



Central Florida Regional Planning Council

June 10, 2020 Teleconference

Meeting location: <https://global.gotomeeting.com/join/712859581>

Call-in Number: (571) 317-3122

Access Code: 712-859-581

Meeting Minutes

Due to current health concerns and limitations on public gatherings, this meeting was conducted via teleconference.

Chair Neda Cobb called the meeting to order at 9:32 a.m. Norman White led the invocation followed by the Pledge of Allegiance.

Roll was called with the following members present:

Chair, City Commissioner Neda Cobb, City of Wauchula
Vice-Chair, Commissioner Don Elwell, Highlands County
Commissioner Buddy Mansfield, DeSoto County
City Councilmember Keith Keene, City of Arcadia
Jackie Tucker, DeSoto County Gubernatorial Appointee
Commissioner Mike Thompson, Hardee County
City Commissioner Charlie Lowrance, City of Sebring
Donna Howerton, Highlands County Gubernatorial Appointee; Highlands County School Board
City Commissioner Bobby Keefe, City of Okeechobee
City Commissioner Nathaniel Birdsong, City of Winter Haven
City Commissioner Chad Mcleod, City of Lakeland
City Commissioner Morris West, City of Hanes City, Ridge League of Cities
Jeff Kincart, Polk County Gubernatorial Appointee
Chandra Frederick, Polk County Director of Growth Management, Ex-officio
Elizabeth "Libby" Maxwell-Pigman, South Fla. Water Mgt. District, Ex-officio
Kelly Boatwright for Mary Yeargan, Dept. of Environmental Protection, Ex-officio
Cindy Rodriguez, Southwest Florida Water Management District, Ex-officio

Members absent:

Commissioner Bryant Culpepper, Okeechobee County
Commissioner Rick Wilson, Polk County
June Fisher, DeSoto County Planning Director, Ex-officio
Todd Miller, Hardee County Planning Director, Ex-officio
Ben Dunn, Highlands County Development Services Director, Ex-officio
Bill Royce, Okeechobee County Planning Director, Ex-officio
Deborah Chesna, Florida Department of Transportation, Ex-officio



Announcements:

Pat Steed announced that the United Way of Central Florida (UWCF) will be forgoing their annual awards celebration this year in lieu of five virtual events on their website and social media. From June 15 through 19, 2020, UWCF will be unveiling different aspects of what would have been their annual meeting. Staff has been notified that the Council will be recognized at one of the events for their contributions. Staff will share the details of that event at the August Council meeting.

AGENDA ITEM #1 PUBLIC COMMENTS

There were no public comments.

AGENDA ITEM #2 COUNCIL ADMINISTRATION

A. May 13, 2020 Council Meeting Minutes

Chair Cobb asked if there were any changes to the May 13, 2020 Council Meeting Minutes.

MOTION

Bobby Keefe stated that he was in attendance at the May 13, 2020 Council Meeting.

Chair Cobb stated that the Minutes would be corrected to reflect his presence.

With that correction, Nathaniel Birdsong moved to approve the May 13, 2020 Council Meeting Minutes. Morris West seconded.

Motion carried unanimously.

B. Financial Report

Pat Steed reviewed the Statement of Activities and Statement of Net Assets for the month ended April 30, 2020.

MOTION

Nathaniel Birdsong moved to accept the April 2020 Financial Report as presented. Bobby Keefe seconded.

Motion carried unanimously.

AGENDA ITEM #3 FINANCE COMMITTEE RECOMMENDATIONS

Pat Steed stated that the Council's Finance Committee conducted a virtual meeting on June 1, 2020. After reviewing the budget items, the Finance Committee is recommending the following budget items for approval.

A. Budget Amendment for FY 2019-20

Ms. Steed referred to a budget narrative that listed and explained each line item amendment in both the Revenue and Expense portions of the budget, to include the EDA CARES Act funding that will be used for a program to develop methods for economic recovery from the COVID-19 Pandemic. The proposed amended balanced budget for revenues and expenditures totaled \$4,443,625.

Chair Cobb stated that the Finance Committee was recommending a one-time payment of \$5,000 each to the Council Attorney and to the Executive Director for their increased workloads and for meeting all the fast-paced deadlines under the conditions of a pandemic.

MOTION

Don Elwell moved to approve the Budget Amendment for FY 2019-20 as presented. Nathaniel Birdsong seconded.

Motion carried unanimously.

B. Proposed FY 2020-21 Annual Budget

Pat Steed referred to the Budget Narrative for the proposed FY 2019-20 Annual Budget. She pointed out the changes in revenue and expenses from the current year budget. The total FY 2020-21 annual budget was proposed at \$4,906,453 which would create a balanced budget.

MOTION

Bobby Keefe moved to approve the Proposed FY 2020-21 Annual Budget as presented. Chad McLeod seconded.

Motion carried unanimously.

C. Member Assessment for FY 2020-21

Ms. Steed stated that the Finance Committee is recommending no change to the current Member Assessments. The current assessments are set at \$0.30 per capita for each of the Council's five counties. The amount for each county is calculated using the Bureau of Economic and Business Research (BEBR) Population Estimates for the previous year. Ms. Steed presented a chart showing each county's estimated total member assessments

for FY 2020-21. She added that these estimates had been given to each County so they would be aware.

MOTION

Nathaniel Birdsong moved to approve the \$0.30 per capita Member Assessments for FY 2020-21, as presented. Bobby Keefe seconded.

Motion carried unanimously.

AGENDA ITEM #4 ECONOMIC STATUS OF THE REGION

Pat Steed, Executive Director, presented a brief overview of the current economic status of the region. Glades and Hendry Counties were included in the overview since they are in the HRTPO region and are also included in the seven Heartland 2060 Counties. She reported that CFRPC staff has remained busy with development inquiries. Development approvals such as comprehensive plan amendments, zoning changes, site plan and subdivision reviews have continued through the pandemic. Staff has answered many questions about issues such as fence and shed placement, setbacks and room additions. Ms. Steed reviewed the building permits that were issued in the Heartland County for the period between February and May, 2020. She presented the single family housing starts and sales from May 2019 through April 2020, the amount of sales tax revenue collected by the State over the last eighteen months, and the unemployment rates for the seven Heartland Counties for February through April, 2020.

AGENDA ITEM #5 ECONOMIC DEVELOPMENT ADMINISTRATION CARES ACT FUNDING GRANT APPLICATION

Pat Steed, Executive Director, stated that the Central Florida Regional Planning Council, in its capacity as the Economic Development District for the Heartland Region, has been invited to apply for supplemental grant funding from the Department of Commerce, Economic Development Administration through the Coronavirus Aid, Relief, and Economic Security (CARES) Act. This grant is in the amount of \$400,000 with no match requirement. The funding will be used for a program to develop methods for economic recovery from the COVID-19 Pandemic. The project will include hiring a Program Manager to serve as the Disaster Economic Recovery Coordinator to implement these efforts while working with partners to speed the recovery process through strategic technical assistance and local capacity building for impacted communities in the region.

MOTION

Mike Thompson moved to approve the EDA CARES Act grant submittal and authorize the Executive Director to sign and administer the grant. Bobby Keefe seconded.

Motion carried unanimously.

AGENDA ITEM #6 FY 2019/20 COMPETITIVE FLORIDA PARTNERSHIP GRANT AND COMMUNITY PLANNING TECHNICAL ASSISTANCE GRANT UPDATES

Jennifer Codo-Salisbury, Deputy Director, provided an update regarding the State of Florida Department of Economic Opportunity (DEO) FY 2019/20 Competitive Florida Partnership and Community Planning Technical Assistance Grants. She presented a list of the three local governments in receipt of four of these grants, which included two grants for the City of Okeechobee, one for the City of Fort Meade and one for the City of Frostproof. Also, CFRPC has applied for a Technical Assistance Grant to update the Heartland 2060 plan. Ms. Codo-Salisbury stated that the second grant would provide an opportunity to study migrant and farmworker housing in the region.

AGENDA ITEM #7 ADOPT RESOLUTIONS 2020-6A AND 2020-6B AUTHORIZING EXECUTIVE DIRECTOR TO EXECUTE AND ADMINISTER GRANTS FOR FY 2020/21

Jennifer Codo-Salisbury described the grant applications for the State of Florida, Department of Economic Opportunity (DEO) for FY 2020/21 Competitive Florida Partnership Grants and Community Planning Technical Assistance Grants. Resolution 2020-6A authorizes the Executive Director to sign and administer the Competitive Florida Partnership Grants. Resolution 2020-6B authorizes the Executive Director to sign and administer the Community Planning Technical Assistance Grants.

MOTION

Don Elwell moved to adopt Resolution 2020-6A as presented. Nathaniel Birdsong seconded.

Motion carried unanimously.

MOTION

Keith Keen moved to adopt Resolution 2020-6B as presented. Nathaniel Birdsong seconded.

Motion carried unanimously.

AGENDA ITEM #8 LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) GRANT AGREEMENT FOR FY 2020-21

Pat Steed, Executive Director, stated that this is a reoccurring contract to support the Central Florida LEPC program. The Local Emergency Planning Committee is comprised of first responders and safety specialist from cities, counties and private businesses in the five-county region. The grant agreement work begins July 1, 2020.

MOTION

Nathaniel Birdsong moved to approve the LEPC Grant Agreement and authorize the Executive Director to sign and administer the Grant Agreement. Mike Thompson seconded.

Motion carried unanimously.

AGENDA ITEM #9 HAZARDS ANALYSIS (HA) GRANT AGREEMENT FOR FY 2020-21

Pat Steed, Executive Director, presented the Scope of Work for this reoccurring contract, funded by the US Department of Transportation and passed to the Council through the Florida Division of Emergency Management for Hazardous Analysis (HA) Services. The grant agreement work will begin July 1, 2020.

MOTION

Nathaniel Birdsong moved to approve the HA Grant Agreement and authorize the Executive Director to sign and administer the Grant Agreement. Don Elwell seconded.

Motion carried unanimously.

AGENDA ITEM #10 UPDATE ON HEARTLAND 2060

Pat Steed, Executive Director, provided an update on Heartland 2060: Building a Resilient Region. Staff is in the second year of work updating this plan. Two successful summits were held in late 2019. The third summit was cancelled due to the current public health crisis. However, a survey was conducted with good results. The survey received 504 responses. She stated that 33% of those responding were stakeholders and 67% were individual citizens from the region. Ms. Steed presented the questions asked in the survey and reviewed their results.

AGENDA ITEM #11 UPDATED CONTINUITY OF OPERATIONS PLAN (COOP) FOR CFRPC

Pat Steed, Executive Director, stated that staff had updated the CFRPC COOP. She reviewed the fully revised COOP that addresses how the timely completion of all tasks throughout the duration of an emergency regardless of the nature and duration of that emergency, will be accomplished. She added that staff had prepared a separate COOP for the HRTPO Board, which falls under the CFRPC COOP.

MOTION

Nathaniel Birdsong moved to approve the updated Continuity of Operations Plan for CFRPC 2020 as presented. Bobby Keefe seconded.

Motion carried unanimously.

AGENDA ITEM #12 UPDATE ON THE HEARTLAND REGIONAL TRANSPORTATION PLANNING ORGANIZATION (HRTPO)

Pat Steed, Executive Director, stated that the next HRTPO Board meeting is scheduled for June 17, 2020 at which the Board will be asked to approve the Transportation Improvement Plan (TIP). The TIP includes the Draft Tentative Five-Year Work Program for FDOT. Staff continues to work to update the Long Range Transportation Plan (LRTP) for 2045, which is an ongoing process. Staff has also prepared a Bicycle and Pedestrian Safety Plan, which is a required document, and will also be presented to the Board for approval.

AGENDA ITEM #13 EXECUTIVE DIRECTOR'S REPORT

The Executive Director reported on the following items:

A. MCORES Southwest/Central Task Force

Pat Steed announced that the next MCORES Southwest/Central Task Force was scheduled for June 11, 2020, at 9:30 a.m. This meeting will be conducted virtually. The information to attend the meeting can be found on the MCORES website. The topic will be centered around Broadband.

B. Project Updates

Pat Steed stated that staff continues to work through the pandemic with local governments in the region on their planning updates, multiple grant applications, and other activities. Staff is in the process of completing several large reports for HRTPO, as well as Emergency Management deliverables that are required to be completed by the end of June. With the State's authority, staff has found ways to complete required tasks while social distancing.

C. FRCA Monthly Report

Ms. Steed presented the FRCA Monthly Progress Report which provided information on current FRCA activities. Regional Planning Council Executive Directors are conducting weekly conference calls to continue coordinating work activities and statewide initiatives. She announced that the FRCA Policy Board will conduct a virtual meeting on July 10, 2020. The information to join the meeting will be send to FRCA Policy Board members prior to the meeting.

AGENDA ITEM #14 NEXT MEETING AND OTHER BUSINESS

A. Set date, time, and location for next meeting

The next CFRPC meeting is scheduled for August 12, 2020 at 9:30 a.m. Location will be determined at a later date.

B. Other Business

There being no further business, the meeting adjourned.

Respectfully submitted,

Neda Cobb, CFRPC Chair
June 10, 2020 Council Meeting Minutes