



Central Florida Regional Planning Council

September 14, 2016

Okeechobee County Courthouse

County Commission Chambers

304 NW 2nd Street

Okeechobee, FL

9:30 a.m.

AGENDA

CALL TO ORDER – Chairman Buddy Mansfield

- Invocation
- Pledge of Allegiance
- Roll Call
- Announcements

AGENDA ITEM #1 PUBLIC COMMENTS

AGENDA ITEM #2 COUNCIL ADMINISTRATION

A. August 10, 2016 Council Meeting Minutes

B. August 2016 Financial Report

- Action Recommended: Approval
- Exhibit #2: A. Minutes (page 5)
B. Financial Report (page 13)

AGENDA ITEM #3 OKEECHOBEE COUNTY ACTIVITIES REPORT

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

- Action Recommended: Information Only
- Exhibit: None

DeSoto Hardee Highlands Okeechobee & Polk Counties

AGENDA ITEM #4 WATER MANAGEMENT DISTRICT OVERVIEW OF THE WATERSHED AND BLUE-GREEN ALGAE BLOOM STATUS

Elizabeth Maxwell with the South Florida Water Management District will provide an overview of efforts being taken to address the blue-green algae bloom and provide an update on the Lake Okeechobee Watershed (LOW) Project.

- Action Recommended: Information Only
- Exhibit: None

AGENDA ITEM #5 FREIGHT AND MOBILITY TRADE PLAN REPORT

Keith Robbins, Florida Department of Transportation (FDOT) District One, will provide an overview on Freight and Mobility Trade in the region.

- Action Recommended: Information Only
- Exhibit: None

AGENDA ITEM #6 EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW ACT (EPCRA)

Staff will report on Emergency Planning activities and the Community Right-to-Know Act, which is celebrating its 30th anniversary. These will be discussed in relation to the Council's programs.

- Action Recommended: Information Only
- Exhibit: None

AGENDA ITEM #7 APPROVAL OF HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS (HMEP) CONTRACT

Staff is requesting authorization to execute the annual HMEP contract.

- Action Recommended: Approve HMEP Contract, Authorize Chairman's Signature and Executive Director to administer the Contract
- Exhibit #7: Contract Scope of Work (page 15)

AGENDA ITEM #8 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, 2016 through September 30, 2017.

- Action Recommended: Approval of contract with Cipher Integration, Inc.
- Exhibit #8: Summary of Services (page 17)

AGENDA ITEM #9 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 #10 EXECUTIVE DIRECTOR'S REPORT

The Executive Director will report on the following work activities:

- A. Florida Regional Councils Association (FRCA)
- B. American Planning Association (APA) Florida Chapter, Presentation and Award

- Action Recommended: Information Only
- Exhibit #10: FRCA Monthly Activity Report (page 19)

AGENDA ITEM #11 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."

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Central Florida Regional Planning Council

August 10, 2016

Bartow Public Library
2150 South Broadway Avenue

Bartow, FL

9:30 a.m.

Meeting Minutes

Chairman Buddy Mansfield called the meeting to order at 9:30 a.m. Norman White offered the invocation, followed by the Pledge of Allegiance.

Roll was called with the following members present.

Chairman, Commissioner Buddy Mansfield, DeSoto County
 Vice-Chair, Commissioner Edie Yates, City of Lakeland
 Jackie Tucker, DeSoto County Gubernatorial Appointee
 City Councilmember Joe Fink, City of Arcadia
 Commissioner Mike Thompson, Hardee County
 City Councilmember Neda Cobb, City of Wauchula
 Commissioner Don Elwell, Highlands County
 Commissioner Bryant Culpepper, Okeechobee County
 Commissioner Melony Bell, Polk County
 City Commissioner, Mike O'Connor, City of Okeechobee
 City Commissioner Pat Huff, City of Bartow and Ridge League of Cities
 City Commissioner, William Twyford, City of Winter Haven
 Hazel Sellers, Polk County Gubernatorial Appointee; Polk County School Board
 Jeff Kincart, Polk County Gubernatorial Appointee
 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
 Cindy Rodriguez, Southwest Florida Water Management District, Ex-officio

Members absent:

Mayor John Shoop, City of Sebring
 Donna Howerton, Highlands County Gubernatorial Appointee; Highlands County
 School Board
 Chet Huddleston, Hardee County Gubernatorial Appointee
 Elvie Posey, Okeechobee County Gubernatorial Appointee
 Debbie Chesna, Florida Department of Transportation, Ex-officio
 Elizabeth "Libby" Maxwell, South Florida Water Management District, Ex-officio
 Mary Yeargan, Department of Environmental Protection, Ex-officio
 Earl Hahn, DeSoto County Planning Director, Ex-officio
 Bill Royce, Okeechobee County Planning Director, Ex-officio



AGENDA ITEM #1 PUBLIC COMMENTS

There were no public comments.

AGENDA ITEM #2 COUNCIL ADMINISTRATION

A. June 8, 2016, Council Meeting Minutes

Chairman Mansfield asked if there were any changes to the June 8, 2016 Council Meeting Minutes.

MOTION

There being none, Pat Huff moved to approve the June 8, 2016 Council Meeting Minutes as submitted. Hazel Sellers seconded.

Motion carried unanimously.

B. Financial Report

Pat Steed reviewed the Statement of Activities and Statement of Net Assets for the month ended June 30, 2016. She pointed out the Meeting Expense line item, saying it was unusually high because the expenses for the SR 37 charrette in Lakeland were put in this line item, were budgeted in the Consultant line item and will be adjusted in the final budget.

MOTION

Mike Thompson moved to accept the June 30, 2016 Financial Report as presented. Melony Bell seconded.

Motion carried unanimously.

AGENDA ITEM #3 POLK COUNTY ACTIVITIES REPORT

Jim Freeman, Polk County Manager, reported that Polk County's current number of jobs equals that of 2007, prior to the economic downturn. Since 2012, Polk County has added nearly 20,000 new jobs. In 2012, the voters of Polk County approved a tax exemption referendum to help compete with neighboring counties for private sector job growth. As a result, many new jobs have been added in Polk County, with over half a billion in capital investment. Polk County has been successful in promoting its geographical location, based on the state road system and interstate highway connecting Polk County. Distribution is one area Polk County has excelled in, with over four million square feet of distribution space. Mr. Freeman stated that property values fell in 2008 from approximately 36 billion to 23 billion. After nearly ten years, property values have recovered by nearly 80%. He reported that Florida is expecting about 7.5 million new

residents over the next 25 years, and Polk County expects between 300,000 to 400,000 new residents, with much of that growth in the northeast quadrant of the county. He discussed how Polk County plans to support that population growth, with road system investments and water supply planning. Polk County's current population is 635,000, with 62% of its residents residing in unincorporated areas. Discussion followed.

Pat Huff congratulated the Polk County Commission on the opening of the 700 space parking structure in downtown Bartow.

AGENDA ITEM #4 ACCEPT BID FOR AVON PARK AIR FORCE RANGE JOINT LAND USE STUDY (JLUS) NOISE STUDY INTERPRETATION AND AUTHORIZE CONTRACT

Shannon McPherson, presented the sealed bids that were submitted in response to the request for proposals (RFP) for professional services for the Noise Study Data Interpretation. She requested the Council accept staff's recommended low bid and authorize the Executive Director to execute the contract with HMMH. Discussion followed.

MOTION

Melony Bell moved to accept staff's recommended bid and authorize the Executive Director to execute the contract with HMMH Consulting Firm. Pat Huff seconded.

Motion carried unanimously.

AGENDA ITEM #5 THE SENTINEL LANDSCAPES PARTNERSHIP AND THE AVON PARK AIR FORCE RANGE

Pat Steed provided some history on this project, saying that in 2006 staff was invited to meet with staff from Highlands and Polk County and the Avon Park Air Force Range to discuss the need for military coordination planning. Staff began working to identify which of the local governments were identified in State Statute as needing to address military coordination in their comprehensive plans. Then began working with those local governments to get them into compliance. During this process, it was discovered that the Air Force Range did not have planning assistance, so a grant was received and the CFRPC partnership with the Air Force Range began. It has been through that continued partnership that has led to the Council helping ensure the continued mission of the Air Force Range and conservation of important natural resources in the area.

Jennifer Codo-Salisbury presented a brief overview of the Joint Land Use Study (JLUS), prepared and implemented through grants from the Department of Defense's Office of Economic Adjustment. The Range is located in both Polk and Highlands Counties, and seven local governments are affected by activities of the range, as well as residents and business in the influence areas. She discussed compatibility coordination and land acquisition for the range. The Noise Study began in 2013, which continued to identify

influence areas of the range. Currently, staff is working on the JLUS Second Implementation Grant.

Charles (Buck) MacLaughlin of the Avon Park Air Force Range provided an overview of the range, its location, land mass, military features, history, and its current capability and future initiatives. He also announced there is a new Commander at the Range, Lt. Col. Daniel Edgar.

Deborah Keller (Keller), of The Nature Conservancy explained that The Sentinel Landscapes Partnership has announced the designation of Avon Park Air Force Range as one of three of the newest Sentinel Landscapes in the country, and the first in Florida. This designation officially recognizes the role that working agricultural lands and natural resources contribute in sustaining the military missions of installations and ranges, and the long-term health of communities. Participating in the Sentinel Landscapes Partnership leverages U.S. Department of Defense, U.S. Department of the Interior, and U.S. Department of Agriculture investments with additional funding from other Federal and State programs. Collectively, these programs work to sustain the local agricultural economy, to protect critical conservation areas and to ensure the military training mission.

Pat Steed added that staff continues to work with counties who are eligible for State Defense Infrastructure Grants (DIG). These grants are economic development grants that are intended for military areas. The Council administers those grants and contracts with the Nature Conservancy who deals directly with the willing property owners regarding conservation easements. The CFRPC also is able to match state money with local resources to leverage grants. This is an efficient way of delivering a lot of impact using many resources together, and the CFRPC is proud to be a part of this effort.

Discussion followed.

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

Jennifer Codo-Salisbury announced that the Council has been awarded a FY 16/17 Community Planning Technical Assistance Grant by the State of Florida Department of Economic Opportunity (DEO). The grant award provides for the drafting of land development regulations specific to allowing the provision of temporary post-disaster accommodations for the 30 jurisdictions in the Central Florida region. Regulations will be drafted for the five counties of DeSoto, Hardee, Highlands, Okeechobee and Polk and the 25 municipalities within these counties.

MOTION

Edie Yates moved to approve the DEO Contract and authorize the Executive Director to execute and administer the grant agreement. Neda Cobb seconded.

Motion carried unanimously.

AGENDA ITEM #7 FY 16/17 COMMUNITY PLANNING TECHNICAL ASSISTANCE GRANT AND COMPETITIVE FLORIDA PARTNERSHIP AWARDS

Jennifer Codo-Salisbury provide an update regarding the State of Florida Department of Economic Opportunity (DEO) FY 16/17 Community Planning Technical Assistance Grant and Competitive Florida Partnership Awards in the Region. Along with the grant awarded to the RPC, DeSoto County received a grant to update their Comprehensive Plan. Also awarded grants were the Cities of Bowling Green, Lake Placid, and Frostproof, and the Town of Dundee.

AGENDA ITEM #8 REPORT ON FLORIDA REGIONAL COUNCILS ASSOCIATION (FRCA) POLICY BOARD MEETING

Pat Steed reported that the Florida Regional Councils Association (FRCA) Policy Board Meeting was held in July, 2016. Three members from each of the ten RPC's in the State, come together to benefit their regions. Members from the Central Florida RPC are Chairman Buddy Mansfield, Jackie Tucker, and Pat Huff, who is also the immediate past Chairman of FRCA. She reported that the Board went through a rebranding exercise at the meeting, where they had input on a new FRCA Logo. The logo will be unveiled at the next FRCA meeting. Also discussed at the FRCA meeting was the RPC's legislative platform for 2017, and projects that may be available on a statewide basis, where all ten RPCs will work together. The RPCs have recently partnered to complete a statewide project of updating the Regional Statewide Evacuation Plans across the state. That project has won a number of national awards. Discussion followed.

AGENDA ITEM #9 STATUS REPORT FOR THE HEARTLAND REGIONAL TRANSPORTATION PLANNING ORGANIZATION (HRTPO)

Pat Steed briefed the Council on activities of the six-county Heartland Regional Transportation Planning Organization (HRTPO). The Technical Advisory Committee recently held a meeting. Staff continues to work with Florida Department of Transportation (FDOT) and Federal Highway Administration (FHWA) on identifying additions to the 2040 Long Range Transportation Plan. A new Transportation Improvement Program (TIP) was just adopted for all six counties. Also, staff had its first certification review where staff was evaluated on the HRTPO's accomplishments. The evaluation will be presented to the HRTPO Board at its next meeting.

AGENDA ITEM #10 EXECUTIVE DIRECTOR'S ANNUAL PERFORMANCE EVALUATION

Chairman Mansfield stated that he received performance evaluations from eight Council members. The Executive Director received primarily "excellent" ratings. The comments made by Council members on their evaluation forms were all extremely complementary. Chairman Mansfield added that Pat Steed is one of the top Directors of any organization and performs her job in an exemplary manner. She goes above and beyond, and is more thorough than anyone he has ever worked with. He thanked Ms. Steed for her hard work and dedication.

Ms. Steed thanked Chairman Mansfield and the Council for their kind words and continued support, and thanked them for the opportunity to serve as their Executive Director. She also thanked her staff for their hard work.

AGENDA ITEM #11 EXECUTIVE DIRECTOR'S REPORT

Pat Steed stated that it is known that Regional Planning Councils work in many areas. According to a FRCA survey, the work RPCs do in the Economic Development area is not well known. She stated that the CFRPC maintains a nationally recognized regional economic computer model for economic development known as the REMI Model. It is a tool used to project the economy in a variety of areas. It was used to assist in projecting the economy for the Heartland 2060 effort. That data was then used in the HRTPO Long Range Transportation Plan (LRTP). She added that having the REMI Model is an important tool to have in the region. The Central Florida Regional Planning Council has entered into an agreement with the Lakeland Economic Development Council to conduct REMI analysis for them. One study has already been completed, and the CFRPC will be available to conduct others as needed. She hoped to expand upon that ability. Also, as the designated Economic Development District for this region since the mid 1970's, the CFRPC conducts planning activities that insures this region remains eligible for Economic Development projects. Ms. Steed added that the Comprehensive Economic Development Strategy will be due for an update in the next few months, and the CEDS committee will need to be updated as well. This will be on an upcoming Council agenda.

Ms. Steed stated that the complex issue of the recent algae growth on the southeast coast of Florida will be addressed at the next Council meeting on September 14, 2016.

AGENDA ITEM #12 OTHER BUSINESS

The next meeting is scheduled for September 14, 2016, at 9:30 a.m. in Okeechobee County at the County Commission Chambers.

There being no further business, the meeting adjourned.

Respectfully submitted,

Buddy Mansfield, Chairman
June 8, 2016 Council Meeting Minutes

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CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
STATEMENT OF ACTIVITIES FY 2015-2016
For the Month Ended August 31, 2016

UNAUDITED

August = 92%

	ACCRUAL	ACCRUAL	ACTUAL	Amended	ACCRUAL
	August 2016	August 2015	August 2016	Budget	% of Budget
ORDINARY INCOME/EXPENSE					
INCOME					
1 Use of Prior Year Surplus	\$ -		\$ -	\$ -	0%
2 Member Assessments	206,241	203,712	206,241	206,240	100%
3 Local Revenue	632,222	642,932	597,495	667,187	95%
4 State Revenue	139,078	124,683	123,368	186,627	75%
5 Federal Revenue	1,602,597	1,472,907	1,692,128	2,168,881	74%
6 TOTAL INCOME	2,580,138	2,444,234	2,619,232	3,228,935	80%
7 EXPENSE					
8 Salaries & Fringe Benefits	1,394,376	1,208,418	1,383,564	1,505,725	93%
9 Consultants	122,474	140,351	135,264	199,960	61%
10 Transportation for the Disadvantaged Trips	721,636	471,656	830,280	970,000	74%
11 BrownfieldsRLF - Pass Through	71,387	205,578	120,638	211,000	34%
12 Accounting/Payroll Services	1,101	2,033	1,101	2,500	44%
13 Advertising	3,682	2,825	3,656	4,000	92%
14 Audit	20,950	17,250	15,950	20,500	102%
15 Auto Expense	13,229	13,197	13,638	15,000	88%
16 Building Security	409	366	297	450	91%
17 Dues & Fees	32,677	35,701	36,672	36,000	91%
18 Equipment Expense	17,673	19,658	19,627	18,000	98%
19 File Management	3,298	3,234	3,298	3,300	100%
20 Insurance	25,476	30,235	20,840	31,200	82%
21 Janitorial/Maintenance	9,353	9,041	8,653	12,000	78%
22 Legal Fees	41,547	30,000	41,547	37,200	112%
23 Meeting Expense	10,291	4,123	10,913	5,100	202%
24 Miscellaneous	-	804	-	1,000	0%
25 Office Supplies	10,873	12,284	11,388	15,000	72%
26 Postage & Delivery	3,487	4,989	3,459	7,000	50%
27 Printing	735	3,848	735	4,500	16%
28 Repair & Maintenance	3,797	6,701	3,886	6,500	58%
29 Technology Supplies	16,896	17,909	16,901	18,000	94%
30 Telephone	8,859	8,296	9,224	9,000	98%
31 Travel & Registration Fees	36,005	41,080	38,295	50,000	72%
32 Utilities	7,333	8,534	7,333	11,000	67%
33 Capital Outlay - Office & Technology	19,871	13,742	19,871	35,000	57%
34 Capital Outlay - Vehicle	-	170,744			
35 Capital Outlay - Building	-	23,445			
34 TOTAL EXPENSE	\$ 2,597,414	\$ 2,482,597	\$ 2,757,030	\$ 3,228,935	80%
35					
36 INCOME OVER (UNDER) EXPENSE	\$ (17,276)	\$ (38,363)	\$ (137,798)	\$ -	

CASH ON HAND 8/31/2016

Checking Account + Petty Cash	\$ 276,834
Cash Held in Reserve:	
Money Market Account	\$ 271,561
Local Govt Investment Pool	\$ 8,823
Total Cash	\$ 557,219

CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
STATEMENT OF NET ASSETS
August 31, 2016

	<u>UNAUDITED</u>	<u>ACCRUAL</u>
	ASSETS	
1	Cash	\$ 276,834
2	Petty Cash	112
3	Accounts Receivable	198,684
4	Unbilled Costs	208,358
5	Prepaid Expenses	15,029
6	Fixed Assets	609,988
7	Funds Held in Reserve	280,384
8		
9	TOTAL ASSETS	<u><u>\$ 1,589,390</u></u>
10		
11	LIABILITIES & EQUITY	
12		
13	Liabilities	
14	Accounts Payable	\$ 105,854
15	Compensated Absences Liability	105,479
16	Deferred Revenue	50,326
17	Total Liabilities	<u>261,659</u>
18		
19	Fund Balance	1,327,731
20		
21	TOTAL LIABILITIES & EQUITY	<u><u>\$ 1,589,390</u></u>

Attachment A
Scope of Work

The Hazardous Materials Transportation Safety and Security Reauthorization Act of 2005 authorizes the US Department of Transportation to provide assistance to public sector employees through training and planning projects to States, Territories, and Native American tribes for emergency response. The purpose of this grant program is to increase State, Territorial, Tribal and local effectiveness in safely and efficiently handling hazardous materials accidents and incidents, enhance implementation of the Emergency Planning and Community Right to Know Act of 1986 (EPCRA), and encourage a comprehensive approach to emergency training and planning by incorporating the unique challenges of responses to transportation situations. The program is funded by registration fees collected from hazardous materials (hazmat) shippers and carriers who offer for transportation or transport certain hazmat in interstate, intrastate, or foreign commerce in accordance with 40 CFR Part 107, Subpart G. These fees fund training and planning grants, monitoring and technical assistance, curriculum development, and staffing costs. Registration fees also fund the publication and distribution of the Emergency Response Guidebook (ERG).

At the Federal level, the US Department of Transportation, Pipeline and Hazardous Materials Safety Administration (PHMSA) administers the HMEP grant.

At the state level, the Division of Emergency Management (DEM) serves as the grant recipient responsible for the oversight and coordination of the local planning and training efforts allowable under the grant. Chaired by the Director of DEM, the State Emergency Response Commission on Hazardous Materials (SERC) serves as the technical advisor and information clearinghouse for state and federal hazardous materials programs. Additionally, the SERC conducts quarterly public meetings in varying locations throughout the state.

At the local level, the ten Regional Planning Councils (RPCs) each oversee a Local Emergency Planning Committee (LEPC) that: (1) creates or updates regional hazardous materials emergency response plans; (2) has the option to perform an annual planning project or hazardous materials related exercise designed to enhance emergency response to a transportation related hazardous materials incident; (3) provides hazardous materials emergency response training to public sector employees; (4) Performs travel in conjunction with quarterly State Emergency response Commission, Local Emergency Planning Committee and Training Task Force Meetings. This agreement provides funding so that the Recipient, as an RPC, can maintain the capability necessary to effectively respond to hazardous material transportation related emergencies. Payments shall be made upon completion of travel as identified above or a specific planning or training deliverable. Invoices must be submitted within 45 business days of completed deliverable or travel.

The recipient has the option of one of six Planning Projects, but must complete the Public Sector Training Assistance tasks outlined in the Scope of Work.

PLANNING PROJECT

The Recipient has the option to perform one of the six planning project options listed in this attachment and all tasks shall be completed by December 31, 2017. The Recipient shall notify the Division, electronically or via U.S. Postal Service, of its choice of a planning project option within seven business days of receipt of the executed Agreement.

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**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 2,000 GB.
- 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, 2016 – September 30, 2017	
Description	Annual Fee
Managed Services (12 months)	\$22,000
<u>Total</u>	<u>\$22,000</u>

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

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Denise Imbler
FRCA Coordinator
(850) 509-4320

MONTHLY ACTIVITY REPORT: July/August 2016

RESOURCE DEVELOPMENT/CAPACITY BUILDING and OUTREACH

- Formatted and distributed the July and August Newsletters.
- To enhance partnerships and strengthen the relationship between regional planning councils and their state and federal partners, participated in or attended the following meetings:
 - Rural Economic Development Initiative (REDI) – July 15th
 - FDOT Safe Mobility for Life Coalition – July 19th and 20th
 - Future of Florida Forum Partners monthly conference call – July 25th
- Shared and researched potential funding opportunities regarding:
 - Countering Violent Extremism Grant
 - National Academies of Sciences, Engineering and Medicine Healthy Communities Grant
 - Department of Homeland Security training grant for Cybersecurity, Hazardous Materials, Economic Recovery and Rural Preparedness.
 - Department of Economic Opportunity assistance with peril of flood COMP plan requirements

ASSOCIATION MANAGEMENT

- Assisted with the development and collection of statewide project initiatives for the Legislative Committee.
- Completed the 4th quarter and end-of-year report for the Department of Economic Opportunity's Strategic Plan for Economic Development Reporting Protocol
- Updated the FRCA Website to address regular maintenance issues and post meeting agendas, summaries and monthly newsletters.
- Prepared for and participated in the July 7 – 8, 2016 EDAC and Policy Board meetings.
- Finalized the logistics, secured speakers, developed agendas, and drafted meeting materials for the August 18 - 19, 2016 FRCA EDAC and Partners meetings.
- Finalized logistics and prepared hand-out materials for the Florida League of Cities Conference.
- Secured exhibit hall space and submitted graphics for the Florida American Planning Association Conference in Tampa.
- Secured a hotel room block and meeting location for the September, October and December FRCA EDAC, Partners and Policy Board meetings.
- Began reviewing the FRCA Operations and Procedures Manual and the new membership orientation packet.