



Central Florida Regional Planning Council

April 13, 2016

**DeSoto County Commission Chambers
201 East Oak Street
Arcadia, FL 34266
9:30 a.m.**

CALL TO ORDER – Vice-Chair Edie Yates

- Invocation
- Pledge of Allegiance
- Roll Call
- Announcements

AGENDA ITEM #1 PUBLIC COMMENTS

AGENDA ITEM #2 COUNCIL ADMINISTRATION

- A. March 9, 2016, Council Meeting Minutes
- B. March 2016 Financial Report

- Action Recommended: Approval
- Exhibit #2: A. Minutes - page 5
B. Financial Report will be distributed at the meeting.

AGENDA ITEM #3 DESOTO COUNTY ACTIVITIES REPORT

Mandy Hines, DeSoto County Administrator, will update the Council on current activities in DeSoto County.

- Action Recommended: Information Only
- Exhibit: None

DeSoto Hardee Highlands Okeechobee & Polk Counties

AGENDA ITEM #4 STATE OF THE ECONOMY

Staff will brief the Council on current economic indicators for the State and the Region.

- Action Recommended: Information Only
- Exhibit: None

AGENDA ITEM #5 REBID CONTRACT FOR AVON PARK AIR FORCE RANGE JOINT LAND USE STUDY (JLUS) NOISE STUDY CONSULTANT

The Council received one (1) response to its Request for Sealed Bids for Noise Study Data Interpretation. The bid exceeds to amount of funding budgeted for this project. The Council is requested to reject the bid and authorize staff to reissue Request for Proposals/Bids for Noise Study Data Interpretation with further clarification of requested work product.

- Action Recommended: Reject bid and authorize staff to reissue Request for Proposals/Bid for Noise Study Data Interpretation
- Exhibit #5: Staff Recommendation - page 11

AGENDA ITEM #6 RATIFICATION OF CONSULTANT SELECTION FOR CONTINUING SERVICES AND AUTHORIZATION TO NEGOTIATE CONTRACTS

The Council received 17 responses to its Request for Qualifications for a variety of consultant expertise. A staff review team ranked each complete qualifications package. The Council is requested to ratify and authorize contract negotiations with each selected firm and authorize the Executive Director to execute contracts.

- Action Recommended: Authorize staff to negotiate and enter into a continuing contract with each recommended firm
- Exhibit #6: List of Recommended Consultants - page 13

AGENDA ITEM #7 LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) CONTRACT FOR FY 2016-17

This is a reoccurring contract to support the LEPC District 7. The Local Emergency Planning Committee is made up of first responders from cities and counties in the five county region, as well as first responders from private businesses. The contract work begins July 1, 2016.

- Action Recommended: Approve LEPC Contract, Authorize Chairman's Signature and Executive Director to Administer the Contract
- Exhibit #7: Contract Scope of Services - page 15

AGENDA ITEM #8 LOCAL PLANNING SERVICES UPDATE

Staff will update the Council on current local planning services and projects.

- Action Recommended: Information Only
- Exhibit: None

AGENDA ITEM #9 UPDATE ON THE HEARTLAND REGIONAL TRANSPORTATION PLANNING ORGANIZATION (HRTPO)

Staff will update the Council on current activities of the HRTPO.

- Action Recommended: Information Only
- Exhibit: None

AGENDA ITEM #10 EXECUTIVE DIRECTOR'S REPORT

The Executive Director will report on current work activities.

- Action Recommended: Information Only
- Exhibit: None

AGENDA ITEM #11 OTHER BUSINESS

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

11:15 a.m. - AGENDA ITEM #12 RECOGNITION OF MARCIA STASZKO

Marcia Staszko, Transportation Disadvantaged Program Director will be retiring on April 29, 2016. In her honor, the Council will be recognizing her outstanding contributions made during her nearly 40 years of public service to the Central Florida Regional Planning Council.

- Action Recommended: Celebrate Marcia Staszko's Retirement
- Exhibit: None

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."

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Central Florida Regional Planning Council

March 9, 2016

CareerSource Heartland

5901 US Hwy 27 South, Suite #1

Sebring, FL

9:30 a.m.

Meeting Minutes

Vice-Chair Edie Yates stated that Chairman Buddy Mansfield was unable to attend the meeting today, so she would be chairing the meeting.

Vice-Chair Yates called the meeting to order at 9:30 a.m. Norman White offered the invocation and the Council Pledged Allegiance to the Flag.

Roll was called with the following members present.

Vice-Chair, Commissioner Edie Yates, City of Lakeland
City Councilmember Joe Fink, City of Arcadia
City Councilmember Neda Cobb, City of Wauchula
Mayor John Shoop, City of Sebring
Commissioner Don Elwell, Highlands County
Donna Howerton, Highlands County Gubernatorial Appointee; Highlands County School Board
Commissioner Bryant Culpepper, Okeechobee County
Elvie Posey, Okeechobee County Gubernatorial Appointee
City Commissioner Pat Huff, City of Bartow and Ridge League of Cities
Hazel Sellers, Polk County Gubernatorial Appointee; Polk County School Board
Jeff Kincart, Polk County Gubernatorial Appointee
City Commissioner, William Twyford, City of Winter Haven
Earl Hahn, DeSoto County Planning Director, Ex-officio
Ben Dunn, Highlands County Development Services Director, Ex-officio
Jennifer Stults, Florida Department of Transportation, Ex-officio
Elizabeth "Libby" Maxwell, South Florida Water Management District, Ex-officio

Members absent:

Chairman Commissioner Buddy Mansfield, DeSoto County
Jackie Tucker, DeSoto County Gubernatorial Appointee
Commissioner Mike Thompson, Hardee County
Chet Huddleston, Hardee County Gubernatorial Appointee
City Commissioner, Mike O'Connor, City of Okeechobee
Commissioner Melony Bell, Polk County

Todd Miller, Hardee County Planning Director, Ex-officio
Bill Royce, Okeechobee County Planning Director, Ex-officio
Tom Deardorff, Polk County Director of Growth Management, Ex-officio
Jim Golden, Southwest Florida Water Management District, Ex-officio
Mary Yeargan, Department of Environmental Protection, Ex-officio

Announcements

Pat Steed recognized CareerSource Heartland for allowing the CFRPC to meet in their facility.

Ms. Steed announced that Marcia Staszko, Transportation Disadvantaged Director, will be retiring at the end of April after 39 years with the Council.

Under announcements, Vice-Chair Edie Yates presented Pat Steed, CFRPC Executive Director, with a framed certificate in recognition of her 10 years of dedicated service to the Council.

Ms. Steed thanked the Council for the recognition, and stated that she loves her job, and thanked the Council for the opportunity to serve as Executive Director.

AMENDED AGENDA

Vice-Chair Yates asked the Council to approve the amended agenda for this meeting, as distributed.

MOTION

Elvie Posey moved to approve the Amended Agenda as distributed. Jeff Kincart seconded.

Motion carried unanimously.

AGENDA ITEM #1 PUBLIC COMMENTS

No Public Comments were made.

AGENDA ITEM #2 COUNCIL ADMINISTRATION

A. February 10, 2016, Council Meeting Minutes

Vice-Chair Yates asked if there were any changes to the February 10, 2016 Council Meeting Minutes.

MOTION

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

Motion carried unanimously.

B. February 2016 Financial Report

Pat Steed reviewed the Statement of Activities and Statement of Net Assets for the month ended February 29, 2016.

AGENDA ITEM #3 HIGHLANDS COUNTY ACTIVITIES REPORT

Vice-Chair Yates announced that, due to scheduling conflicts, this item will be presented at a future meeting.

AGENDA ITEM #4 AUDIT REPORT FOR THE YEAR ENDING SEPTEMBER 30, 2015

Mike Carter and Trisha Floyd, with CliftonLarsonAllen, LLP, Certified Public Accountants, presented a PowerPoint presentation overview of the Council's Annual Audit for FY 2014-2015. Each Council Member was given a copy of the Audit Report as well as a copy of the PowerPoint Presentation. Mr. Carter stated that the Council was given an Unmodified Opinion, formerly called an Unqualified Opinion, and no reportable items or audit adjustments were noted. He stated that this will be the third year the Council will be applying for the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting, which is a major accomplishment for a small organization.

Trisha Floyd, Audit Manager, presented a five year trend analysis of revenues and expenditures in all categories. She reviewed the report regarding Internal Control over Financial Reporting, the Independent Auditors Report on Compliance, and the Management Letter. She stated that there were no findings in any of the reviews.

Mike Carter reviewed the revenues and expenses. He stated that the Council has more than three months of reserves to carry forward, which he felt was the right amount. Discussion followed.

MOTION

Joe Fink moved to accept the FY 2014-15 Audit Report and Audited Financial Statements as presented. Elvie Posey seconded.

Motion carried unanimously.

Pat Huff stated the he was on the Council when Pat Steed began ten years ago, when the finances were not in good condition. She has maintained a stable staff of qualified employees and has exhibited excellent financial management as well as the ability to produce excellent work products.

Ms. Steed thanked Mr. Huff and stated that it was her pleasure to serve.

MOTION

Joe Fink moved to accept the 2014-15 Audit Report as presented. Elvie Posey seconded.

Motion carried unanimously.

AGENDA ITEM #5 RESOLUTION FOR FY 2016-17 TRANSPORTATION DISADVANTAGED (TD) PLANNING GRANT

Marcia Staszko, Transportation Disadvantaged (TD) Director, presented a brief overview of the TD Program for the benefit of new members. She reviewed the TD annual planning grant application and requested the Council adopt the Resolution authorizing staff to submit the grant application to the TD Commission.

MOTION

Pat Huff moved to adopt Resolution Number 2016-3A as submitted. Bryant Culpepper seconded.

Motion carried unanimously.

AGENDA ITEM #6 CERTIFICATION OF TRANSPORTATION DISADVANTAGED (TD) LOCAL COORDINATING BOARD (LCB) MEMBERSHIP

Marcia Staszko stated that one of the responsibilities as the Planning Agency is to staff the Local Coordinating Board (LCB), which is made up of elected officials, individuals from state agencies and individuals representing citizen's groups. The membership of the LCB is required to be certified by the Council each year.

MOTION

Pat Huff moved to certify the current TD LCB Membership as presented. Hazel Sellers seconded.

Motion carried unanimously.

AGENDA ITEM #7 COUNCIL CONSIDERATION OF ACCEPTING TRANSPORTATION DISADVANTAGED DESIGNATED OFFICIAL PLANNING AGENCY (DOPA) DESIGNATION FOR DESOTO COUNTY

This item was Removed from the Agenda.

AGENDA ITEM #8 FULL-SCALE EMERGENCY TRAINING EXERCISE UPDATE

Chuck Carter, Emergency Management Program Manager, reported on the full-scale emergency training exercise which was held at the Lakeland Linder Regional Airport on February 18, 2016. The training exercise was designed to test the capabilities of airport staff and community emergency responders in the event of an aviation emergency. The CFRPC provides staff support to emergency management throughout the region by coordinating training exercises that allow first responders and other emergency management personnel to practice their skills in dealing with unexpected emergency events. Discussion followed.

AGENDA ITEM #9 UPDATE ON THE HEARTLAND REGIONAL TRANSPORTATION PLANNING ORGANIZATION (HRTPO)

Marybeth Soderstrom, HRTPO Community Engagement Manager, reviewed the HRTPO Board and Committee structure and the numbers of meetings held to date, largely concentrating their efforts on the Long Range Transportation Plan (LRTP) completion to meet the deadline. The HRTPO website is www.heartlandregionaltpo.com and has received over six thousand views. A Facebook page has been setup, and an email contact list for those wishing to receive information has been established. Ms. Soderstrom reported on two public events and four focus groups that staff held. HRTPO staff have held numerous speaking engagements and attended several festivals where citizens were asked to give their opinion regarding transportation issues in their areas. There have been at least 14 newspaper articles published regarding the HRTPO. The LRTP is scheduled for adoption by the HRTPO at their regular meeting on March 16, 2016.

AGENDA ITEM #10 EXECUTIVE DIRECTOR'S REPORT

A. Legislative Update

Pat Steed reported on legislative activity in Tallahassee. She stated that for the last five years, Regional Planning Councils have not received funding. This year, it was decided that the RPCs would not seek general appropriation from the Legislature. Instead, a proposal was submitted to conduct Capacity Building for Statewide Job Creation within Florida's Industry Clusters using the Regional Economic Model Incorporated (REMI) economic forecasting tool software used by all RPCs. The RPCs continue to work under contract with many state agencies. Ms. Steed discussed the most recent legislative changes regarding the Development of Regional Impact (DRI) process. Ms. Steed also reported on a proposed growth management bill related to airport protection.

B. Grant Opportunity

Pat Steed reported on a grant opportunity that staff was pursuing regarding becoming a bridge agency to help direct citizens in need of services toward resources that are available to them. However, the state has chosen not to partner with any agency for this grant.

Ms. Steed reported on the Technical Assistance Grants that staff is working on. Staff will be completing those grants in May.

AGENDA ITEM #11 OTHER BUSINESS

The next meeting was scheduled for April 13, 2016, at 9:30 a.m. in DeSoto County at the DeSoto County Courthouse, Board of County Commissioners Chamber.

John Idleheart, Department of Environmental Protection, Ft. Myers office, stated that he and Mary Yeargan, the ex-officio member from DEP appointed to serve on the CFRPC, will be rotating attending the Council meetings in the future. With Mr. Idleheart was Mr. Terry Sorello, DEP Ombudsman handling constituency issues.

Mr. Idleheart mentioned that DEP had started their LDR process, so if any local government has projects that require legislative funding, please let him know as early as possible.

There being no further business, the meeting adjourned.

Respectfully submitted,

Edith Yates, CFRPC Vice-Chair
March 9, 2016, Council Meeting Minutes



MEMORANDUM

Date: April 5, 2016

To: Central Florida Regional Planning Council

From: Shannon D. Brett, Program Director

RE: Request for Sealed Bids: Noise Study Data Interpretation

The Central Florida Regional Planning Council issued a Request for Sealed Bids for Noise Study Data Interpretation, as part of the Joint Land Use Study (JLUS) for the Avon Park Air Force Range (APAFR).

One (1) response was received, from Wyle Laboratories. The bid exceeds the amount of funding budgeted for this project.

Requested Action: Request Council reject the bid and authorize staff to reissue Request for Proposals/Bids for Noise Study Data Interpretation with further clarification of requested work product.

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MEMORANDUM

Date: April 5, 2016
To: Central Florida Regional Planning Council
From: Shannon D. Brett, Program Director
RE: Request for Qualifications for Continuing Services

The Central Florida Regional Planning Council issued an RFQ for Continuing Services for consultants with expertise in specified areas, to perform work under a continuing services agreement. The desired areas of expertise needed are as follows:

- Transportation and Traffic Planning
- Environmental/Ecological Planning
- Hydrologic Planning
- General Urban Planning
- Emergency Management

Seventeen (17) responses were received.

Four (4) experienced staff members reviewed and ranked the submitted Qualifications Packages. Staff recommends entering continuing services agreements with the following firms:

- Kimley-Horn and Associates, Inc.
- AIM Engineering and Surveying, Inc.
- Cambridge Systematics
- Quest Ecology
- The Balmoral Group
- Blue Skies Professional Services
- Stantec
- Gurr Professional Services, Inc.

Each firm that was ranked first in each category is recommended. Three (3) additional firms are recommended based upon their ranking or to provide continuity of services. No selected firm is guaranteed work as a result of entering into a continuing services contract with CFRPC.

Requested Action: Authorize staff to negotiate and enter into a continuing services contract with each recommended firm.

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ATTACHMENT A

Deliverables

Deliverable	Deliverables	Minimum Performance	Price
31-Oct-16	Quarterly, Maintain the staff capability necessary to perform the duties and responsibilities required by EPCRA identified in the Scope of Work	Required Quarterly - submit a quarterly report to the Division (Attachment D) identifying tasks performed and associated staff hours during the period. Required: Tasks 1a, b, c, d, e, f, j and k	Reimbursement based upon supporting documentation to include, but not limited to, time logs, cancelled checks, bank debits. Copy fees recovered from the public requests shall be reported and offset reimbursement requests to the State. Maximum request for all tasks during first quarter is 25% of the contract award, second quarter is 50% of the contract award, third quarter is 75% of the award. LEPC reports (Attachments D and D-1) must be submitted with appropriate documentation for reimbursement.
31-Oct-16	Quarterly, Maintain the staff capability necessary to perform the duties and responsibilities required by EPCRA identified in the Scope of Work	As Necessary Quarterly - submit a quarterly report to the Division (Attachment D) identifying tasks performed and associated staff hours during the period. Tasks 1g when public presentation performed; 1h when information is requested by the public; 1i when information has been posted regarding public information availability; Tasks 2a not required in any one quarter, but must be updated by the final quarter; 2b if LEPC had not performed and exercise in the previous award period; Tasks 3a and b assist counties when requested	Reimbursement based upon supporting documentation to include, but not limited to, time logs, cancelled checks, bank debits. Copy fees recovered from the public requests shall be reported and offset reimbursement requests to the State. Maximum request for all tasks during first quarter is 25% of the contract award, second quarter is 50% of the contract award, third quarter is 75% of the award. LEPC reports (Attachments D and D-1) must be submitted with appropriate documentation for reimbursement.
31-Jan-17	Quarterly, Maintain the staff capability necessary to perform the duties and responsibilities required by EPCRA identified in the Scope of Work	Required Quarterly - submit a quarterly report to the Division (Attachment D) identifying tasks performed and associated staff hours during the period. Required: Tasks 1a, b, c, d, e, f, j and k	Reimbursement based upon supporting documentation to include, but not limited to, time logs, cancelled checks, bank debits. Copy fees recovered from the public requests shall be reported and offset reimbursement requests to the State. Maximum request for all tasks during first quarter is 25% of the contract award, second quarter is 50% of the contract award, third quarter is 75% of the award. LEPC reports (Attachments D and D-1) must be submitted with appropriate documentation for reimbursement.

Deliverable	Deliverables	Minimum Performance	Price
31-Jan-17	Quarterly, Maintain the staff capability necessary to perform the duties and responsibilities required by EPCRA identified in the Scope of Work	As Necessary Quarterly - submit a quarterly report to the Division (Attachment D) identifying tasks performed and associated staff hours during the period. Tasks 1g when public presentation performed; 1h when information is requested by the public; 1i when information has been posted regarding public information availability; Tasks 2a not required in any one quarter, but must be updated by the final quarter; 2b if LEPC had not performed and exercise in the previous award period; Tasks 3a and b assist counties when requested	Reimbursement based upon supporting documentation to include, but not limited to, time logs, cancelled checks, bank debits. Copy fees recovered from the public requests shall be reported and offset reimbursement requests to the State. Maximum request for all tasks during first quarter is 25% of the contract award, second quarter is 50% of the contract award, third quarter is 75% of the award. LEPC reports (Attachments D and D-1) must be submitted with appropriate documentation for reimbursement.
28-Apr-17	Quarterly, Maintain the staff capability necessary to perform the duties and responsibilities required by EPCRA identified in the Scope of Work	Required Quarterly - submit a quarterly report to the Division (Attachment D) identifying tasks performed and associated staff hours during the period. Required: Tasks 1a, b, c, d, e, f, j and k	Reimbursement based upon supporting documentation to include, but not limited to, time logs, cancelled checks, bank debits. Copy fees recovered from the public requests shall be reported and offset reimbursement requests to the State. Maximum request for all tasks during first quarter is 25% of the contract award, second quarter is 50% of the contract award, third quarter is 75% of the award. LEPC
28-Apr-17	Quarterly, Maintain the staff capability necessary to perform the duties and responsibilities required by EPCRA identified in the Scope of Work	As Necessary Quarterly - submit a quarterly report to the Division (Attachment D) identifying tasks performed and associated staff hours during the period. Tasks 1g when public presentation performed; 1h when information is requested by the public; 1i when information has been posted regarding public information availability; Tasks 2a not required in any one quarter, but must be updated by the final quarter; 2b if LEPC had not performed and exercise in the previous award period; Tasks 3a and b assist counties when requested	Reimbursement based upon supporting documentation to include, but not limited to, time logs, cancelled checks, bank debits. Copy fees recovered from the public requests shall be reported and offset reimbursement requests to the State. Maximum request for all tasks during first quarter is 25% of the contract award, second quarter is 50% of the contract award, third quarter is 75% of the award. LEPC reports (Attachments D and D-1) must be submitted with appropriate documentation for reimbursement.

31-Jul-17 Quarterly, Maintain the staff capability necessary to perform the duties and responsibilities required by EPCRA identified in the Scope of Work

Required Quarterly - submit a quarterly report to the Division (Attachment D) identifying tasks performed and associated staff hours during the period.

Required: Tasks 1a, b, c, d, e, f, j and k

Reimbursement based upon supporting documentation to include, but not limited to, time logs, cancelled checks, bank debits. Copy fees recovered from the public requests shall be reported and offset reimbursement requests to the State. Maximum request for all tasks during first quarter is 25% of the contract award, second quarter is 50% of the contract award, third quarter is 75% of the award. LEPC reports (Attachments D and D-1) must be submitted with appropriate documentation for reimbursement.

ATTACHMENT A

2016-2017 ESTIMATED BUDGET

Regional Planning Council

1. Salaries/Benefits	\$ <u>39,475</u>
2. Indirect Costs	\$ <u>14,325</u>
3. Travel	\$ <u>4,000</u>
4. Printing/Reproduction	\$ <u>200</u>
5. Supplies	\$ <u>100</u>
6. Other**	\$ <u>900</u>

**Include description: Advertising & FEPA Membership

TOTAL COST \$ 59,000