



Central Florida Regional Planning Council

Agenda

October 14, 2015

Okeechobee County Courthouse

County Commission Chambers

304 NW 2nd Street

Okeechobee, FL

9:30 a.m.

CALL TO ORDER – Chairman Buddy Mansfield

- Invocation
- Pledge of Allegiance
- Roll Call
- Announcements

AGENDA ITEM #1 PUBLIC COMMENTS

AGENDA ITEM #2 COUNCIL ADMINISTRATION

August 12, 2015, Council Meeting Minutes

- Action Recommended: Approval
- Exhibit #2: Minutes of August 2015 Council meeting – *Page #1*

AGENDA ITEM #3 OKEECHOBEE COUNTY ACTIVITIES UPDATE

Robbie Chartier, Okeechobee County Administrator will update the Council on current activities in the county.

- Action Recommended: Information Only
- Exhibit: None

AGENDA ITEM #4 FINANCE COMMITTEE RECOMMENDATION

The Finance Committee met on October 7, 2015, in Sebring. In addition to meeting with the Council's auditor, CliftonLarsonAllen, the Finance Committee reviewed the following items:

- A. Final Amended Budget for FY 2014-15.
- B. Recommend FY 2015-16 Pay Adjustment Effective Oct 1, 2015
 - Action Recommended: Approval
 - Exhibit #4: Final Amended Budget for FY 2014-15 – *Page #9*

AGENDA ITEM #5 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, 2015 through September 30, 2016.

- Action Recommended: Approval of contract with Cipher Integration, Inc.
- Exhibit #5: Summary of Services – *Page #11*

AGENDA ITEM #6 CONTRACT WITH THE STATE OF FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY FOR COMMUNITY PLANNING TECHNICAL ASSISTANCE GRANT

The Council has been awarded a FY 15/16 Community Planning Technical Assistance Grant by the State of Florida Department of Economic Opportunity (DEO). The grant award allows for the development of Comprehensive Plan amendments required to address the newly formed Heartland Regional Transportation Planning Organization (HRTPO) for twelve local governments in the HRTPO.

- Action Recommended: Approval of contract with DEO and authorize the Executive Director to execute the grant agreement
- Exhibit #6: Scope of Work – *Page #13*

AGENDA ITEM #7 TRANSPORTATION DISADVANTAGED PROGRAM UPDATE

Staff will update the Council on the status of the Community Transportation Coordinator (CTC) transition.

- Action Recommended: Information Only
- Exhibit: None

AGENDA ITEM #8 STATUS REPORT FOR THE HEARTLAND REGIONAL TRANSPORTATION PLANNING ORGANIZATION (HRTPO)

Staff will brief the Council on activities of the six-county Heartland Regional Transportation Planning Organization (HRTPO).

- Action Recommended: Information Only
- Exhibit: None

AGENDA ITEM #9 COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDS)

The CFRPC serves as the Central Florida Economic Development District as designated by the U.S. Economic Development Administration (EDA). The CEDS document which is a requirement of EDA, has been updated and was reviewed by the CEDS Committee to be approved for public comments. The Council recommended additional members to be considered at the last meeting. An updated list of Committee members is also provided for final approval.

- Actions Recommended: A. Approval of Draft CEDS Document for Public Comment
B. Approval of CEDS Committee Appointments
- Exhibit #9: – Page #21
 - A. Draft CEDS 2015 Update – Page #22
 - B. List of CEDS Committee Appointments– Page #26

AGENDA ITEM #10 2016 HOLIDAY SCHEDULE

The 2016 Holiday Schedule will be presented for Council consideration.

- Action Recommended: Approval
- Exhibit #10: Proposed 2016 Holiday Schedule

AGENDA ITEM #11 APPOINT COMMITTEE TO NOMINATE OFFICERS FOR 2016

The Chairman of the Council will appoint a Nominating Committee for 2016 officers of the Council. The election will take place at the December Council Meeting.

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

AGENDA ITEM #12 EXECUTIVE DIRECTOR'S REPORT

The Executive Director will report on current work activities.

- Action Recommended: Information Only
- Exhibit: None

AGENDA ITEM #13 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

August 12, 2015

**Bartow Public Library
2nd Floor Conference Room
2150 South Broadway Avenue
Bartow, FL 33830
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. 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
 Jackie Tucker, DeSoto County Gubernatorial Appointee
 Commissioner Mike Thompson, Hardee County
 City Councilwoman Neda Cobb, City of Wauchula
 Chet Huddleston, Hardee County Gubernatorial Appointee
 Commissioner Don Elwell, Highlands County
 City Councilman John Shoop, Sebring Mayor
 Donna Howerton, Highlands County Gubernatorial Appointee
 Commissioner Bryant Culpepper, Okeechobee County
 City Commissioner, Mike O'Connor, City of Okeechobee
 Elvie Posey, Okeechobee County Gubernatorial Appointee
 Commissioner Melony Bell, Polk County
 City Commissioner Pat Huff, City of Bartow and Ridge League of Cities
 Jeff Kincart, Polk County Gubernatorial Appointee
 Earl Hahn, DeSoto County Planning Director, Ex-officio
 Todd Miller, Hardee County Planning Director, Ex-officio
 Ben Dunn, Highlands County Development Services Director, Ex-officio
 Tom Deardorff, Polk County Director of Growth Management, Ex-officio
 Jeff Diemer for Jennifer Stults, Florida Department of Transportation, Ex-officio
 Jim Golden, Southwest Florida Water Management District, Ex-officio
 Mary Yeagan, Department of Environmental Protection

Members absent:

City Councilman Joe Fink, City of Arcadia
 Hazel Sellers, Polk County Gubernatorial Appointee

City Commissioner, J.P. Powell, Winter Haven
Bill Royce, Okeechobee County Planning Director, Ex-officio
Gina Reynolds, Florida’s Heartland Regional Economic Development Initiative, Ex-officio
Elizabeth “Libby” Maxwell, South Florida Water Management District, Ex-officio

Announcements

Pat Steed announced that many of the Council’s ex-officio positions had recently been filled. She welcomed all the new members and asked anyone attending for the first time to introduce themselves. They were as follows:

Mary Yeargan, Director of the Florida Department of Environmental Protection
Edie Barns, Hardee County Community Planner
Ben Dun, Highlands County Community Services Director and Executive Director of HRTPO
Earl Hahn, DeSoto County Development Director
Terry Stewart, Arcadia City Administrator
Tami Hulse, Finance Director for CFRPC

Ms. Steed reported on the awards the Council had received since the last meeting. One was from the Florida Planning and Zoning Association for the Bartow CRA Redevelopment Plan and one for the Heartland 2060 project. Another was the Major Metro Award from the National Association of Regional Councils for the Council’s Broadband project. The plaques were available at the meeting for members to see.

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. June 10, 2015 Council Meeting Minutes

Chairman Mansfield asked if there were any additions, deletions or corrections to the June 10, 2015 Council Meeting Minutes.

MOTION

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

Motion carried unanimously.

B. Financial Report

Ms. Steed reviewed the Statement of Activities and Statement of Net Assets for the month ended July 31, 2015. Discussion followed.

MOTION

Don Elwell moved to approve the July 31, 2015 Financial Report as presented. Mike Thompson seconded.

Motion carried unanimously.

AGENDA ITEM #3 UPDATE ON EMERGENCY MANAGEMENT AND PREPAREDNESS AND HAZARDOUS MATERIALS PROGRAMS

Showing a PowerPoint presentation, Chuck Carter, Program Manager, reviewed the various programs he manages for the Council. The Hazardous Materials Emergency Preparedness (HMEP) contract with the state is used to plan and conduct training exercise scenarios and assist with emergency operations planning. HMEP exercise scenarios are required to include a hazardous material (HAZMAT) and a transportation component. A table-top exercise with Hardee County is currently planned for later this year which will involve a chemical facility in danger of being exposed to fire. Mr. Carter added that HMEP funds have been used over the last several years to sponsor Live Fire Training with fire departments in the region. Over 450 firefighters have been trained each year for the past three years.

Mr. Carter stated that the Small Quantity Generators (SQG) of Hazardous Waste program to conducts inspections in DeSoto, Hardee and Okeechobee Counties. Staff inspects 20% of each of the three counties' facilities each year for five years. Highlands and Polk Counties operate their own inspection programs. Facilities inspected are those that create hazardous waste as a product or a by-product of their business.

Mr. Carter explained that the Hazards Analysis contract is to conduct inspections of facilities that maintain Extremely Hazardous Substances (EHS) onsite, that are used in their daily business. This contract is for facility inspections in DeSoto, Hardee and Okeechobee Counties. The facilities that are inspected are mandated by the state.

The Council is staff to the Local Emergency Planning Committee (LEPC) which is composed of emergency responders, from public and private sectors, within the five county region. The group meets quarterly and is responsible for keeping the regional Hazardous Materials Emergency Preparedness Plan up to date. He reported that a full-scale Active Shooter exercise was conducted earlier this year on the campus of Lake Gibson High School in Lakeland. There were over 100 participants including law enforcement, fire, EMS and student volunteers. Several hundred Polk County school officials observed the event through closed circuit TV. Discussion followed.

AGENDA ITEM #4 APPROVAL OF HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS (HMEP) CONTRACT

Pat Steed presented the HMEP Contract for next fiscal year. This annual contract is for emergency planning and training of local emergency responders in the region. The contract amount is \$68,653. She requested authorization for the chairman to sign the HMEP contract.

MOTION

Pat Huff moved to authorize the chairman to sign the HMEP contract as presented. Chet Huddleston seconded.

Motion carried unanimously.

AGENDA ITEM #5 TRANSPORTATION DISADVANTAGED (TD) AND TRANSIT FUNDING UPDATE

Marcia Staszko, Transportation Disadvantaged Director, stated that the CFRPC is the Planning Agency for the Transportation Disadvantaged program in Hardee, Highlands and Okeechobee Counties. As the Planning Agency, the CFRPC is required to select a Community Transportation Coordinator (CTC) to recommend to the Commission for the Transportation Disadvantaged. An RFQ process was conducted, and as a result of that process, an entity other than the current CTC was selected for recommendation by the Selection Committee. The TD Commission accepted the CFRPC's recommendation. A formal protest was then filed by the current CTC. On July 17, 2015 the current CTC withdrew its protest, and is now committing to working with the new CTC to ensure a smooth transition. Due to the protest, a delay has occurred, and the start day for the new CTC has been moved to November 1, 2015.

Ms. Staszko stated that there has been a decrease in the demand for TD trips in the last few months, which translates into more funds going forward to the new fiscal year.

AGENDA ITEM #6 TRANSPORTATION DISADVANTAGED PLANNING GRANT

Ms. Staszko stated that staff has prepared the FY 2015-2016 Transportation Disadvantaged Planning Grant application and accompanying Resolution Number 2015-8A, which authorizes the Executive Director to submit the grant and administer the grant program.

MOTION

Bryant Culpepper moved to adopt Resolution Number 2015-8A as presented. Jackie Tucker seconded.

Motion carried unanimously.

AGENDA ITEM #7 FEDERAL TRANSIT ADMINISTRATION 5307 GRANT APPLICATION

Ms. Staszko stated that staff is seeking Council authorization to submit grant applications to the Federal Transit Administration as authorized by the Heartland Regional Transportation Planning Organization (HRTPO). The CFRPC has been designated by the HRTPO as the direct recipient of Urban Transit Funds for the Sebring-Avon Park Urbanized Area. She referred to the accompanying Resolution Number 2015-8B, which authorizes the Executive Director to submit and administer the grant.

MOTION

Pat Huff moved to adopt Resolution Number 2015-8B as presented. Don Elwell seconded.

Motion carried unanimously.

AGENDA ITEM #8 STATUS REPORT FOR THE HEARTLAND REGIONAL TRANSPORTATION PLANNING ORGANIZATION (HRTPO)

Pat Steed summarized the process leading up to the designation of the six-county Heartland Regional Transportation Planning Organization (HRTPO). The Unified Planning Work Program (UPWP) was presented at the first meeting of the HRTPO. It describes available funding and tasks that will be accomplished. The UPWP is required to be reviewed by the HRTPO at least annually. She then updated the Council on the HRTPO activities that have occurred since the formational meeting on April 29, 2015. A required Public Participation Plan (PPP) has been put in place, which details how the public will be engaged to encourage public input. The PPP is currently in a 45 day public comment period and the plan can be accessed on www.cfrpc.org and on www.heartlandregionaltpo.org. Ms. Steed reported that another item staff is currently working on is a Long Range Transportation Plan (LRTP). In order to continue funding for transportation projects funded by FHWA, the LRTP must be completed by March, 2016.

Ms. Steed stated that Highlands County has named Ben Dunn, the new Highlands County Development Services Director, as the Executive Director of the Heartland Regional Transportation Planning Organization. Mr. Dunn has many years' experience as Transportation Planner for Polk County and working with the Polk TPO.

AGENDA ITEM #9 APPROVAL OF CONTRACT BETWEEN HIGHLANDS COUNTY AND CFRPC FOR COORDINATION OF STAFF SERVICES FOR HRTPO

Pat Steed stated that in April the HRTPO approved a contract with CFRPC to provide staff services to the HRTPO. The Council approved that agreement in May. In that agreement, it detailed that the Executive Director of the HRTPO would serve from Highlands County and the HRTPO staff, which would be responsible for the UPWP required tasks and grant management, would be from CFRPC.

She presented a proposed Staff Coordination Agreement between Highlands County Board of County Commissioners and CFRPC for those duties.

Ms. Steed added the UPWP has transit planning funds that are specifically for the Sebring-Avon Park Urbanized Area, known as 5305D. These specific funds do require a match. Highlands County has included funds in their budget to provide the match. The agreement specifies those details.

MOTION

Mike Thompson moved to approve the Agreement for Administrative and Technical Staff Services between the CFRPC and the Highlands County Board of County Commissioners. Melony Bell seconded.

Motion carried unanimously.

AGENDA ITEM #10 AMENDMENT TO COUNCIL'S ATTORNEY'S CONTRACT

Pat Steed stated that CFRPC has contracted legal services with Norman White since 1997. His contract was last amended in 2008. Ms. Steed presented an amended contract for legal services between Norman White and the CFRPC, and reviewed the details of the proposed changes. Discussion followed.

MOTION

Pat Huff moved to approve the amended contract for legal services between Norman White and the Central Florida Regional Planning Council. Chet Huddleston seconded.

Motion carried unanimously.

AGENDA ITEM #11 NEW COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDs) MEMBERS

Shannon Brett, Program Director, stated that the CFRPC is an Economic Development District designated by the US Economic Development Administration. As such, the Council has certain roles and responsibilities which include developing an Economic Development Strategy (CEDs) for the region. Staff continuously monitors key economic development projects, investments, performance measures, and demographics within the region. This information is used to update the CEDs. The CEDs provides an ongoing picture of the economic health of the region. The CEDs Committee, which works with staff to produce the CEDs updates, has several vacancies. The composition of the CEDs Committee must meet certain criteria, including a mix of public and private sector, including economic development and community stakeholders. Ms. Brett presented a list of proposed CEDs Committee members and asked for Council approval. Discussion followed.

MOTION

Melony Bell moved to approve the CEDS Committee as presented, and to include Bill Lambert, Hardee County EDC Director and Jerry Miller, with Duke Energy. Don Elwell seconded.

Motion carried unanimously.

AGENDA ITEM #12 CHANGES TO PERSONNEL POLICIES

Pat Steed presented an amendment to the CFRPC Personnel Policies related to health insurance availability to new employees. She explained that the current policy states that new employees must be employed for one month before they become eligible for health care benefits. Since this has become a recruiting problem, staff proposed an amendment to the policy which will allow new employees to obtain health care benefits on the first day of the next month following employment. Discussion followed.

MOTION

Melony Bell moved to approve the proposed change to the Council's personnel policies as presented. Jackie Tucker seconded.

Motion carried unanimously.

AGENDA ITEM #13 REPORT ON FLORIDA REGIONAL COUNCILS ASSOCIATION (FRCA) POLICY BOARD MEETING

Pat Steed reported on the July FRCA Policy Board meeting in Altamonte Springs. Members serving on the FRCA Policy Board from CFRPC are Chair Buddy Mansfield, Jackie Tucker, and Pat Huff, who is the Immediate Past President of the Policy Board. At this meeting a Strategic Regional Policy Plan was adopted after many months of work with the Policy Board and FRCA staff. The Policy Board members summarized their thoughts and experiences regarding the July meeting. Discussion followed.

AGENDA ITEM #14 EXECUTIVE DIRECTOR'S ANNUAL PERFORMANCE EVALUATION

Chairman Mansfield stated that he had received performance evaluations from seven Council members. The Executive Director received primarily "excellent" ratings. He stated that Pat Steed was doing a great job, and is admired and respected by her peers. Discussion followed.

MOTION

Pat Huff moved to confirm that Pat Steed will receive a three percent salary increase, along with all full time employees, as approved in the FY 2015-16 Budget. Jackie Tucker seconded.

Motion carried unanimously.

Ms. Steed thanked Chairman Mansfield and the Council for allowing her the pleasure to serve as Executive Director, and for their kind review and the salary increase.

AGENDA ITEM #15 EXECUTIVE DIRECTOR’S REPORT

Pat Steed stated that staff submitted eight grant applications on behalf of local government in the region, to the Department of Economic Opportunity (DEO) for Community Planning Technical Assistance Grants. A total of five grants were awarded in the region. The Council will be involved in four of the grant awards. The grants were awarded to the City of Frostproof to develop a Community Redevelopment Plan; the Town of Dundee to develop a Downtown Vision Plan and implementing Land Development Regulations; and Highlands County for the next phase of the Sebring Airport Encouragement Zone/Spring Lake mixed use Development Area Overlay. The fourth grant was awarded to the CFRPC to work with 12 local governments within the Heartland Regional Transportation Planning Organization (HRTPO) to develop the comprehensive plan policies, in coordination with the HRTPO as required by Florida Statutes.

Ms. Steed added that staff is working to renew their Planning Advisory Services contracts with local governments for the next fiscal year.

Ms. Steed introduced Tami Hulse, the new CFRPC Finance Director.

AGENDA ITEM #16 OTHER BUSINESS

No meeting will be held in September. The next regular meeting of the Council is scheduled for October 14, 2015, at 9:30 a.m. at the Okeechobee County Commission Chambers in Okeechobee.

There being no further business, the meeting adjourned.

Respectfully submitted,

Commissioner Buddy Mansfield, Chairman
August 12, 2015 Council Meeting Minutes

CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
Expense Budget Fiscal Year 2014-15

	Original Budget FY14-15	Amended Budget FY14-15	Proposed Final Budget FY14-15
Personnel	\$ 1,112,986	\$ 1,093,220	\$ 1,106,936
Employee Fringe & Benefits			
Payroll Taxes	98,944	97,102	92,939
Leave Time Liability	20,000	20,000	13,000
Insurance Premiums	125,000	105,520	105,727
Retirement Contributions (457 Plan)	82,748	77,706	79,767
<i>Total Payroll</i>	<i>1,439,678</i>	<i>1,393,548</i>	<i>1,398,369</i>
Consultants/EPA Brownfields	30,000	40,000	49,944
Consultants/Emer Mgt	17,500	39,000	38,115
Consultants/CFRPC - Technology	23,540	23,540	23,599
Consultants/DRI's	30,000	15,250	15,231
Consultants/DIG - Highlands	20,948	35,075	19,383
Consultants/DIG - Polk	18,000	18,000	2,469
Consultants/LRTP	-	40,000	7,564
Consultants/JLUS	50,000	35,000	250
Consultants/PAS	-	36,100	36,100
<i>Total Consultants</i>	<i>189,988</i>	<i>281,965</i>	<i>192,655</i>
Brownfields - Pass through	50,000	300,000	183,301
TD Trip Expense JARC	200,000	193,035	198,034
TD Trip Expense 5311 Old	30,164	101,000	75,636
TD Trip Expense 5311 New	696,618	142,000	78,864
TD Trip Expense 5310 Operating	309,800	236,500	144,239
TD Trip Expense 5307	180,000	-	-
TD Trip Expense - State Transit Discretionary	-	25,000	-
<i>Total TD</i>	<i>1,416,582</i>	<i>697,535</i>	<i>496,773</i>
Accounting/Payroll Services	2,000	2,500	2,104
Advertising	3,000	3,800	2,825
Audit	18,850	19,425	17,250
Auto Expense	15,000	15,000	13,843
Building Security	450	450	366
Dues & Fees	30,000	36,000	34,881
Equipment Lease & Maintenance	26,000	21,000	20,179
File Management	4,000	4,000	3,234
Insurance - Auto, Property, Liability	25,000	25,000	23,080
Insurance - Workers Compensation	7,000	7,000	5,682
<i>Total Insurance</i>	<i>32,000</i>	<i>32,000</i>	<i>28,762</i>
Janitorial	11,000	11,000	9,134
Legal Fees	28,200	28,200	31,958
Legal Fees - DRI	-	1,800	1,800
Meeting Expense	5,000	4,000	4,373
Miscellaneous	1,000	1,000	804
Office Supplies	12,000	12,500	12,775
Postage & Delivery	3,500	4,500	4,998
Printing	3,000	4,000	3,848
Repair & Maintenance	5,000	6,500	6,962
Technology Supplies & Equipment	13,000	15,000	17,909
Telephone	8,000	8,000	8,798
Travel & Registration Fees	50,000	50,000	43,171
Utilities	10,500	10,500	9,363

Capital Outlay - Office & Technology	9,500	20,000	13,742
Capital Outlay - Vehicle	25,000	23,446	23,445
Capital Outlay - TD Vehicles	91,643	171,879	170,744
<i>Total Capital Outlay</i>	126,143	215,325	207,931
TOTAL EXPENSE	\$ 3,503,891	\$ 3,179,548	\$ 2,758,366
TOTAL REVENUE	\$ 3,503,891	\$ 3,179,548	\$ 2,758,366
REVENUE OVER (UNDER) EXPENSE	-	-	(0)

**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 1,200GB.
- 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, 2015 – September 30, 2016	
Description	Annual Fee
Managed Services (12 months)	\$18,921
<u>Total</u>	<u>\$18,921</u>

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

Attachment 1

SCOPE OF WORK

1. **PROJECT DESCRIPTION:** This Community Planning Technical Assistance grant is provided pursuant to section 163.3168, F.S., and Specific Appropriation 2237, Chapter 2015-232, Laws of Florida, to provide direct and/or indirect technical assistance to help Florida communities find creative solutions to fostering vibrant, healthy communities, while protecting the functions of important State resources and facilities.

Develop and draft Comprehensive Plan Amendments to meet required comprehensive plan updates providing transportation, intergovernmental coordination, and capital improvement policies to address the newly formed Heartland Regional Transportation Planning Organization (HRTPO) for twelve local governments in the HRTPO.

2. **GRANTEE RESPONSIBILITIES:** To perform the tasks and timely provide DEO with the deliverables identified in the table in paragraph 4 below pursuant to the terms of this Agreement.
3. **DEO’S RESPONSIBILITES:** To receive and review deliverables and, upon approval of deliverables, process payment pursuant to the terms of this Agreement.
4. **DELIVERABLES:** The specific deliverables, tasks, performance measures, due dates, and payment amount are set forth in the following table:

Deliverables	Performance Measures	Due Date	Payment Amount
<p>Task 1: Coordination meetings and Outline for Comprehensive Plan Amendments</p> <p>Deliverable 1:</p> <ol style="list-style-type: none"> a. Documentation of meetings with the staff of HRTPO and the Counties of Desoto, Hardee, Highlands, and Okeechobee, and the cities of Avon Park, Sebring, Arcadia, Bowling Green, Lake Placid, Okeechobee, Wauchula, and Zolfo Springs. b. Draft outline for Comprehensive Plan Amendments for each of 	<p>Submit to DEO one electronic or paper copy of:</p> <ol style="list-style-type: none"> a. Meeting Documentation <ul style="list-style-type: none"> - Meeting agendas - Copies of sign-in sheets - Materials Presented Summary of input received by local governments b. Outline for plan amendments to: <ul style="list-style-type: none"> - Transportation Element - Intergovernmental Coordination Element - Capital Improvements Element - Any related elements as needed for cross references 	January 31, 2016	\$20,000

<p>the (12) local governments developed through input collected during meetings.</p>			
<p>Task 2: Coordination meetings for input on framework/outline and draft Comprehensive Plan Amendment drafts.</p> <p>Deliverable 2:</p> <p>a. Documentation of meetings and/or conference calls and/or coordination emails with the staff of HRTPO and the Counties of Desoto, Hardee, Highlands, and Okeechobee, and the cities of Avon Park, Sebring, Arcadia, Bowling Green, Lake Placid, Okeechobee, Wauchula, and Zolfo Springs.</p> <p>b. Draft comprehensive Plan Amendments for the 12 local governments.</p>	<p>Submit to DEO one electronic or paper copy of:</p> <p>a. Meeting and/or Conference call and/or Coordination Emails Documentation</p> <ul style="list-style-type: none"> - Meeting agendas - Copies of sign-in sheets and/or Call attendance list and/or Emails - Materials Presented and/or discussed <p>Summary of input received by local governments</p> <p>b. Draft Comprehensive Plan Amendments which will include amendments to the Transportation Element, Intergovernmental Coordination Element, Capital Improvements Element, and all related elements for cross references.</p>	<p>March 31, 2016</p>	<p>\$10,000</p>
<p>Task 3: Revise draft Amendment language as needed.</p> <p>Deliverable 3:</p> <p>a. Revised Final Draft of Comprehensive Plan amendments based upon the input from the staff review meeting</p>	<p>Submit to DEO one electronic or paper copy of:</p> <p>a. Revised Final Draft Comprehensive Plan Amendments for each of the 12 local governments which include amendments to the Transportation Element, Intergovernmental Coordination Element, Capital Improvements Element, and all related elements for cross references; Incorporating input from Local Governments and stakeholders.</p>	<p>April 31, 2016</p>	<p>\$10,000</p>

<p>Task 4: Assess each of the 12 local government comprehensive plans Transportation Map Series for consistency with the Long Range Transportation Plan (LRTP) to be adopted in 2016.</p> <p>Deliverable 4:</p> <ol style="list-style-type: none"> 1. List of proposed roadway additions and deletions for each of the 12 jurisdictions. These additions and deletions will be consistent with the LRTP. 2. For roadways to be added, the following information will be provided: <ol style="list-style-type: none"> a. Roadway segment; b. Type of roadway improvement; and c. If the roadway is in the cost feasible or needs plan. 	<p>Submit to DEO one electronic or paper copy of:</p> <p>List of proposed roadway additions and deletions for each of the 12 jurisdictions. These additions and deletions will be consistent with the LRTP.</p> <ol style="list-style-type: none"> 1. For roadways to be added, the following information will be provided: <ol style="list-style-type: none"> a. Roadway segment; b. Type of roadway improvement; and c. If the roadway is in the cost feasible or needs plan. 	<p>May 31, 2016</p>	<p>\$20,000</p>
<p>Total: \$ <u>60,000</u></p>			

5. SUBCONTRACTS: In accordance with Section I.N.1., and subject to the terms and conditions in Sections I.N.2. through 7. of this Agreement, this paragraph constitutes DEO’s written approval for Grantee to subcontract for any of the deliverables and/or tasks identified in the Scope of Work for this Agreement. A copy of the executed subcontract shall be provided to DEO’s Agreement Manager upon execution by all parties. Grantee shall be solely liable for all work performed and all expenses incurred as a result of any such subcontract.

6. BUSINESS DAY; COMPUTATION OF TIME: For the purpose of this Agreement, a “business day” is any day that is not a Saturday, Sunday, or a state or federal legal holiday. In computing any time period provided in this Agreement, the date from which the time period runs is not counted. The last day of the time period ends at 5:00 p.m. on that day.

7. REQUIREMENT TO SUBMIT PRELIMINARY DRAFT DELIVERABLES TO DEO; DEO REVIEW AND COMMENT. Unless waived in writing by DEO, Grantee shall submit preliminary drafts of all written

deliverables to DEO for review and comment no later than ten (10) calendar days before the deliverable due date. Grantee is not required to submit to DEO preliminary drafts of notices of public hearings, agendas, meeting notes, and public meeting sign-in sheets that may be required under paragraph 4 above. DEO shall provide any written comments on each preliminary draft to Grantee no later than five (5) calendar days before the deliverable due date. The deliverable submitted to DEO for payment shall address any DEO comments on the preliminary draft deliverable. For the purpose of this Agreement, DEO's review of a preliminary draft document is not a review under the Community Planning Act. DEO's review and comments will be based on the requirements of the Community Planning Act and sound planning principles.

- 8. PLAN AMENDMENTS MUST BE "IN COMPLIANCE."** Proposed comprehensive plan amendments that are deliverables under the Scope of Work must be "in compliance" as defined in section 163.3184(1)(b), F.S., and will be evaluated for compliance as part of DEO's review and determination of whether the deliverable is sufficient to satisfy the requirements in the Scope of Work. DEO's compliance determination will be a limited determination without input from the review agencies identified in section 163.3184(2), F.S. A limited compliance determination for the purpose of this Agreement is not binding on DEO in a subsequent review under section 163.3184, F.S. Further, a limited compliance determination under this Agreement does not preclude review and comment by review agencies and does not preclude a challenge to the plan amendment by DEO based on comments by review agencies or by an affected person.

- 9. EXTENSIONS OF TIME OF DELIVERABLE DUE DATES:** Notwithstanding section II.A of this Agreement, DEO's Agreement Manager, in DEO's sole discretion, may authorize extensions of deliverable due dates without a written modification of this Agreement. Extensions shall be in accordance with the following:
 - a. Requests for extension of one or more deliverable due dates shall be submitted in writing (which may be by electronic mail) to DEO's Agreement Manager no later than four (4) business days before the due date (or the earliest of multiple due dates for which the extension is requested);
 - b. A request for extension must state the reason for the extension; and
 - c. DEO's Agreement Manager shall approve or deny a request for extension of a deliverable due date by electronic mail to Grantee's Agreement Manager within two (2) business days after receipt of the request. Only written approvals of extensions shall be effective.

This authority does not apply to an extension of the Agreement Period defined in Section I.C. of this Agreement.

- 10. REVIEW AND ACCEPTANCE OF DELIVERABLES:** Deliverables shall be reviewed by DEO for sufficiency under this Agreement. Written notice of DEO's determination that the deliverable is sufficient or is not sufficient under this Agreement shall be provided to Grantee's Agreement Manager by U. S. Mail or electronic mail no later than fifteen (15) business days after receipt of the deliverable. For deliverables that DEO determines are insufficient, see Section 11.b. below. The deliverable amount specified in paragraph 4 above does not establish the value of the deliverable.

11. FINANCIAL CONSEQUENCES: Pursuant to Section 1.E.8. of this Agreement, the following financial consequences shall be imposed for Grantee's failure to perform in accordance with this Agreement:

a. Late Deliverables: If a deliverable as described in the above Scope of Work is provided to DEO more than five (5) business days late, a financial consequence of \$50 per business day, up to a maximum of \$500, shall be assessed until the deliverable is received by DEO. The financial consequence for a late deliverable is independent of, and does not preclude imposition of, a financial consequence if the deliverable is not sufficient to satisfy the requirements in the Scope of Work.

b. Insufficient Deliverable; Notice; Opportunity to Cure:

1.If DEO reasonably determines that a deliverable described in the above Scope of Work is not sufficient to satisfy the requirements in the Scope of Work, DEO shall provide notice of insufficiency and an opportunity to cure to Grantee's Agreement Manager in accordance with Section II.L. of this Agreement. Grantee shall have five (5) business days from receipt of DEO's notice to provide a corrected deliverable that addresses the issues raised in the notice of insufficiency. If Grantee does not correct the deliverable within the five (5) business day period, a financial consequence of \$50 per business day, up to a maximum of \$500, shall be assessed for each business day until the corrected deliverable is received by DEO.

2.If DEO reasonably determines that a corrected deliverable is not sufficient to satisfy the requirements in the Scope of Work, it shall provide notice to Grantee's Agreement Manager. Grantee shall not receive a second opportunity to cure. Beginning on the date of DEO's notice to Grantee that the corrected deliverable is not sufficient to satisfy the requirements in the Scope of Work, a financial consequence of \$50 per business day, up to a maximum of \$500, shall be assessed for each business day until a sufficient deliverable is received by DEO. Each deliverable must be deemed sufficient under the Scope of Work in DEO's reasonable judgment before the end of the Agreement Period in order for payment of an invoice for the deliverable to be made.

c. Imposition of the above described financial consequences shall in no manner affect DEO's right to terminate the Agreement as provided elsewhere in the Agreement.

12. SUBMITTAL OF INVOICES: Subject to the terms and conditions of this Agreement, invoices for each deliverable shall be submitted to DEO's Agreement Manager by U. S. Mail or by electronic mail either (a) with a deliverable, or (b) no later than seven (7) calendar days after written notice to Grantee that DEO has accepted the deliverable. Invoices are not required to be submitted through the Ariba Supplier Network described in Section I.G.2. of this Agreement. **Invoices shall be submitted in the format shown on Attachment 1-A hereto, an electronic copy of which shall be provided by DEO to the Grantee.**

13. NO PARTIAL OR PRO-RATED PAYMENTS: No partial or pro-rated payments will be made without prior written modification in accordance with Section II.A. of this Agreement.

14. ADVERTISING AND INFORMATION RELEASE: Notwithstanding Sections I.F.6. and I.F.10. of this Agreement, Grantee is authorized to disclose to the public on its website or by other means that it has been awarded a technical assistance grant from DEO for the work described in this Scope of Work.

15. VERIFICATION OF EXPENDITURES; GRANT CLOSEOUT: Section 215.971(2)(c), F.S., requires that DEO's Agreement Manager reconcile and verify all funds received against all funds expended during the Agreement Period and produce a final reconciliation report. To facilitate preparation of a final reconciliation report, Grantee shall provide DEO's Agreement Manager with documentation to support the payment requests submitted under this Agreement, along with the Grant Closeout Form attached hereto as Attachment 1-B (an electronic copy of which shall be provided by DEO to the Grantee), no later than sixty (60) days after the expiration or termination of this Agreement. Verification of expenditures documentation shall consist of the following:

a. For Tasks Performed by a Subcontractor:

1. A cover letter signed by the Grantee's Agreement Manager certifying that the payments claimed for the deliverables were specifically for the project described in the Agreement Scope of Work,
2. Copies of invoices submitted to Grantee by the Subcontractor, and
3. Proof of payment of invoices from the Subcontractor to Grantee for tasks performed pursuant to this Agreement (e.g., cancelled checks, bank statement showing deduction).

b. For Tasks Performed by Grantee's Employees:

1. A cover letter signed by the Grantee's Grant Manager certifying that the payments claimed for the deliverables were specifically for the project described in the Agreement Scope of Work. Copies of invoices submitted to Grantee by the Subcontractor.
2. Identification of Grantee's employees who performed tasks under this Agreement and, for each such employee:
 - a. The percentage of the employee's time devoted to tasks under this Agreement or the number of total hours each employee devoted to tasks under this Agreement.
 - b. Payroll register or similar documentation that shows the employee's gross salary, fringe benefits, other deductions, and net pay.
 - c. If the employee is paid hourly, a document reflecting the hours worked times the rate is pay is acceptable.
3. Invoices or receipts for other direct costs.
4. Usage log for in house charges (e.g., postage, copies, etc.) that shows the units times the rate charged. The rate must be reasonable.

16. NOTIFICATION OF INSTANCES OF FRAUD: Instances of Grantee operational fraud or criminal activities shall be reported to DEO's Agreement Manager within twenty-four (24) chronological hours.

17. NON-DISCRIMINATION: Grantee shall not discriminate unlawfully against any individual employed in the performance of this Agreement because of race, religion, color, sex, physical handicap unrelated to such person's ability to engage in this work, national origin, ancestry, or age. Grantee shall provide a harassment-free workplace, with any allegation of harassment to be given priority attention and action.

18. GRANTEE'S RESPONSIBILITIES UPON TERMINATION: If DEO issues a Notice of Termination to Grantee, except as otherwise specified by DEO in that notice, the Grantee shall:

- a. Stop work under this Agreement on the date and to the extent specified in the notice,
- b. Complete performance of such part of the work as shall not have been terminated by DEO,
- c. Take such action as may be necessary, or as DEO may specify, to protect and preserve any property which is in the possession of Grantee and in which DEO has or may acquire an interest, and
- d. Upon the effective date of termination of this Agreement, Grantee shall transfer, assign, and make available to the DEO all property and materials belonging to DEO. No extra compensation will be paid to Grantee for its services in connection with such transfer or assignment.

19. CONFLICTS BETWEEN SCOPE OF WORK AND REMAINDER OF AGREEMENT: In the event of a conflict between the provisions of this Scope of Work and other provisions of this Agreement, the provisions of this Scope of Work shall govern.

- Remainder of Page Intentionally Left Blank -

AGENDA ITEM #9**COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDS)****Update for 2015**

- A. The CEDS is updated on an annual basis, if necessary. The CEDS Committee met on September 24, 2015, to discuss any necessary updates and to recommend approval of the additional section addressing Economic Resiliency, as required by the US Economic Development Administration.

The CEDS Committee recommended an addition to the Key Projects list, as detailed on pages 45-46 of the Draft CEDS document (pages provided). The CEDS Committee recommended approval of the Economic Resiliency section to the CEDS document (provided).

- B. The CEDS Committee previously had vacancies which the Council approved with additions at the August 2015 meeting. The final Committee list has also been provided for Council approval.

The complete draft of the CEDS document can be viewed at:

http://www.cfrpc.org/download/publications/CEDS_2012-updated_2015.pdf?fce57f

Comprehensive Economic Development Strategy 2012

Economic Resilience

The ability for our region to recover, or prevent damage, from man-made or natural disasters is a measure of our economic resilience. While Florida is at risk to experience any number of man-made or natural disasters, historically, tropical storms and hurricanes pose the most significant threat to the people of Florida and their economy. Tropical storms and hurricanes, depending upon intensity, can impact Florida with high winds, torrential rain, flooding, tornados, and the interruption of critical infrastructure systems such as electricity, roadways, potable water supply, and emergency services.

While coastal regions focus much of their tropical storm and hurricane preparedness efforts around storm surge and coastal flooding, the Central Florida region has uniquely different needs. Having no oceanic coast line, damage from hurricanes impacting the Central Florida region is generally caused by the combination of torrential rainfall and high winds. This combination results in a significant number of downed trees causing damage to homes, automobiles and power lines.

Freshwater flooding poses a significant threat during tropical storms and hurricanes. The Central Florida region is home to many rivers and streams, hundreds of named lakes, and significant land area below the 100 year flood zone. Any structures constructed near or within the flood zone are at risk during a major storm event.

Additionally, according to the 2015 Florida Statewide Regional Evacuation Study Program, the Central Florida region has approximately 176,157 people living in approximately 76,056 mobile homes. Mobile homes, particularly those constructed prior to 1978, are at higher risk of severe damage from high winds, flooding, and downed trees than site-built homes because they are constructed according to less stringent standards.

During a coastal hurricane event the Central Florida region must be prepared to endure the impacts of a large, short or moderate term, influx of temporary residents migrating inland to seek shelter during a coastal evacuation. The region must be able to provide adequate shelter and services to these evacuees. The region must also be able to provide temporary housing to its residents whose homes may have been lost or damaged. The region must possess the ability to get permanent housing and transportation options online as soon as possible so as to minimize the negative impacts on the local economy.

SWOT Findings

Strengths:

- The region is entirely inland with no threat of coastal flooding, unlike the remainder of the State of Florida.
- Efficient and effective evacuation routes are present throughout the region including Interstate 4, US 17, US 98, US 441, US 27, SR 60, and SR 70, most of which are multi-lane roadways.

Comprehensive Economic Development Strategy 2012

Weaknesses:

- Large areas of rural population with potentially slower emergency response times.
- Vulnerable housing such as mobile homes, which are at risk during a significant storm event.

Opportunities:

- Short term boost in economic activities during coastal hurricane events due to influx of coastal residents seeking shelter inland.

Threats:

- Older and potentially substandard infrastructure, particularly within the Rural Areas of Economic Opportunity, including potable water systems, storm water systems, and/or septic tanks in flooded areas.
- Damage to local and high voltage transmission lines, and electric substations.
- Loss of broadband capability, which impacts operations of businesses.
- Loss of housing and infrastructure, which negatively impact local economy.

Resiliency Goals:

- Maintain regional evacuation plans and assist local governments with evacuation plans.
- Maintain regional economic resilience strategies to mitigate adverse impacts to local economy as the result of housing and infrastructure loss (including broadband) due to a significant storm event, and assist local governments with economic resilience strategies.
- Develop and maintain strategies for:
 - Providing short-term emergency shelters;
 - Providing longer-term temporary housing;
 - Providing more rental units for coastal evacuees who do not seek emergency shelter (which will also support ecotourism in more rural areas of the region).

Key Projects

Table 21 shows the Key Projects and their related Target Clusters identified in the CFRPC region.

Table 21. Key Projects

Name	Cluster
RACEC Catalyst Project	Life Sciences & Healthcare
Guy Harvey Outpost	Tourism and Ecotourism
Americas Gateway	Logistics
Polk Gateway (CSX)	Logistics

RACEC Catalyst Project

The purpose of the RACEC (Rural Area of Critical Economic Concern) Catalyst Project is to target future industries, locate regional catalyst sites, and improve the sites to meet industry or target company needs, making each site a credible economic asset. Sites must be shovel-ready, infrastructure-ready, and readily developable. The Sebring Regional Airport and Commerce Park property was selected as a catalyst site, and is undergoing infrastructure installations for the construction of a 100-acre medical complex to be located in an adjacent 2,000-acres business campus.

In addition, the Sebring Airport runway extension will reduce or eliminate load limitations experienced by current users, accommodate the aircraft that are forecast in the most recent Airport Master Plan update, and allow the airport to be marketed to larger aircraft users in the area that are currently constrained by the existing runway configuration. The current runway length of 5,224 feet limits payload and/or usable fuel loads; the length will be extended by 1,476 feet.

Guy Harvey Outpost (Tourism and Eco-Tourism)

The Guy Harvey Outpost is a planned eco-friendly outpost development (redevelopment of the Okee-Tantie campground and marina) to include resort amenities such as beach lagoon, docks, boat slips, cabins, pool and sports amenities, marina, restaurant, and RV pads. The 112-acre complex is located on the north shore of Lake Okeechobee where the Kissimmee River meets the Lake. The development will support the tourism and eco-tourism cluster in the Region.

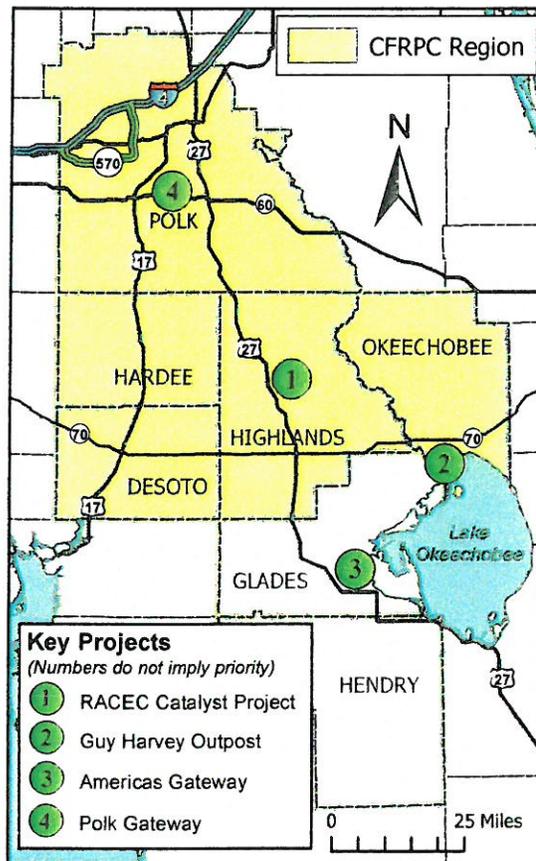
Americas Gateway (Logistics)

Americas Gateway Logistics Center will be a master-planned, mixed-use, integrated logistics center offering advanced manufacturing, distribution centers, an intermodal center, and other transportation/logistics- and service-related facilities. It will be located on a 6,700-acre site near Moore Haven in Glades County, owned by Lykes Brothers, Inc. and A. Duda & Sons, Inc.

Polk Gateway (Logistics)

The Gateway Area in Polk County centers around the new CSX Integrated Logistics Center currently under construction. This area encompasses property lying north and south of State Road 60 in the Cities of Winter Haven and Bartow as well as unincorporated Polk County. Properties include Clear Springs, a sector plan with approved industrial and research and development entitlements for over 17,000,000 square feet. It also includes land area inclusive of the City of Bartow and the City of Lake Wales Industrial Parks to support the ILC and the Stokes property, with over 1,800 acres of industrial and business park future land use that lies within this key logistics center area.

Figure 28. Key Projects Map



Opportunities

Hardee County Commerce Park

The Hardee County Commerce Park is a 264-acre shovel-ready commercial/light industrial incentivized development located in north central Hardee County. It is fully supplied with all utilities, including broadband connectivity and developable construction sites. It is managed by the Hardee County Industrial Development Authority. In addition, a separate off-site facility, the Hardee Technology Park, is being developed two miles south of the Commerce Park on US Route 17 for the purpose of expanding technology opportunities in the region.

DeSoto County G. Pierce Wood Memorial Hospital Complex/Business Park

Comprehensive Economic Development Strategy (CEDs) Committee Recommendations

The following is the list of recommendations for the CEDS Committee. These recommendations comply with the Economic Development Administration’s requirements for committee composition.

Name	Agency/Company Represented	EDA Criteria	Public Sector	Private Sector
Todd Parker	Arr Maz Custom Chemicals, Inc.	Private Sector		X
Spiros Balntas	Central Florida Development Council	Business Industry Economic Development Private Sector		X
Douglas Conner	Clear Springs Land Co.	Private Sector		X
Donna Doubleday	Executive Director, CareerSource Heartland	Workforce Development	X	X
TBD	Mosaic	Private Sector Business/Industry		X
TBD	Florida’s Heartland Regional Economic Development Initiative	Business/Industry Economic Development	X	X
Tim Texley	Century Link	Private Sector		X
Michelle Boylan	Highlands County Economic Development Council	Economic Development	X	X
Mike Willingham	Sebring Airport Authority	Business Industry	X	X
TBD	South Florida State College	Educational Institution	X	
Mandy Hines	DeSoto County Economic Development Office	Economic Development	X	
Bruce Lyon	Winter Haven Economic Development Council	Economic Development		X
Raymond Royce	Heartland Agricultural Coalition Town of Lake Placid Council	Business Industry Local Government	X	X
Rae Dowling	Florida Power & Light	Business Industry Private Sector		X
John Gurney	Okeechobee Chamber of Commerce Board	Economic Development	X	X
Bill Lambert	Hardee County Economic Development	Public Sector	X	
Jerry Miller	Duke Energy	Private Sector		X



Central Florida Regional Planning Council

Staff Holiday Schedule

Calendar Year 2016

New Year's Day	Friday	January 1, 2016
Martin Luther King Jr., Day	Monday	January 18, 2016
Memorial Day	Monday	May 30, 2016
Independence Day (observed)	Monday	July 4, 2016
Labor Day	Monday	September 5, 2016
Veterans' Day	Friday	November 11, 2016
Thanksgiving Holidays	Thursday Friday	November 24, 2016 November 25, 2016
Christmas Holidays	Friday Monday	December 23, 2016 December 26, 2016

Staff is allowed one **Floating Holiday**.