



Central Florida Regional Planning Council

Meeting Agenda

Wednesday, December 13, 2023 | 9:30 a.m.

How to Attend:

In Person

Winter Haven AdventHealth Fieldhouse & Conference Center
Room B
210 Cypress Gardens Blvd.
Winter Haven, FL 33880

Call To Order – Chair Keith Keene

- Invocation
- Pledge of Allegiance
- Roll Call
- Announcements and Staff Introductions

1) Opportunity for Public Comments

2) CFRPC 2023 Recognitions and Review

The Executive Director will review 2023 CFRPC accomplishments and staff service recognitions.

3) Council Administration

- A) Approval of Minutes
- B) October Financial Report

Actions Requested:	Approval by Council
Exhibits:	#3A: October 11, 2023 Council Meeting Minutes - page 5 #3B: October 2023 Financial Report - page 8

4) Polk County Activities Report

Bill Beasley, Polk County Manager, has been invited to update the Council on current activities in Polk County.

Actions Requested:	Information Only
Exhibits:	None

5) Audit Report for the Year Ended September 30, 2023

CliftonLarsonAllen, LLP, will present the audit report for FY 2022-23.

Action Requested:	Information Only
Exhibits:	#5: Audit Report for FY 2022-23 (<i>Separate Document</i>)

6) Recommendations from the Finance Committee

The Finance Committee met on December 1, 2023, to review the Final Budget Amendment for FY 2022-23 and receive the Audit Report for FY 2022-23 from CliftonLarsonAllen, LLP.

Action Requested:	A. Approve Final Budget Amendment for FY 2022-23
Exhibits:	#6A: Final Budget Amendment for FY 2022-23 - page 12

Action Requested:	B. Accept Audit Report for FY 2022-23
Exhibits:	#6B: Audit Report included with Agenda Item #3 (<i>Separate Document</i>)

Action Requested:	C. Approve Budget Amendment #1 for FY 2023-24
Exhibits:	#6C: Budget Amendment #1 for FY 2023-24 - page 13

Action Requested:	D. None. - page 15
Exhibits:	#6D: CFRPC FY 23-24 Organizational Chart (Information Only)

7) Opportunity For Public Hearing for Federal Transit Administration (FTA) Grants

Staff prepared FTA Capital Grant applications that require a public hearing be set in the event anyone from the public would like to comment on the grants. The public hearing will be held only if a written request is received.

Actions Requested:	Conduct Public Hearing if Requested
Exhibits:	None

8) Public Transportation Grant Agreement (PTGA) with the Florida Department of Transportation for FTA 5339 Capital Grant, 5311 Mobility Management, 5310 Rural Operating, 5310 Small Urban

Approve Resolutions 2023-12A through 2023-12E authorizing the Executive Director to sign a PTGAs to: purchase replacement vehicles; and continue funding for transportation disadvantaged programs in DeSoto, Hardee, Highlands, and Okeechobee counties.

Actions Requested:	Approve Resolutions granting authority to Jennifer Codo-Salisbury, Executive Director, to enter into, modify, extend, or terminate specific PTGAs with the Florida Department of Transportation. Those Resolutions include: 2023-12A – 5339 Capital Funds for Replacement of vehicle - page 18 2023-12B – 5339 Capital Funds Vehicle Replacement Fleet Beyond Useful Life - page 19 2023-12C – 5310 Small Urban Operating - page 20 2023-12D – 5310 Rural Operating - page 21 2023-12E – 5311 Mobility Management - page 22
Exhibits:	#8A: Resolutions 2023-12A through 2023-12E

9) Avon Park Air Force Range Military Installation Resilience Review (MIRR)

Staff issued a Request for Proposals for a MIRR for the Avon Park Air Force Range under a grant received from the US Department of Defense, Office of Local Defense Community Cooperation. The Selection Committee has evaluated and ranked the Proposals.

Actions Requested:	Approve Selection Committee's rankings and authorize Executive Director to negotiate and execute contract with the top ranked firm. Authorize Executive Director to negotiate and execute contract and the second ranked firm should negotiations be unsuccessful with the top ranked firm.
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10) Winter Haven One Water Program

Keeli Carlton, City of Winter Haven Water Program Administrator will provide an overview of Winter Haven's One Water Program.

Actions Requested:	Information Only
Exhibits:	None

11) 2024 Holiday Schedule

The 2024 Holiday Schedule will be presented for Council approval.

Actions Requested:	Approval of 2024 Holiday Schedule
Exhibits:	#11A: Proposed 2024 Holiday Schedule - page 24

12) Election of Council Officers for 2024

The Council Nominating Committee (City of Lakeland Commissioner Chad McLeod, Okeechobee County Commissioner Kelly Owens, and DeSoto County Gubernatorial Appointee Jackie Tucker) is scheduled to meet prior to the Council meeting to consider nominations for a Council Chair and Vice Chair for 2024.

Actions Requested:	Elect Chair and Vice-Chair for 2024
Exhibits:	None

13) Appoint Members to the Florida Regional Councils Association (FRCA) Policy Board

The newly elected Chair will appoint three members and one alternate to serve on the FRCA Policy Board representing the CFRPC for 2024.

Actions Requested:	Appoint Members
Exhibits:	None

14) Appoint Members to the Finance Committee

The Chair shall appoint members to serve as the Council's Finance Committee for 2024.

Actions Requested:	Appoint Members
Exhibits:	None

15) Executive Director's Report

The Executive Director will report on outcomes of the legislative session, Florida Regional Councils Association (FRCA) activities, and Council programs.

Actions Requested:	Information Only
Exhibits:	#15: FRCA Monthly Activities Report - page 25

16) Next Meeting and Other Business

A) Next Meeting: February 14, 2024 at 9:30 am at the Avon Park Community Center, 310 West Main Street, Avon Park, Florida. Following the meeting, there will be an optional tour of the Avon Park Air Force Range.

B) Other Business

17) Adjourn

Immediately following Council Meeting

Council Photo

Happy Holidays!

Holiday Treats will be provided.

If any person decides to appeal any decision made by the Board with respect to any matter considered at this meeting or hearing, he/she will need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence from which the appeal is to be issued.

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, income, or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact the CFRPC Title VI/Nondiscrimination Coordinator, Brenda Torres, 863-534-7130, or via Florida Relay Service 711, or by email: btorres@cfrpc.org

La participación pública es solicitada sin distinción de raza, color, origen nacional, sexo, edad, discapacidad, religión o situación familiar. Las personas que requieren alojamiento bajo el Americans with Disabilities Act (ADA) o la traducción de idiomas, de forma gratuita deben ponerse en contacto Brenda Torres, CFRPC Título VI de Enlace, 863-534-7130 (voz), oa través de la Florida Relay Servicio 711, o por correo electrónico btorres@cfrpc.org al menos Tres días antes del evento.

CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

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Central Florida Regional Planning Council

Meeting Minutes

Wednesday, October 11, 2023 | 9:30 a.m.

Exhibit #3A

Okeechobee County Historic Courthouse
“Judge William L. Hendry Courtroom” – County Commission Chambers
304 NW 2nd Street, Okeechobee
Okeechobee, FL 34972

Chair Keith Keene called the meeting to order at 9:30 a.m. Council Attorney Norman White led the invocation followed by the Pledge of Allegiance. Roll was called and the following Council Members were in attendance.

Chair Keith Keene, City of Arcadia
Commissioner Nathaniel Birdsong, City of Winter Haven
Commissioner Kelly Owens, Okeechobee County
Councilman Noel Chandler, City of Okeechobee
Commissioner Neda Cobb, City of Wauchula
Commissioner Harrison Havery, City of Sebring
Jackie Tucker, DeSoto County Gubernatorial Appointee
Commissioner Don Elwell, Highlands County
Libby Pigman, South Florida Water Management District, Ex-Officio

A quorum of members was present.

1) Opportunity for Public Comments

No public comments were received.

2) Council Administration

A) Approval of Minutes

- A motion was made by: Jackie Tucker
- The motion was seconded by: Kelly Owens
- The motion was approved by unanimous vote.

B) August 2023 Financial Report

- A motion was made by: Noel Chandler
- The motion was seconded by: Kelly Owens
- The motion was approved by unanimous vote.

3) Okeechobee County Activities Report

Deborah Manzo, Okeechobee County Administrator, updated the Council on current activities in Okeechobee County.

4) Adoption of the Comprehensive Economic Development Strategy (CEDS) 2023 Update

The CFRPC serves as the Economic Development District for the Central Florida Region, as designated by the US Economic Development Administration (EDA). One role of the EDD is to develop and maintain the five-year Comprehensive Economic Development Strategy (CEDS) for the region, including updating the CEDS annually. CFRPC Program Manager Beneshea Frazier briefed the Council on updates to the CEDS.

- A. Adopt 2023 CEDS Update and approve for publishing and transmitting to EDA.
- A motion was made by: Kelly Owens
 - The motion was seconded by: Don Elwell
 - The motion was approved by unanimous vote.

5) 2023 U.S. Department of Commerce Economic Development Administration (EDA) Partnership Planning Grant FY 2024 – 2027

The Central Florida Regional Planning Council serves as an Economic Development District (EDD). In accordance with Economic Development Administration guidelines, staff will submit the Partnership Planning grant application for FY 2024-27. This grant funds the coordination, preparation and maintenance of the EDD's Comprehensive Economic Development Strategy (CEDS) and allows the EDD to provide technical assistance to communities throughout the region. CFRPC Executive Director Jennifer Codo-Salisbury explained the importance of this grant program in relation to economic development and disaster recovery in the region.

- A. Approval of Resolution 2023-10A authorizing Executive Director to submit application, execute agreement and administer EDA Grant.
- A motion was made by: Jackie Tucker
 - The motion was seconded by: Neda Cobb
 - The motion was approved by unanimous vote.

6) U.S. Environmental Protection Agency Brownfields Grant

The US Environmental Protection Agency (EPA) Brownfields Grant is available for communities to apply. Jennifer Codo-Salisbury provided an overview of the grant program which may provide funding for Phase 1 and Phase 2 environmental assessments of brownfield properties in the region.

- A. Approval of resolution 2023-10B authorizing Executive Director to submit, execute and administer the EPA Brownfields Grant.
- A motion was made by: Nathaniel Birdsong
 - The motion was seconded by: Don Elwell
 - The motion was approved by unanimous vote.

7) Florida Wildlife Corridor Planning and Development Data Statewide Study

CFRPC Planning Director Jeff Schmucker provided an update on the statewide work recently completed for the Florida Wildlife Corridor. The CFRPC, in partnership with Archbold Biological Station, identified areas where potential development may occur within the Florida Wildlife Corridor Opportunity Areas within Florida.

8) Federal Transit Administration (FTA) Grant Applications

Each year the CFRPC submits requests to the Florida Department of Transportation for FTA funding. The annual grant applications are for operating and capital support the Transportation Disadvantaged Program, rural transit services and mobility management programs in DeSoto, Hardee, Highlands, and Okeechobee counties. CFRPC Transportation Director Marybeth Soderstrom provided an overview of these programs.

- A. Adopt Resolution 2023-10C.
- A motion was made by: Neda Cobb
 - The motion was seconded by: Nathaniel Birdsong
 - The motion was approved by unanimous vote.

9) Heartland Regional Transportation Planning Organization (HRTPO) Activities

HRTPO Staff Services Director/CFRPC Transportation Director Marybeth Soderstrom briefed the Council on activities of the six-county Heartland Regional Transportation Planning Organization (HRTPO) and other transportation items including an upcoming HRTPO Governing Board meeting on December 6, 2023, the ongoing Safe Streets and Roads for All Grant, and State Road 70 updates.

10) Update regarding Awarded FloridaCommerce Community Planning Technical Assistance Grants and Planning Advisory Services Agreements

Jennifer Codo-Salisbury updated the Council regarding applications filed for the Florida Commerce FY 2023-2024 Community Planning Technical Assistance Grants and also about Planning Advisory Services staff provides to communities in the region.

11) Report on the Florida Regional Councils Association (FRCA) August Policy Board Meeting

CFRPC Policy Board Members Nathaniel Birdsong and Jackie Tucker along with alternate Policy Board Member Neda Cobb reported on the FRCA Policy Board meeting which was held in August in Pinellas Park.

12) Executive Director Probationary Review

Consistent with the CFRPC Employment agreement with Executive Director Jennifer Codo-Salisbury, the Council provided a probationary performance evaluation. Chair Keith Keene provided information regarding the probationary review. Each Council member received an evaluation form to complete. Council members provided positive feedback. Chair Keene requested a motion to remove probationary status and approve the 4 percent salary increase consistent with the employment agreement.

A. Authorize removal of probationary status and approve the 4 percent salary increase for Executive Director consistent with employment agreement.

- A motion was made by: Don Elwell
- The motion was seconded by: Kelly Owens
- The motion was approved by unanimous vote.

13) Executive Director's Report

Jennifer Codo-Salisbury reported on outcomes of the legislative session, Florida Regional Councils Association activities, and Council programs. Jennifer also announced that Curtis Knowles was promoted to Emergency Management & Community Projects Director.

14) Next Meeting and Other Business

A) Next Meeting: December 13, 2023 at 9:30 am at the AdventHealth Fieldhouse & Conference Center, Room B.

There being no further business, the meeting adjourned.

Respectfully submitted,

Keith Keene, Chair

CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
STATEMENT OF ACTIVITIES FY 2023-2024
For the Month Ended October 31, 2023

Exhibit #3B

UNAUDITED

October = 8%

	ACCRUAL	ACTUAL	Approved Budget	ACCRUAL
	October 2023	October 2023	Budget	% of Budget
ORDINARY INCOME/EXPENSE INCOME				
1 Use of Prior Year Surplus	\$ -	\$ -	\$ -	0%
2 Member Assessments	89,984	71,227	359,935	25%
3 Local Revenue	11,287	86,237	1,763,650	1%
4 State Revenue	22,966	23,263	319,215	7%
5 Federal Revenue	218,487	373,609	3,070,431	7%
6 TOTAL INCOME	342,724	554,336	5,513,231	6%
7 EXPENSE				
8 Salaries & Fringe Benefits	171,539	194,123	2,975,431	6%
9 Consultants	1,805	13,766	499,200	0%
10 Transportation for the Disadvantaged Trips	151,709	314,413	1,568,000	10%
12 Accounting/Payroll Services	87	87	2,500	3%
13 Advertising	218	246	10,000	2%
14 Audit	-	-	34,500	0%
15 Auto Expense	957	1,430	15,000	6%
16 Building Security	-	-	1,600	0%
17 Dues & Fees	1,525	564	55,000	3%
18 Equipment Expense	1,152	725	9,000	13%
19 File Management	-	-	-	0%
20 Insurance	3,242	18,483	40,000	8%
21 Janitorial/Maintenance	1,000	2,468	15,500	6%
22 Legal Fees	3,057	3,057	37,500	8%
23 Meeting Expense	103	292	8,000	1%
24 Miscellaneous	-	267	1,000	0%
25 Office Supplies	85	358	15,000	1%
26 Postage & Delivery	102	102	5,000	2%
27 Printing	42	1	6,000	1%
28 Repair & Maintenance	3,082	4,846	10,000	31%
29 Technology Supplies	5,284	602	55,000	10%
30 Telephone	1,327	2,209	20,000	7%
31 Travel & Registration Fees	435	5,268	60,000	1%
32 Utilities	791	1,844	15,000	5%
33 Capital Outlay - Office & Technology	-	-	25,000	0%
34 Capital Outlay - Vehicle	-	-	-	0%
34 Capital Outlay - TD Vehicle	-	-	-	0%
35 Capital Outlay - Building	-	-	30,000	0%
36 TOTAL EXPENSE	\$ 347,542	\$ 565,150	\$ 5,513,231	6%
37				
38 INCOME OVER (UNDER) EXPENSE	\$ (4,817)	\$ (10,814)	\$ -	

CASH ON HAND 10/31/2023

Checking Account + Petty Cash	\$ 397,767
Cash Held in Reserve:	
Money Market Account	\$ 276,021
Local Govt Investment Pool	\$ 10,057
Total Cash	\$ 683,845

CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
STATEMENT OF NET ASSETS
October 31, 2023

Exhibit #3B

	<u>UNAUDITED</u>	<u>ACCRUAL</u>
	ASSETS	
1	Cash	\$ 397,752
2	Petty Cash	15
3	Accounts Receivable	502,222
4	Unbilled Costs	240,041
5	Prepaid Expenses	29,536
6	Fixed Assets	1,022,232
7	Funds Held in Reserve	286,078
8		
9	TOTAL ASSETS	<u>\$ 2,477,875</u>
10		
11	LIABILITIES & EQUITY	
12		
13	Liabilities	
14	Accounts Payable	\$ 402,789
15	Compensated Absences Liability	156,931
16	Deferred Revenue	40,062
17	Total Liabilities	<u>599,783</u>
18		
19	Fund Balance	1,878,093
20		
21	TOTAL LIABILITIES & EQUITY	<u>\$ 2,477,875</u>

Agenda Item #5
Audit Report for the Year Ended September 30, 2023

Actions Requested:	Information Only
Exhibits:	#5: Audit Report for the Year Ended September 30, 2023

Background: CliftonLarsonAllen, LLP completed the Annual Comprehensive Financial Report for the Central Florida Regional Planning Council, for the fiscal year ending September 30, 2023. The organization form and contents of the attached report, plus the accompanying financial statements and statistical tables are prepared in accordance with the requirements of the Governmental Accounting Standards Board, the American Institute of Public Accountants, and the Governmental Finance Officers Association.

Readers of this report are encouraged to read the Management's Discussion and analysis (MD&A) report which includes a narrative introduction, overview and a of the basic statements.

Summary of the Audit Procedures:

- Independent Auditor's Report: Unmodified Opinion
- Report on Internal Control over Financial Reporting, Compliance and Other Matters: No written findings
- Report on Compliance with Major Federal Program: Unmodified Opinion and No Written Findings
- Management Letter: No Written Findings
- Independent Accountant's Report: Unmodified Opinion

Julie Fowler, CPA, CLA Audit Director, will make a presentation of the audit findings to the Council.

The attached Exhibit #5 contains the full audit report which will also serve as the exhibit for Agenda Item # 6B.

Agenda Item #6
Finance Committee Recommendations

Actions Requested:	Approval by Council
Exhibits:	#6A: Final Budget Amendment for FY 2022-23 #6B: Accept Audit Report for FY 2022-23 (<i>Separate Document</i>) #6C: Approve Budget Amendment #1 for FY 2023-24 #6D: FY 23-24 CFRPC Staff Organizational Chart (<i>Information Only</i>)

BACKGROUND: The Finance Committee met on Friday, December 1, 2023 and unanimously voted to forward the following items to the Council with a recommendation for approval.

A. Final Budget Amendment for FY 2022-23

The proposed Final Budget Amendment for FY 2022-23 reflects revenue and expense adjustments due to changes within the fiscal year and is presented for review and approval.

B. Audit Report for FY 2022-23

CliftonLarsonAllen, LLP, auditors, completed the Annual Comprehensive Financial Report for FY 2022-23 which is provided under separate cover for review and acceptance.

C. Budget Amendment #1 for FY 2023-24

The proposed Budget Amendment #1 for FY 2023-24 reflects revenue and expense adjustments due to changes within the fiscal year and is presented for review and approval.

D. Organizational Chart

The FY 2023-2024 CFRPC Staff Organizational Chart is provided for information only.

**CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
GENERAL FUND STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE – BUDGET TO ACTUAL
For the Year Ended September 30, 2023**

Exhibit #6A

	Original Budget	Final Budget	Actual	Variance
Revenues:				
Member Assessments	\$ 351,085	\$ 351,085	\$ 351,085	\$ -
Local and Other	1,032,485	995,354	995,354	-
State Grants and Contracts	427,569	270,098	270,098	-
Federal Grants	4,604,159	3,398,663	3,398,663	-
Total Revenues	6,415,298	5,015,200	5,015,200	-
Expenditures:				
Salaries and Fringe Benefits	2,564,892	2,279,881	2,279,881	-
Consultants	250,661	169,200	169,200	-
Transportation for the Disadvantaged	2,640,000	1,996,678	1,996,678	-
Accounting and Payroll Services	2,000	2,371	2,371	-
Advertising	10,000	2,398	2,398	-
Audit	27,750	27,750	27,750	-
Auto	13,000	13,420	13,420	-
Building Security	1,600	765	765	-
Dues and Fees	55,000	35,504	35,504	-
Equipment Expenditures	9,000	8,011	8,011	-
File Management	3,000	(436)	(436)	-
Insurance	38,000	36,139	36,139	-
Janitorial	12,500	13,822	13,822	-
Legal	35,000	35,705	35,705	-
Meeting Expenditures	8,000	3,335	3,335	-
Miscellaneous	1,000	2,138	2,138	-
Office Supplies	15,000	11,232	11,232	-
Postage and Delivery	5,000	614	614	-
Printing	6,000	4,351	4,351	-
Repair and Maintenance	6,500	22,761	22,761	-
Technology Supplies and Equipment	55,000	37,217	37,217	-
Telephone	20,000	17,841	17,841	-
Travel and Registration Fees	55,000	69,460	69,460	-
Utilities	12,000	10,350	10,350	-
Capital Outlay	569,395	128,371	128,371	-
Total Expenditures	6,415,298	4,928,878	4,928,878	-
Excess of Revenues Over Expenditures	-	86,322	86,322	-
Other Financing Sources:				
Insurance Recoveries	-	44,670	44,670	-
Net Change in Fund Balance	-	130,992	130,992	-
Fund Balance - Beginning of Year	1,274,487	1,274,487	1,274,487	-
Fund Balance - End of Year	<u>\$ 1,274,487</u>	<u>\$ 1,405,479</u>	<u>\$ 1,405,479</u>	<u>\$ -</u>

The accompanying notes are an integral part of these financial statements.

Central Florida Regional Planning Council
Expense Budget
FY 23-24

Exhibit #6C

	Approved Budget FY 23-24	Proposed Amendment #1 Budget FY 23-24	
1 Personnel	\$ 2,319,559	\$ 2,497,959	
Employee Fringe & Benefits			
2 Payroll Taxes	180,261	202,261	
3 Insurance Premiums	302,838	317,838	
4 Retirement Contributions (457 Plan)	172,773	197,773	
Total Payroll	\$ 2,975,431	\$ 3,215,831	Increased to add a position due to new grant/contracts
5 Consultants/Contracts - EPA Brownfields	-	-	
6 Consultants/Contracts - Emer Mgt	55,000	55,000	
7 Consultants/Contracts - CFRPC Technology	60,000	70,000	Increased due to anticipated higher costs
8 Consultants/Contracts - RPCs	377,000	500,000	Increased due to additional grant consultant work
9 Consultants/Contracts - TPO	7,200	37,200	Increased due to additional grant consultant work
Total Consultants/Contracts	499,200	662,200	
10 Trip Expense 5311	1,088,000	1,088,000	
11 Trip Expense 5310 Operating	480,000	480,000	
Total Trips	1,568,000	1,568,000	
12 Accounting/Payroll Services	2,500	2,500	
13 Advertising	10,000	15,000	Increased due to anticipated higher costs
14 Audit	34,500	34,500	
15 Auto Expense	15,000	15,000	
16 Building Security	1,600	1,600	
17 Dues & Fees	55,000	55,000	
18 Equipment Lease & Maintenance	9,000	9,000	
19 File Management	-	-	
20 Insurance - Auto, Property, Liability	30,000	30,000	
21 Insurance - Workers Compensation	10,000	10,000	
Total Insurance	\$ 40,000	\$ 40,000	
22 Janitorial	15,500	15,500	
23 Professional Fees	37,500	37,500	
24 Meeting Expense	8,000	15,000	Increased due to anticipated higher costs
25 Miscellaneous	1,000	1,000	
26 Office Supplies	15,000	15,000	
27 Postage & Delivery	5,000	5,000	
28 Printing	6,000	7,500	Increased due to anticipated higher costs
29 Repair & Maintenance	10,000	15,000	Increased due to anticipated higher costs
30 Technology Supplies & Equipment	55,000	60,000	Increased due to anticipated higher costs
31 Telephone	20,000	20,000	
32 Travel & Registration Fees	60,000	70,000	Increased due to anticipated higher costs
33 Utilities	15,000	15,000	
34 Capital Outlay - Building	25,000	25,000	
35 Capital Outlay - CFRPC Vehicle	-	-	
36 Capital Outlay - TD Vehicles	-	-	
37 Capital Outlay - Office & Technology	30,000	55,000	Increased due to anticipated higher costs
Total Capital Outlay	\$ 55,000	\$ 80,000	
	\$ 5,513,231	\$ 5,975,131	
	\$ 5,513,231	\$ 5,975,131	
	0	-	

Central Florida Regional Planning Council

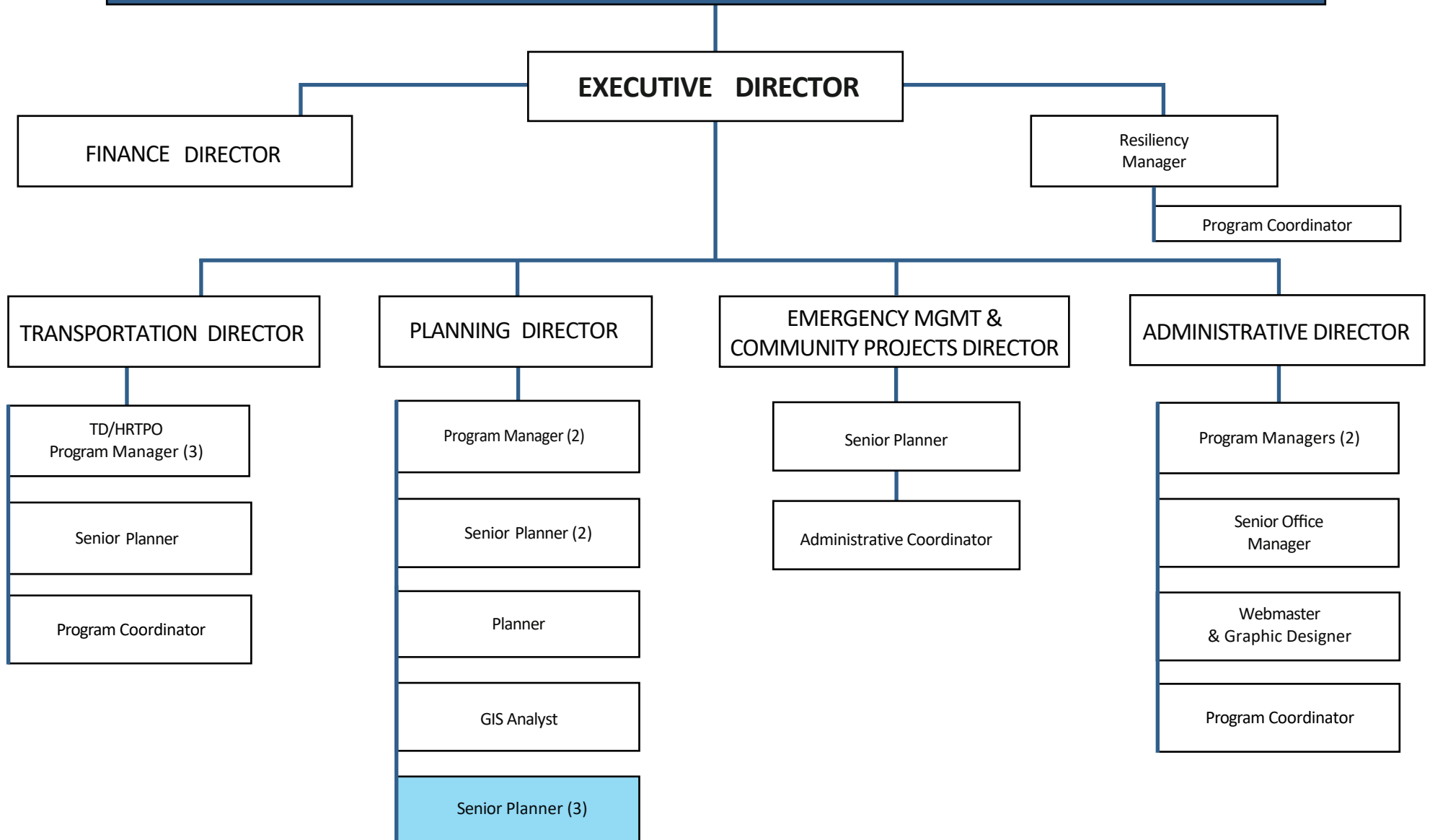
Revenue Budget

FY 23-24

Exhibit #6C

	Approved Budget FY 23-24	Proposed Amendment #1 Budget FY 23-24	
LOCAL REVENUE:			
1 County (Member) Assessments	\$ 359,935	\$ 359,935	
2 Hazardous Waste Assessments (SQG)	32,500	32,500	
3 Mitigation Grant	55,750	55,750	
4 PAS Contracts	1,495,400	1,444,000	Decreased due to current PAS contracts
5 TD Local Planning Assessments	38,000	38,000	
6 Interest	1,000	1,000	
7 Other Local Revenue	12,000	12,000	
8 Local Match for Transportation - Highlands	129,000	129,000	
9 Local Match for TD - Vehicles	-	-	
Total Local Revenue	\$ 1,763,650	\$ 1,712,250	
STATE REVENUE:			
Florida Department of Economic Opportunity			
10 Technical Assistance Grant	\$ 115,000	\$ 301,500	Increased due to final grant awards
Florida Department of Emergency Management			
11 LEPC	70,000	77,000	Increased due to final grant award
12 Hazards Materials Planning & Prevention	2,169	1,969	Decreased due to final grant award
Florida Department of Transportation			
13 Commission for TD - Planning	132,046	132,046	
14 State Match for TD Vehicles	-	-	
Total State Revenue	\$ 319,215	\$ 512,515	
FEDERAL REVENUE:			
Department of Commerce			
15 EDA - District Planning	75,000	75,000	
16 EDA - Post Disaster Hurricane Ian	125,000	125,000	
Department of Defense			
17 Sentinel Landscape	100,000	100,000	
18 MIRR	60,000	350,000	Increased due to projected grant activity for FY 24
19 OLDCC - Compatible Use Plan	-	-	
Florida Department of Emergency Management			
20 HMEP Planning & Training	55,260	55,260	
Department of Transportation			
21 Mobility Management	265,000	265,000	
22 TPO Planning - FHWA PL	458,331	458,331	
23 Section 5339 Vehicles	-	-	
24 Section 5310/5311 TD Vehicles	-	-	
25 Section 5305(d) TPO	10,000	40,000	Increased due to projected grant activity for FY 24
26 FDOT - Planning Grant	144,000	144,000	
Section 5311			
27 Admin	209,840	209,840	
28 Operating Trips	1,088,000	1,088,000	
Section 5310 Operating			
29 Operating Trips	480,000	480,000	
Total Federal Revenue	\$ 3,070,431	\$ 3,390,431	
Fund Balance Transfer	\$ -	\$ -	
TOTAL REVENUE	\$ 5,513,231	\$ 5,975,131	

CENTRAL FLORIDA REGIONAL PLANNING COUNCIL BOARD



Part-Time Position

Agenda Item #7
Opportunity for Public Hearing for Federal Transit Administration (FTA) Grants

Actions Requested:	Conduct Public Hearing if Requested
Exhibits:	None

Background: Staff prepared FTA Capital Grant applications that require a public hearing be set in the event anyone from the public would like to comment on the grants. The public hearing will be held only if a written request is received.

Agenda Item #8
**Opportunity for Public Hearing for Federal Transportation Administration (FTA)
Grants**

Action Requested:	Approval by Council
Exhibits:	#8A: Resolutions 2023-12A through 2023-12E

Background: Approve Resolutions 2023-12A through 2023-12E authorizing the Executive Director to sign PTGAs to: purchase replacement vehicles; and continue funding for transportation disadvantaged programs in DeSoto, Hardee, Highlands, and Okeechobee counties.

- **RESOLUTION 2023-12A**
Authorizes Executive Director, to enter into, modify, extend, or terminate a Public Transportation Grant Agreement (PTGA) with the Florida Department of Transportation, unless specifically rescinded for FTA 5339 Capital Funds for Replacement of vehicle.
- **RESOLUTION 2023-12B**
Authorizes Executive Director, to enter into, modify, extend, or terminate a Public Transportation Grant Agreement (PTGA) with the Florida Department of Transportation, unless specifically rescinded for FTA 5339 Capital Funds Vehicle Replacement Fleet Beyond Useful Life.
- **RESOLUTION 2023-12C**
Authorizes Executive Director, to enter into, modify, extend, or terminate a Public Transportation Grant Agreement (PTGA) with the Florida Department of Transportation, unless specifically rescinded for FTA 5310 Small Urban Operating for public transportation through the coordinated system in the small urban area of Highlands County and associated administrative support documents for transit projects.
- **RESOLUTION 2023-12D**
Authorizes Executive Director, to enter into, modify, extend, or terminate a Public Transportation Grant Agreement (PTGA) with the Florida Department of Transportation, unless specifically rescinded for FTA 5310 Rural Operating for public transportation through the coordinated system in DeSoto, Hardee, Highlands and Okeechobee counties and associated administrative support documents for transit projects.
- **RESOLUTION 2023-12E**
Authorizes Executive Director, to enter into, modify, extend, or terminate a Public Transportation Grant Agreement (PTGA) with the Florida Department of Transportation, unless specifically rescinded for FTA 5311 for Mobility Management activities focused on the continued implementation of the goals and objectives of the Heartland Rural Mobility Plan and associated administrative support documents for transit projects.



RESOLUTION 2023-12A

Exhibit #8A

A RESOLUTION OF THE CENTRAL FLORIDA REGIONAL PLANNING COUNCIL (CFRPC) PROVIDING AUTHORIZATION TO SIGN THE PUBLIC TRANSPORTATION GRANT AGREEMENT FOR FEDERAL 5339 FUNDS AWARDED TO THE CFRPC FOR TRANSPORTATION FOR PUBLIC TRANSPORTATION THROUGH THE COORDINATED SYSTEM IN DESOTO, HARDEE, HIGHLANDS, AND OKEECHOBEE COUNTIES AND ASSOCIATED ADMINISTRATIVE SUPPORT DOCUMENTS WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION FOR TRANSIT PROJECTS.

WHEREAS, the Central Florida Regional Planning Council has the authority to enter into a Public Transportation Grant Agreement (PTGA) with the Florida Department of Transportation to undertake a project as authorized by Chapter 341, Florida Statutes and/or by the Florida Transit Administration Act of 1964, as amended;

NOW, THEREFORE, BE IT RESOLVED BY THE Central Florida Regional Planning Council, Florida:

1. The PTGA for the Item-Segment-Phase-Sequence (Financial Management Number) 454257-1-94-23 is approved.
2. That Jennifer Codo-Salisbury, Executive Director, is authorized to enter into, modify, extend, or terminate the PTGA with the Florida Department of Transportation, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS 13th DAY OF DECEMBER, 2023.

CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

Keith Keene, Chair

ATTEST:

COUNCIL ATTORNEY:





RESOLUTION 2023-12B

Exhibit #8A

A RESOLUTION OF THE CENTRAL FLORIDA REGIONAL PLANNING COUNCIL (CFRPC) PROVIDING AUTHORIZATION TO SIGN THE PUBLIC TRANSPORTATION GRANT AGREEMENT FOR FEDERAL 5339 FUNDS AWARDED TO THE CFRPC FOR TRANSPORTATION FOR PUBLIC TRANSPORTATION THROUGH THE COORDINATED SYSTEM IN DESOTO, HARDEE, HIGHLANDS, AND OKEECHOBEE COUNTIES AND ASSOCIATED ADMINISTRATIVE SUPPORT DOCUMENTS WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION FOR TRANSIT PROJECTS.

WHEREAS, the Central Florida Regional Planning Council has the authority to enter into a Public Transportation Grant Agreement (PTGA) with the Florida Department of Transportation to undertake a project as authorized by Chapter 341, Florida Statutes and/or by the Florida Transit Administration Act of 1964, as amended;

NOW, THEREFORE, BE IT RESOLVED BY THE Central Florida Regional Planning Council, Florida:

1. The PTGA for the Item-Segment-Phase-Sequence (Financial Management Number)
_____ is approved.
2. That Jennifer Codo-Salisbury, Executive Director, is authorized to enter into, modify, extend, or terminate the PTGA with the Florida Department of Transportation, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS 13th DAY OF DECEMBER, 2023.

CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

Keith Keene, Chair

ATTEST:

COUNCIL ATTORNEY:





RESOLUTION 2023-12C

Exhibit #8A

A RESOLUTION OF THE CENTRAL FLORIDA REGIONAL PLANNING COUNCIL (CFRPC) PROVIDING AUTHORIZATION TO SIGN THE PUBLIC TRANSPORTATION GRANT AGREEMENT FOR FEDERAL 5310 FUNDS AWARDED TO THE CFRPC FOR TRANSPORTATION FOR PUBLIC TRANSPORTATION THROUGH THE COORDINATED SYSTEM IN THE SMALL-URBAN AREA OF HIGHLANDS COUNTY AND ASSOCIATED ADMINISTRATIVE SUPPORT DOCUMENTS WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION FOR TRANSIT PROJECTS.

WHEREAS, the Central Florida Regional Planning Council has the authority to enter into a Public Transportation Grant Agreement (PTGA) with the Florida Department of Transportation to undertake a project as authorized by Chapter 341, Florida Statutes and/or by the Florida Transit Administration Act of 1964, as amended;

NOW, THEREFORE, BE IT RESOLVED BY THE Central Florida Regional Planning Council, Florida:

1. The PTGAs for the Item-Segment-Phase-Sequence (Financial Management Number)
_____ are approved.
2. That Jennifer Codo-Salisbury, Executive Director, is authorized to enter into, modify, extend, or terminate the PTGAs with the Florida Department of Transportation, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS 13th DAY OF DECEMBER 2023.

CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

Keith Keene, Chair

ATTEST:

COUNCIL ATTORNEY:





RESOLUTION 2023-12D

Exhibit #8A

A RESOLUTION OF THE CENTRAL FLORIDA REGIONAL PLANNING COUNCIL (CFRPC) PROVIDING AUTHORIZATION TO SIGN THE PUBLIC TRANSPORTATION GRANT AGREEMENT FOR FEDERAL 5310 FUNDS AWARDED TO THE CFRPC FOR TRANSPORTATION FOR PUBLIC TRANSPORTATION THROUGH THE COORDINATED SYSTEM IN DESOTO, HARDEE, HIGHLANDS, AND OKEECHOBEE COUNTIES AND ASSOCIATED ADMINISTRATIVE SUPPORT DOCUMENTS WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION FOR TRANSIT PROJECTS.

WHEREAS, the Central Florida Regional Planning Council has the authority to enter into a Public Transportation Grant Agreement (PTGA) with the Florida Department of Transportation to undertake a project as authorized by Chapter 341, Florida Statutes and/or by the Florida Transit Administration Act of 1964, as amended;

NOW, THEREFORE, BE IT RESOLVED BY THE Central Florida Regional Planning Council, Florida:

1. The PTGA for the Item-Segment-Phase-Sequence (Financial Management Number) _____ is approved.
2. That Jennifer Codo-Salisbury, Executive Director, is authorized to enter into, modify, extend, or terminate the PTGA with the Florida Department of Transportation, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS 13th DAY OF DECEMBER 2023.

CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

Keith Keene, Chair

ATTEST:

COUNCIL ATTORNEY:





RESOLUTION 2023 - 12E

Exhibit #8A

A RESOLUTION OF THE CENTRAL FLORIDA REGIONAL PLANNING COUNCIL (CFRPC) PROVIDING AUTHORIZATION TO SIGN THE PUBLIC TRANSPORTATION GRANT AGREEMENT FOR FEDERAL 5311 FUNDS AWARDED TO THE CFRPC FOR TRANSPORTATION FOR MOBILITY MANAGEMENT ACTIVITIES FOCUSED ON THE CONTINUED IMPLEMENTATION OF THE GOALS AND OBJECTIVES OF THE HEARTLAND RURAL MOBILITY PLAN (HRMP) AND ASSOCIATED ADMINISTRATIVE SUPPORT DOCUMENTS WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION FOR TRANSIT PROJECTS.

WHEREAS, the Central Florida Regional Planning Council has the authority to enter into a Public Transportation Grant Agreement (PTGA) with the Florida Department of Transportation to undertake a project as authorized by Chapter 341, Florida Statutes and/or by the Florida Transit Administration Act of 1964, as amended;

NOW, THEREFORE, BE IT RESOLVED BY THE Central Florida Regional Planning Council, Florida:

The PTGA for the Item-Segment-Phase-Sequence (Financial Management Number)

_____ is approved.

That Jennifer Codo-Salisbury, Executive Director, is authorized to enter into, modify, extend, or terminate the PTGA with the Florida Department of Transportation, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS 13th DAY OF December 2023.

CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

Keith Keene, Chair

ATTEST:

COUNCIL ATTORNEY:



Agenda Item #9
Avon Park Air Force Range Military Installation Resilience Review (MIRR)

Actions Requested:	Approve Selection Committee's rankings and authorize Executive Director to negotiate and execute contract with top ranked firm. Authorize the Executive Director to move to the second ranked firm should negotiations be unsuccessful with the top ranked firm.
Exhibits:	None

Background: In August 2023, the Central Florida Regional Planning Council was awarded a grant from the US Department of Defense, Office of Local Defense Community Cooperation to support a Military Installation Resiliency Review (MIRR) project for the Avon Park Air Force Range in the amount of \$462,915, to be completed by January 2025.

This project integrates critical military and community resilience concerns into the strategies, plans, and investments of surrounding municipalities to foster, protect, and create a resilient future that considers the unique contributions of the Avon Park Air Force Range. This project will be led by the CFRPC, building upon our strong relationships with Range personnel, military leadership, municipal and county governments, economic development organizations, Sentinel Landscape partners, and the State of Florida.

With collaboration from key stakeholders, the Project Team will:

- Conduct a comprehensive review of present and forecasted natural and man-made threats and vulnerabilities;
- Perform table-top exercises with local military and community (public and private) leadership to review capacities of hard infrastructure such as transportation networks, electricity, communications, and water supply, and the public services necessary to respond to natural and/or man-made disruptions.
- Develop community partnerships;
- Model impacts from potential threats and geospatial mapping; and
- Develop a Cost-benefit analysis of implementation options.

Staff issued a Request for Proposals for a MIRR and received three proposals listed below.

- Marstel-Day
- Stantec
- Converge Strategies

The Selection Committee met on November 30, 2023 to evaluate and rank the Proposals. **Marstel-Day ranked first and Stantec was ranked second.**

Staff requests the Board approve the Selection Committee's rankings and authorize the Executive Director to negotiate and execute a contract for this project consistent with the grant.



Central Florida Regional Planning Council

Staff Holiday Schedule

Calendar Year 2024

New Year's Day (observed)	Monday	January 1, 2024
Martin Luther King Jr., Day	Monday	January 15, 2024
Memorial Day	Monday	May 27, 2024
Independence Day	Thursday	July 4, 2024
Labor Day	Monday	September 2, 2024
Veteran's Day (observed)	Monday	November 11, 2024
Thanksgiving Holidays	Thursday Friday	November 28, 2024 November 29, 2024
Christmas Holidays	Tuesday Wednesday	December 24, 2024 December 25, 2024

Staff is allowed one **Floating Holiday** each year.



MONTHLY ACTIVITY REPORT: November 2023

RESOURCE DEVELOPMENT/CAPACITY BUILDING and OUTREACH

- Organized and distributed the November 2023 Florida Regional Councils Association (FRCA) Newsletter, *FRCA Forward*.
- Updated the email lists for and maintain the email listserv for approximately 2,750 individuals who receive *FRCA Forward*.
- Maintained and updated the FRCA website: www.flregionalcouncils.org.
- To enhance partnerships and strengthen the relationship between regional planning councils and their state and federal partners, organized, participated with, or attended the following meetings and webinars:
 - Coordination call with Florida Association of Counties
 - Coordination call with Florida Commerce – ESF 18 Lead
 - Statewide Emergency Shelter Working Group Meeting
 - Florida Resilience Collaborative Coordinators Forum
 - FDOT Advanced Air Mobility Advisory Committee Meeting

ASSOCIATION MANAGEMENT

- Organized and prepared for December FRCA Executive Directors Advisory Committee (EDAC) Meeting scheduled for December 8th. Continued meeting preparations for the Winter 2024 Policy Board Meeting.
- Assisted with data collection for the FRCA 2023 Annual Report.
- Distributed grant opportunities and information of interest from local, state and national organizations.