of the Heartland Regional Transportation Planning Organization (HRTPO) Formation

Pat Steed reported that all eight of the HRTPO designated local governments are scheduled to appoint their members to serve on the board, and have their interlocal agreements approved. The first preliminary meeting of the HRTPO could occur as early as March 2015. She added that there also are only 13 months until the federal deadline to develop a Long Range Transportation Plan for the Heartland. The Council approved a Joint Participation Agreement (JPA) with Florida Department of Transportation, in order to provide planning funding. A Long Range Transportation Plan normally takes about thirty months to develop, so time is critical for the work to be done.

D. Florida Transportation Plan (FTP) and Strategic Intermodal System (SIS) Plan

Pat Steed reported that the Florida Transportation Plan (FTP), which is a 50-year transportation vision plan for Florida, and the Strategic Intermodal System (SIS) Plan, which is the shortened plan for all major roads, airports, etc., are being updated. Ms. Steed is serving on the Statewide Steering Committee representing the Florida Regional Planning Councils Association (FRCA). Five public meetings have been held to date, for interested citizens to present their ideas, including one held in Sebring.

AGENDA ITEM #5 AUTHORIZE COPY MACHINE REQUEST FOR BIDS

Pat Steed requested authorization for staff to begin the process of soliciting bids for two multi-function copy machine leases, to include maintenance services. The current copy machine five-year lease, with Ricoh USA, is set to expire on May 11, 2015. Although the State Contract allows the selection of a copy machine company, it would be more efficient and effective to structure a bid listing exactly what copy machine functions are needed, and review proposals that are received. Ms. Steed added that she was hoping to be able to use a local copy machine company. A recommended bid will be brought back to the Council at their April 8, 2015, Council Meeting. Discussion followed.

MOTION

Bryant Culpepper moved to authorize staff to begin the Request for Bids process for new copy machine(s) lease. Edie Yates seconded.

Motion carried unanimously.

AGENDA ITEM #6 ECONOMIC OVERVIEW

Pat Steed reviewed the current economic conditions and forecasts for the State of Florida, to include regional economic indicators. She stated that the PowerPoint presentation was previously shown at the Florida Regional Councils Association Policy Board meeting, by Amy Baker, Office of Economic and Demographic Research.

Shannon Brett, Program Director, stated that the CFRPC has been designated as an Economic Development District (EDD) by the US Economic Development Administration, for over 30 years. As an EDD, the CFRPC provides technical assistance to its counties and municipalities as they apply for Economic Development assistance. The other major responsibility as an EDD is to produce and maintain a Comprehensive Economic Development Strategy (CEDS) document, which requires Council approval at each update. Ms. Brett presented a summary of the information that was included in the last update. Showing a PowerPoint presentation she reviewed economic indicators for the Central Florida Region, including current employment performance measures by industry; unemployment rates over the last ten years; high school graduation rates; and per capita income. She also included the CEDS Key Projects, and Industry Cluster Activity.

Bryant Culpepper announced that Okeechobee County was recently selected among several counties for the new \$1.2 million regional Florida Power and Light Electrical Generation Facility. A natural gas line will come through Okeechobee County to power the facility, which will also bring jobs. Discussion followed.

AGENDA ITEM #7 APPOINT EXECUTIVE COMMITTEE FOR 2015

Chairman Mansfield appointed the following members to serve on the Council's Executive Committee: Vice Chairman Edie Yates, Jackie Tucker, Mike Thompson, Don Elwell, Mike O'Connor, Melony Bell, Neda Cobb and Buddy Mansfield.

Chairman Mansfield thanked the newly appointed Executive Committee and stated that they traditionally only meet in the event there is no quorum at a regular Council Meeting.

AGENDA ITEM #8 GOVERNMENT IN THE SUNSHINE PRESENTATION BY NORMAN WHITE, COUNCIL ATTORNEY

Norman White referred to a paper he had written, which was mailed to each Council Member, providing information regarding Government in the Sunshine Laws, Rules and Regulations that govern Council Members and their communications. Discussion followed.

AGENDA ITEM #9 DEVELOPMENTS OF REGIONAL IMPACT (DRI) MEMBER ORIENTATION

Norman White instructed the Council Members regarding the Florida Sunshine Laws and their role and responsibilities in the upcoming DRI Public Hearing. A summary of information detailing those responsibilities was distributed to each Council member.

Pat Steed stated that the Ridgewood Lakes DRI is scheduled to take place at the April 8, 2015 Council Meeting, which will be held in Polk County at the Winter Haven Chain of Lakes Complex. The DRI Staff Report will be mailed to each member prior to the Council Meeting. She asked Council members to direct their individual questions to staff. Ms. Steed explained the List of Dense Urban Land Areas (DULAs) in the Region, saying they are exempt from the DRI process for new development.

AGENDA ITEM #10 REPORT ON FLORIDA REGIONAL COUNCILS ASSOCIATION (FRCA) JANUARY MEETING

Pat Steed stated that the FRCA Policy Board met in January in Tallahassee to discuss statewide issues and legislative issues. Members attending the meeting were Chairman Buddy Mansfield, FRCA President and Policy Board Member Pat Huff, and Council Member Jackie Tucker. She referred to the FRCA Monthly Activity Report for January 2015, which was included in the Council meeting materials.

Jackie Tucker stated that Ron Book, FRCA Lobbyist, provides good information not only on Florida issues, but on national issues as well.

AGENDA ITEM #11 EXECUTIVE DIRECTOR'S REPORT

Pat Steed reported on the following current work activities:

A. Legislative Update

Ms. Steed distributed the American Planning Association (APA) Florida Bill Tracking Report, dated February 2, 2015. She referred to SB 0484, which related to Regional Planning Councils, and stated that if approved, it would do away with Regional Planning Councils, and give their responsibilities to other governmental agencies. FRCA is working with Senator Simpson, to discuss his issues and to craft amendments to improve legislation and to achieve his goals while not impeding the work that RPCs are doing. She will keep the Council up to date on that issue.

Mike Thompson stated that the County Commissioners would be in Tallahassee in a few weeks for Florida Association of Counties Legislative Days, and asked if the list of Bills could be condensed down to the top two or three Bill of concern.

Ms. Steed stated that staff would prepare that list and email it to the Council.

B. Grants Update

Pat Steed reported that staff has several grants underway including continued work on four local governments' Technical Assistance Grants from DEO. Those grants will be complete in May.

Ms. Steed stated that staff would be preparing a Request for Proposals (RFP) for training related to the Emergency Management program. The RFP will be on the agenda for the next meeting.

AGENDA ITEM #12 OTHER BUSINESS

The next meeting was scheduled for April 8, 2015, in Winter Haven at the Winter Haven Chain of Lakes Complex at 9:30 a.m.

There being no further business, the meeting adjourned.

Respectfully submitted,

Commissioner Buddy Mansfield, Chairman
February 11, 2015 Council Meeting Minutes

Multi-function Copier/Printer Lease & Maintenance Services Summary of Bids

	Current: Ricoh	Bid #1: Boring	Bid #2: Milner	Bid #3: Milner	Bid #4: Dex
Color Machine:					
Monthly Cost	\$ 643.91	\$ 274.77	\$ 445.80	\$ 569.82	\$ 342.00
B&W Cost-per-copy	0.0050	0.0055	0.0080	0.0060	0.0079
Color Cost-per-copy	0.0550	0.0420	0.0480	0.0430	0.0500
Black & White Machine:					
Monthly Cost	\$ 359.55	\$ 264.39	\$ 288.04	\$ 288.04	\$ 335.00
B&W Cost-per-copy	0.0049	0.0045	0.0067	0.0067	0.0079

-Staff recommends approval of Low Bid from Boring Business Systems, Inc.



MONTHLY ACTIVITY REPORT: February 2015

OUTREACH

- Developed and issued FRCA's Winter 2015 electronic newsletter, which focused on RPC "tools in the toolbox," economic modeling, and promotion of the FRCA annual report.
- Arranged a meeting between Bryan Koon, Director of the Florida Division of Emergency Management, and Brian Teeple, Chief Executive Officer of the Northeast Florida Regional Council and Chair of the FRCA Executive Directors Advisory Committee, as well as Chris Rietow, Executive Director of the Apalachee RPC, to discuss funding for hazardous analyses and the implications of Senate Bill 484 on RPC emergency management functions.
- With confirmed support from the West Florida and Apalachee RPCs, sent a letter to Sherri Martin, Chief of the Bureau of Economic Development, Florida Department of Economic Opportunity, supporting redesignation of the Northwest Florida Rural Area of Opportunity (formerly known as the Northwest Florida Rural Area of Critical Economic Concern).
- Continued to reach out to staff from the Florida Department of Transportation, District 3, to encourage their continuation of the District's transportation planning contracts with the Apalachee and West Florida Regional Planning Councils.

RESOURCE DEVELOPMENT/CAPACITY BUILDING

- To enhance partnerships and strengthen the relationship between regional planning councils and their state and federal partners, participated in or attending the following: a meeting of the Rural Economic Development Initiative, Florida Defense Support Task Force, Safe Mobility for Life Coalition, and Florida State Emergency Response Team Stakeholders Group, as well as Enterprise Florida, Inc.'s monthly teleconference.
- Attended a meeting of the Florida Department of Transportation's Florida Transportation Plan/Strategic Intermodal System Plan Update Steering Committee.
- Attended the American Planning Association, Florida Chapter's annual Public Policy Workshop.
- Attended and helped staff the Florida Civic Advance inaugural annual conference, which was an initiative of the Florida Consensus Center.
- Distributed funding announcements from the Florida Department of Environmental Protection, U.S. Department of Agriculture, U.S. Department of Commerce, U.S. Department of Transportation, and U.S. Economic Development Administration.

LEGISLATIVE SUPPORT

- Helped FRCA's Executive Director, Ron Book, and Brian Teeple, Chief Executive Officer of the Northeast Florida Regional Council and Chair of the FRCA Executive Directors Advisory Committee, craft a letter to the Governor explaining the role and value of RPCs.
- Attended/monitored numerous committee meetings in the Florida Senate and Florida House of Representatives and reviewed and summarized relevant pieces of legislation as needed.
- Created and distributed two Legislative Highlights reports covering four 2015 Interim Committee Weeks and issued several iterations of FRCA's bill tracking report.

ASSOCIATION MANAGEMENT

- Updated the Director of Intergovernmental Affairs job description to reflect practices that have evolved over the past three years and recognize the existence of and need to implement FRCA's first Strategic Operating Plan.
- Updated the FRCA Website to address regular maintenance issues and post meeting agendas and summaries.
- Prepared for and participated in the February 12-13 FRCA meetings.
- Finalized the logistics, secured speakers, developed agendas, and drafted meeting summaries for the March 12-13, 2015 FRCA meetings.