



Serving Alachua
Bradford • Columbia
Dixie • Gilchrist • Hamilton
Lafayette • Levy • Madison
Suwannee • Taylor • Union Counties

2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

MEETING NOTICE

NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

There will be a meeting of the North Central Florida Regional Planning Council on **September 23, 2021**. Due to the COVID-19 Pandemic, the meeting will be held virtually via communications media technology at **7:00 p.m.**

To join the meeting from your computer, tablet or smartphone:

<https://global.gotomeeting.com/join/849105997>

DIAL IN NUMBER: **Toll Free 1 877 309 2073**

ACCESS CODE: **849-105-997**

MEETING STARTS AT 7:00 P.M.

*Please call the Council at 352.955.2200, or 800.226.0690, or email tucker@ncfrpc.org by September 21, 2021 to let us know if you will be attending the meeting. (You can call after hours and leave a message on voice mail too.) **THANK YOU.***

Please be advised that the Council meeting packet is posted on the Council website at <http://ncfrpc.org> (click on Upcoming Meetings and Meeting Packets, then click on North Central Florida Regional Planning Council Full Packet.



Serving Alachua
Bradford • Columbia
Dixie • Gilchrist • Hamilton
Lafayette • Levy • Madison
Suwannee • Taylor • Union Counties

2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

AGENDA

NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

Virtual Public Meeting
Via Communications Media Technology
Gainesville, Florida

September 23, 2021
7:00 p.m.

Page

- I. INVOCATION
- II. PLEDGE OF ALLEGIANCE
- III. INTRODUCTIONS
- IV. APPROVAL OF CONSENT AGENDA
 - * A. Minutes - August 26, 2021 5
 - * B. Monthly Financial Report - August 2021 13
 - * C. Agreement with Tampa Bay Regional Planning Council Concerning Economic Modeling 19
- V. APPROVAL OF REGULAR AGENDA
- VI. GUEST SPEAKER - Gerald Goosby, Strategic Intermodal System Planning Manager
Florida Department of Transportation
- VII. CHAIR REPORT
 - * A. Employee Certificate of Service - 21
 - 1. Kevin Parrish - 35 Years

VIII. COMMITTEE REPORTS

A. Executive Committee -		
*	1. Proclamation Proclaiming October 2021 as Community Planning Month	23
*	2. Proclamation Proclaiming October 1, 2021 as Manufacturing Day	27
*	3. Proclamation Proclaiming October 18-24, 2021 Florida City Government Week	31
*	4. Engagement Letter for Auditor Fiscal Year 2020-21 Audit	35
*	5. Assigned Fund Balance - Unemployment Compensation Benefits	43
*	6. Executive Director Annual Evaluation	45
B. Clearinghouse Committee -		47
<u>Committee Level Comprehensive Plan Review Item</u>		
	1. #63 - City of Gainesville Comprehensive Plan Draft Amendment (DEO No. 21-1ESR)	
	2. #65 - Gilchrist County Comprehensive Plan Draft Amendment (DEO No. 21-1ER)	
	3. #66 - Alachua County Comprehensive Plan Adopted Amendment (DEO No. 21-2ESR)	
	4. #68 - City of Newberry Comprehensive Plan Adopted Amendment (DEO No. 21-6ESR)	

IX. EX-OFFICIO MEMBER REPORTS

X. CITIZEN COMMENTS

This agenda item provides an opportunity for citizens to address the Council on any matter not included on the agenda. The comment period is limited to three minutes for each individual.

XI. EXECUTIVE DIRECTOR REPORT

*	A. Florida Regional Councils Association Monthly Activity Report	49
*	B. Florida Chamber Foundation Scorecard	53
*	C. Legislative Report	63

XII. COUNCIL MEMBER ANNOUNCEMENTS

XIII. NEXT MEETING - October 28, 2021

- * See Attachments

NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
MINUTES

Virtual Meeting
Via Communications Media Technology

August 26, 2021
7:00 p.m.

MEMBERS PRESENT

Anthony Adams, Lafayette County
Mary Alford, Alachua County
Robert Brown, Hamilton County
Charles Chestnut IV, Alachua County
Mark Clark, City of Newberry
Frank Davis, City of Live Oak
Louie Davis, City of Waldo
Thomas Demps, Taylor County
Desmon Duncan-Walker, City of Gainesville
Travis Land, Suwannee County
John Meeks, Levy County
Janice Mortimer, City of Starke
Tim Murphy, Columbia County
Daniel Riddick, Bradford County
Reina Saco, City of Gainesville
David Stegall, City of Lake Butler
James Tallman, Union County
Lorene Thomas, Dixie County
Donnie Waldrep, Madison County
Marihelen Wheeler, Alachua County
Robert Wilford, City of Alachua
Stephen Witt, City of Lake City

NON-VOTING DELEGATE ABSENT

Kristyn Adkins, City of High Springs

EX-OFFICIO MEMBER REPRESENTATIVES

Ben Glass, Suwannee River Water
Management District
David Tyler, Florida Department
of Transportation

COUNCIL ATTORNEY PRESENT

Jonathan Wershow

MEMBERS ABSENT

David Arreola, City of Gainesville
Patricia Bouie Hutchinson, City of Hawthorne
LaBarfield Bryant, City of Jasper
James Catron, City of Madison
Mike Deming, City of Perry
Fletcher Hope, City of Archer
Linda Jones, City of High Springs
Jody Stephenson, Dixie County
Kenrick Thomas, Gilchrist County

OTHERS PRESENT

Tony Carvajal
Diana Davis
Jonathan Guarine
Stew Lilker

STAFF PRESENT

Scott Koons
Lauren Yeatter

Executive Committee Members names are bold
Gubernatorial Members names are italicized

I. INVOCATION

Chair Thomas Demps requested that Vice-Chair Anthony Adams serve as the presiding officer for the meeting. Noting a quorum being present, Vice-Chair Adams called the meeting to order at 7:02 p.m. and gave the invocation.

II. PLEDGE OF ALLEGIANCE

The Council and guests pledged allegiance to the flag of the United States of America.

III. INTRODUCTIONS

Vice-Chair Adams welcomed Diana Davis, Executive Director, Alachua County League of Cities and wife of Council Member Louie Davis, and Stew Lilker, Columbia County Observer.

IV. APPROVAL OF CONSENT AGENDA

- A. Minutes - July 22, 2021
- B. Monthly Financial Report - July 2021
- C. Agreement with Florida Division of Emergency Management for Hazardous Materials Emergency Preparedness - Fiscal Year 2021-22
- D. Local Government Comprehensive Planning Services Agreements Fiscal Year 2021-22
- E. Hazardous Waste Monitoring Verification and Notification Services Agreements Fiscal Year 2021-22
- F. Community Development Block Grant Fiscal Year 2019 Administrative Services Agreement - City of Madison
- G. Transportation Disadvantaged Local Coordinating Board Appointments

Vice- Chair Adams asked if there was a motion to approve the consent agenda.

ACTION: Commissioner Clark made the motion, with a second by Commissioner Demps, to approve the consent agenda. The motion carried unanimously.

V. APPROVAL OF REGULAR AGENDA

ACTION: Commissioner Demps made the motion, with a second by Mayor Louie Davis, to approve the regular agenda. The motion carried unanimously.

VI. GUEST SPEAKERS - Tony Carvajal, Executive Vice-President
Florida TaxWatch

Scott Koons, Executive Director, introduced Tony Carvajal, Executive Vice-President, Florida TaxWatch. Mr. Carvajal introduced Jonathan Guarine, Chief Economist, Florida TaxWatch. Mr. Carvajal and Mr. Guarine gave a presentation to the Council concerning Florida TaxWatch and its research projects, in particular the recently completed Beyond The Pandemic: Long-Term Changes and Challenges for Florida's Workforce. Vice-Chair Adams thanked Mr. Carvajal and Mr. Guarine for their presentation.

VII. CHAIR REPORT -

A. Transportation Disadvantaged Program Resolution of Appreciation
1. Deweece Ogden

ACTION: Commissioner Meeks made the motion, with a second by Commissioner Clark, to approve a Transportation Disadvantaged Program Resolution of Appreciation for former Transportation Disadvantaged Program member Deweece Ogden, voting Florida Agency for Health Care Administration Representative on the Bradford County, Columbia, Hamilton and Suwannee, Gilchrist County, Levy County and Union County Transportation Disadvantaged Local Coordinating Boards. The motion carried unanimously.

B. Mike Joyner, Levy County Commissioner in Memoria

Vice-Chair Adams stated, on August 4, 2021, Levy County Commissioner Mike Joyner died due to complications from the COVID-19 coronavirus. He stated that he served as a County Commissioner from his appointment by the Governor in 2010 until his death. Vice-Chair Adams also stated that following his appointment, Commissioner Joyner was elected three times to four-year terms on the Board of County Commissioners. He stated he also served as a representative of Levy County on the Withlacoochee Regional Planning Council Board for several years.

Vice-Chair Adams stated Commissioner Joyner previously spent 32 years as a law enforcement officer where he was involved in a variety of cases, including several undercover operations. He stated in 2017, the Florida Intelligence Unit, a statewide training organization for law enforcement officers, established the Mike Joyner Law Enforcement Officer of the Year Award to honor officers that go above and beyond the call of duty.

Vice-Chair Adams stated as directed by the Governor, the flags of the United States and the State of Florida were flown at half-staff at the Levy County Courthouse in Bronson, Florida, the City Hall in Williston, Florida, and at the State Capitol in Tallahassee, Florida from sunrise to sunset on August 11, 2021 in honor of Commissioner Joyner. He stated that he will be remembered for his willingness to protect and advocate for his community.

Commissioner Meeks discussed the service provided by Commissioner Joyner to the Levy County community. He thanked the Council for recognizing and honoring the memory of Commissioner Joyner.

VIII. COMMITTEE REPORTS

A. Executive Committee

1. Assigned Fund Balance - Capital Reserve

ACTION: Commissioner Demps made the motion, with a second by Commissioner Land, to approve encumbering \$3,000 of the Council's unassigned fund balance as part of the assigned fund balance to increase the Capital Reserve Fund balance for accumulated depreciation of building and equipment costs to \$573,000. The motion carried unanimously.

B. Clearinghouse Committee - Committee Level Comprehensive Plan Review Items

Commissioner Brown, Vice-Chair of the Clearinghouse Committee, reported that the Clearinghouse Committee met virtually via communications media technology earlier in the evening and reviewed the following local government comprehensive plan amendments which were included on the Council agenda for consideration.

- #54 - City of Newberry Comprehensive Plan Adopted Amendment (DEO No. 21-3ESR)
- #55 - City of Newberry Comprehensive Plan Adopted Amendment (DEO No. 21-4ESR)
- #56 - City of Newberry Comprehensive Plan Adopted Amendment (DEO No. 21-5ESR)
- #57 - City of Alachua Comprehensive Plan Draft Amendment (DEO No. 21-2ESR)
- #58 - City of Newberry Comprehensive Plan Draft Amendment (DEO No. 21-6ESR)
- #59 - Town of Horseshoe Beach Comprehensive Plan Adopted Amendment (DEO No. 21-1ER)
- #60 - City of Perry Comprehensive Plan Draft Amendment (DEO No. 21-1ER)
- #61 - City of Alachua Comprehensive Plan Draft Amendment (DEO No. 21-3ESR)
- #62 - Levy County Comprehensive Plan Draft Amendment (DEO No. 21-2ESR)

Commissioner Brown stated with regards to these items, the Committee found that the local government comprehensive plans, as amended, were not anticipated to result in significant adverse impacts to regional facilities, Natural Resources of Regional Significance or adjacent local governments. He stated that the Committee recommends forwarding these findings to the respective local governments and the Florida Department of Economic Opportunity.

ACTION: Commissioner Brown made the motion, with a second by Commissioner Demps, to approve the Clearinghouse Committee recommendations concerning Item #54 - City of Newberry Comprehensive Plan Adopted Amendment (DEO No. 21-3ESR); Item #55 - City of Newberry Comprehensive Plan Adopted Amendment (DEO No. 21-4ESR); Item #56 - City of Newberry Comprehensive Plan Adopted Amendment (DEO No. 21-5ESR); Item #57 - City of Alachua Comprehensive Plan Draft Amendment (DEO No. 21-2ESR); Item #58 - City of Newberry Comprehensive Plan Draft Amendment (DEO No. 21-6ESR); Item #59 - Town of Horseshoe Beach Comprehensive Plan Adopted Amendment (DEO No. 21-1ER); Item #60 - City of Perry Comprehensive Plan Draft Amendment (DEO No. 21-1ER); Item #61 - City of Alachua Comprehensive Plan Draft Amendment (DEO No. 21-3ESR); and Item #62 - Levy County Comprehensive Plan Draft Amendment (DEO No. 21-2ESR). The motion carried unanimously.

IX. EX-OFFICIO MEMBER REPORTS

Ben Glass, Legislative and Community Affairs Chief, Suwannee River Water Management District, discussed recent rainfall that resulted in flooding in portions of the District.

David Tyler, Rural Transportation Planning Manager, Florida Department of Transportation District 2, stated that the District is conducting a bicycle and pedestrian safety awareness campaign for University of Florida students in Gainesville. He also stated that grant applications for the Transportation Regional Incentive Program, County Incentive Grant Program, Small County Outreach Program and Small County Road Assistance Program will be due to the District in January 2022.

X. CITIZEN COMMENTS - Stew Lilker, Columbia County Observer, discussed rural regional transit services.

XI. EXECUTIVE DIRECTOR REPORT

A. Florida Regional Councils Association Monthly Activity Report

Mr. Koons reported that the Florida Regional Councils Association is the statewide organization of the ten regional planning councils. He stated that the Association strengthens Florida's regional planning councils, partners with government and the business community to enhance regional economic prosperity and improves the consistency and quality of regional planning councils programs to ensure they add value to state, regional and local initiatives. Mr. Koons also stated that the Association strives to accomplish these goals by carrying out the activities listed in the July 2021 activity report included in the Council meeting packet. He reviewed the activities listed in the July 2021 report.

B. Florida Regional Councils Association Policy Board Meeting Report

Mr. Koons stated Immediate Past Chair Charles Chestnut, Gubernatorial Appointee Lorene Thomas, Commissioner Robert Wilford and he attended the semi-annual meeting of the Florida Regional Councils Association Policy Board virtually via communications media technology on July 27, 2021.

Mr. Koons stated the Policy Board heard presentations from Philip Paradise, Atlanta Regional Director, U. S. Economic Development Administration and Greg Vaday, Florida Economic Development Representative, U. S. Economic Development Administration; and Whitney Gray, Administrator, Florida Resilient Coastlines Program, Florida Department of Environmental Protection. He stated the Policy Board accepted Assembled Financial Statements for Fiscal Year 2019-20 and received a financial report.

Mr. Koons also stated the Policy Board adopted a budget for Fiscal Year 2021-22, received a legislative report, reviewed the 2022 Legislative Agenda and elected officers for the 2021-22 Policy Board Executive Committee. He congratulated Commissioner Wilford on being elected 1st Vice-President of the Association.

C. Florida Regional Councils Association Monthly Forward Newsletter

Mr. Koons stated the Florida Regional Councils Association is the statewide organization of the ten regional planning councils. He stated the Association strengthens Florida's regional planning councils, partners with government and the business community to enhance regional economic prosperity and improves the consistency and quality of regional planning councils programs to ensure they add value to state, regional and local initiatives.

Mr. Koons stated the Association distributes an electronic newsletter each month to approximately 2,500 elected officials, state agencies, partner organizations and interested individuals statewide. He noted that the Summer 2021 monthly Forward Newsletter featured the community development activities of the Council provided to local governments.

Mr. Koons stated the article highlighted that the Council recently completed providing assistance to Bradford County and initiated assistance to the Town of Mayo with housing rehabilitation projects. He stated the projects consisted of the rehabilitation or demolition/replacement of substandard low- and moderate-income owner-occupied dwelling units. Mr. Koons stated the projects were funded by Florida Small Cities Community Development Block Grants. Housing deficiencies were addressed by the projects resulting in safe, suitable and sanitary housing for the residents.

D. Florida Chamber Foundation Scorecard™

Mr. Koons reported that the Florida Chamber Foundation has developed the Florida Scorecard™ to provide Florida leaders the metrics needed to secure Florida's future. He stated that the Florida Chamber Foundation's objective to developing a 20-year, statewide strategic plan requires a commitment to measuring our current status and progress toward the stated goals of the Six Pillars 20-year Strategic Plan. Mr. Koons noted that the Scorecard reports metrics for each of the following Six Pillars: Talent and Supply Education, Innovation and Economic Development, Infrastructure and Growth Leadership, Business Climate and Competitiveness, Civic and Governance Systems, and Quality of Life and Quality Places. He reviewed the August 2021 Scorecard™ that was included in the Council meeting packet.

E. Legislative Report

Mr. Koons stated the 2022 Legislature Session will convene on January 11, 2022 and is scheduled to adjourn on March 11, 2022. He reported that the legislative interim Committee schedule is, as follows:

- Week of September 20, 2021
- Week of October 11, 2021
- Week of October 18, 2021
- Week of November 1, 2021
- Week of November 15, 2021
- Week of November 29, 2021

F. 2020 Census

Mr. Koons stated on August 12, 2021, the Census Bureau released the Decennial Census count for April 1, 2020 for states and localities. He also stated data from the Census provides the basis for distributing more than \$675 billion in federal funds annually to communities across the country to support programs impacting the amount of funding that will be provided by the state and federal government for a number of programs, including housing, education, transportation, employment and healthcare. Mr. Koons reviewed the 2010 and 2020 population counts for north central Florida region counties, the state and the nation.

G. U.S. Economic Development Administration - American Rescue Plan Act

Mr. Koons stated the U.S. Department of Commerce, Economic Development Administration will implement a series of programs, collectively called Investing in America's Communities, to equitably invest the \$3 billion it received from the American Rescue Plan Act to help communities across the country build back better. He also stated the U.S. Economic Development Administration investment is the largest economic development initiative from the U.S. Department of Commerce in decades.

Mr. Koons stated with an emphasis on equity, the Economic Development Administration's investments made possible by the American Rescue Plan will directly benefit communities that have been denied full access to economic prosperity and who have been disproportionately impacted by the coronavirus pandemic. He stated that the Administration will work with local communities across the country on innovative new approaches to ensure an increase in American competitiveness by strengthening workforce, businesses and communities, and build back better in regions across the country.

Mr. Koons stated investing in America's Communities includes six Notices of Funding Opportunity.

- Build Back Better Regional Challenge (\$1 billion);
- Good Jobs Challenge (\$500 million);
- Economic Adjustment Assistance Challenge (\$500 million);
- Indigenous Communities Challenge (\$100 million);
- Travel, Tourism, and Outdoor Recreation Grants (\$750 million); and
- Statewide Planning, Research, and Networks Grants (\$90 million).

Mr. Koons stated local governments in the north central Florida region are eligible to apply for these funds as a result of the regional economic development planning efforts led by the Council. He stated projects completed with these funds will further strategies in the North Central Florida Comprehensive Economic Development Strategy to strengthen the economy of the north central Florida region.

H. 2021 Regional Directory

Mr. Koons stated pursuant to Council authorization, staff prepared a regional directory of local governments in the region and state and federal agencies. He stated the 2021 Regional Directory was recently mailed to local, regional, state and federal officials, and planning and related agencies. Mr. Koons thanked everyone who assisted in compiling this information. He also stated that a downloadable version of the 2021 Regional Directory in pdf format is also available on the Council website at www.ncfrpc.org.

XII. COUNCIL MEMBER ANNOUNCEMENTS - None

XIII. NEXT MEETING

Vice-Chair Adams stated that the next Council meeting is scheduled to be held on September 23, 2021.

The meeting was adjourned at 8:01 p.m.

Thomas Demps, Chair

9/23/21
Date



Serving Alachua
Bradford • Columbia
Dixie • Gilchrist • Hamilton
Lafayette • Levy • Madison
Suwannee • Taylor • Union Counties

2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

September 16, 2021

TO: Council Members
FROM: Scott R. Koons, AICP, Executive Director
SUBJECT: Monthly Financial Report - August 2021

Please find attached a copy of the Monthly Financial Report for the Council's activities for August 2021. The following paragraphs discuss revenues and expenditures to the budget for the month and year to date.

Revenue

The total revenue for the Council for year to date is within budgeted figures. Revenue at the end of 11 months is 68 percent of budget.

Expenditures

The total expenditures for the Council for year to date are within budgeted figures. Total expenditures at the end of 11 months are 59 percent of budget.

Conclusion

In conclusion, staff is pleased with the financial condition of the Council. The adjusted general fund balance should remain at an acceptable level at the end of the fiscal year.

Overall, as is regularly reported, the financial condition of the Council is sound. Staff is not aware of anything in the current fiscal year that will change this situation.

If you have any questions concerning this matter, please do not hesitate to contact me.

Attachment

NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
Summary Financial Statement (Unaudited)
August 31, 2021

BALANCE SHEET

ASSETS

Current Assets	
Checking / Savings	2,011,483
Accounts Receivable	567,971
Other Current Assets	28,053
Total Current Assets	<u>2,607,507</u>
TOTAL ASSETS	<u>2,607,507</u>

LIABILITIES & EQUITY

Liabilities	
Current Liabilities	
Accounts Payable	20,798
Other Current Liabilities	609,001
Total Liabilities	<u>629,799</u>
Equity	<u>1,977,708</u>
TOTAL LIABILITIES & EQUITY	<u>2,607,507</u>

NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
Summary Financial Statement (Unaudited)
August 31, 2021

SUMMARY STATEMENT

	Adopted Budget FY 2020-21	August 2021	Year to Date	Percent of Budget
Revenue	2,102,500	7,428	1,424,224	68%
Expenses	2,102,500	103,378	1,239,845	59%

NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
Summary Financial Statement (Unaudited)
August 31, 2021

REVENUE

Account	Adopted Budget FY 2020-21	August 2021	Year to Date	Percent of Budget
Program Development	48,200	42	31,099	65%
Regional Planning				
Regional Planning & Review	70,000	0	69,977	100%
Public Safety & Regulatory Compliance				
Hazardous Waste Monitoring	58,900	0	105,275	179%
Local Emergency Planning Committee	132,900	0	61,000	46%
Hazards Analyses	17,600	0	0	0%
Statewide Regional Evacuation Study	0	0	102,013	
Transportation				
Gainesville Urbanized Area Transportation Planning	464,600	0	251,864	54%
Gainesville Urbanized Area Mass Transit	228,600	0	45,283	20%
Transportation Disadvantaged - Alachua County	24,900	0	15,832	64%
Transportation Disadvantaged - Region	199,600	0	141,716	71%
Economic Development				
Economic Strategy & Technical Assistance	115,000	0	97,509	85%
Economic Strategy & Technical Assistance - Recovery	200,000	0	30,000	15%
Original Florida Tourism Task Force Staffing	40,200	0	18,250	45%
Original Florida Tourism Task Force	162,800	7,386	170,132	105%
Vision North Central Florida	0	0	2,500	
Local Government Assistance				
General Technical Services	20,000	0	20,040	100%
City & County Planning Services	244,200	0	198,725	81%
Community Development Block Grant Administration	75,000	0	63,009	84%
Total Revenue	2,102,500	7,428	1,424,224	68%

NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
Summary Financial Statement (Unaudited)
August 31, 2021

EXPENDITURES

Account	Adopted Budget FY 2020-21	August 2021	Year to Date	Percent of Budget
Audit	17,000	0	16,675	98%
Building Occupancy & Grounds	40,000	2,700	30,147	75%
Contractual Services	105,000	2,618	38,730	37%
Dues, Publications, Subscriptions & Training	50,000	260	40,764	82%
Furniture & Equipment	15,000	0	2,425	16%
Insurance & Bonding	19,000	0	16,549	87%
Legal Services & Public Notices	11,000	621	10,272	93%
Machine Rental & Maintenance	5,000	1,158	4,867	97%
Meeting Expenses	20,000	0	0	0%
Moving Expense	2,000	0	0	0%
Office Supplies	26,000	3,279	22,530	87%
Personnel	1,402,400	80,875	892,349	64%
Postage	5,000	1,251	7,485	150%
Printing	2,000	0	1,875	94%
Recruiting	2,000	0	0	0%
Reproduction	20,000	3,372	17,243	86%
Telephone	6,000	204	5,274	88%
Travel	80,000	873	9,742	12%
Original Florida Tourism Task Force	162,800	6,167	122,918	76%
Contingency	112,300	0	0	0%
Total Expenses	2,102,500	103,378	1,239,845	59%




Serving Alachua
Bradford • Columbia
Dixie • Gilchrist • Hamilton
Lafayette • Levy • Madison
Suwannee • Taylor • Union Counties

2009 NW 67th Place, Gainesville, FL 32653 -1603 • 352.955.2200

September 16, 2021

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Agreement with Tampa Bay Regional Planning Council
Concerning Economic Modeling

RECOMMENDATION:

Authorize the Chair to sign an agreement with the Tampa Bay Regional Planning Council to support an economic modeling position for a two-year period for a total fixed fee amount of \$20,000.

BACKGROUND:

The regional planning councils in Florida are jointly funding an economic analyst position for a two-year period to analyze economic impacts and to evaluate economic recovery strategies associated with the COVID-19 pandemic. The position will be housed at the Tampa Bay Regional Planning Council.

The economic analyst will use the Regional Economic Modeling, Inc. model to determine the impacts and to evaluate the strategies. This position will supplement the economic modeling resources at each of the other regional planning councils. The cost for the Council will be a total of \$20,000 for the two-year period.

The Regional Economic Modeling, Inc. model is based upon an input-output engine and provides the Council, our local governments, economic development agencies and others with a dynamic tool for economic and demographic analysis and forecasting. It uses national data calibrated for the region, but also can accept local data sets to enhance its accuracy. This model can review system-wide effects over both short- and long-range time horizons, include economic and fiscal impact analyses, policy impact analyses and economic development/redevelopment analyses. The model can be configured to either address the entire region of any number of county-based subsets of the region, as well as including counties in adjacent regions.

If you have questions concerning this matter, please do not hesitate to contact me.

o:\council.mtg\cnc\mtgmemos\tbrpc economic modeling agreement.docx



Serving
Alachua • Bradford
Columbia • Dixie • Gilchrist
Hamilton • Lafayette • Levy • Madison
Marion • Suwannee • Taylor • Union Counties

2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

September 16, 2021

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Certificate of Service for Council Employee

As you know, the Council amended its Personnel Regulations to establish an Employee Length of Service Program.

The strength and stability of an organization is based upon the experience and institutional knowledge of its senior, long-serving employees. Kevin Parrish has been an employee of the Council for 35 years and currently serves as Information Technology and Property Management Director. As a token of appreciation for 35 years of service to the Council and in recognition of his dedicated service to the Council, the attached certificate of service is being presented to Mr. Parrish.

If you have questions concerning this matter, please do not hesitate to contact me.

Attachment

o:\council.mtg\cnc\mtgmemos\parrish 35 yr certificate.docx

Dedicated to improving the quality of life of the Region's citizens,
by coordinating growth management, protecting regional resources,
promoting economic development and providing technical services to local governments.




Serving Alachua
Bradford • Columbia
Dixie • Gilchrist • Hamilton
Lafayette • Levy • Madison
Suwannee • Taylor • Union Counties

2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

September 16, 2021

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Proclamation Proclaiming October 2021 as Community Planning Month

RECOMMENDATION:

Approve the attached proclamation proclaiming October 2021 as Community Planning Month in the north central Florida region.

BACKGROUND:

The month of October 2021 has been designated to celebrate National Community Planning Month. The American Planning Association and its professional institute, the American Institute of Certified Planners, endorse National Community Planning Month as an opportunity to highlight the contributions sound planning and plan implementation make to the quality of life in communities and the environment.

It is recommended that the Council join in the celebration of National Community Planning Month by proclaiming October 2021 as Community Planning Month to recognize the valuable contributions made by professional community and regional planners and to extend its thanks for the continued commitment to public service by these professionals (see attached Proclamation).

If you have any questions concerning this matter, please do not hesitate to contact me.

Attachment

o:\council.mtg\cnc\mtgmemos\community planning month 21.docx



PROCLAMATION

PROCLAIMING OCTOBER 2021 AS COMMUNITY PLANNING MONTH

WHEREAS, change is constant and affects all cities, towns, suburbs, counties, rural areas, regions, and other places; and

WHEREAS, community planning and plans can help manage this change in a way that provides better choices for how people work and live; and

WHEREAS, community planning provides an opportunity for all residents to be meaningfully involved in making choices that determine the future of their community; and

WHEREAS, the full benefits of planning requires public officials and citizens who understand, support, and demand excellence in planning and plan implementation; and

WHEREAS, the month of October 2021 is designated as National Community Planning Month throughout the United States of America and its territories; and

WHEREAS, the celebration of National Community Planning Month provides an opportunity to publicly recognize the participation and dedication of the members of planning and zoning boards and other citizen planners who have contributed their time and expertise to the improvement of the north central Florida region; and

WHEREAS, the celebration of National Community Planning Month provides an opportunity to publicly recognize the many valuable contributions made by professional community and regional planners in the north central Florida region and extend our heartfelt thanks for the continued commitment to public service by these professionals.

NOW, THEREFORE, the North Central Florida Regional Planning Council hereby proclaims the month of October 2021 as *Community Planning Month* throughout the north central Florida region in conjunction with the celebration of National Community Planning Month.

DULY ADOPTED AND PROCLAIMED this 23rd day of September 2021.

Attest:

NORTH CENTRAL FLORIDA
REGIONAL PLANNING COUNCIL

SEAL

Janice Mortimer
Secretary-Treasurer

Thomas Demps
Chair



Serving Alachua
Bradford • Columbia
Dixie • Gilchrist • Hamilton
Lafayette • Levy • Madison
Suwannee • Taylor • Union Counties

2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

September 16, 2021

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Proclamation Proclaiming October 1, 2021 as Manufacturing Day

RECOMMENDATION:

Approve the attached proclamation proclaiming October 1, 2021 as Manufacturing Day in the north central Florida region.

BACKGROUND:

The Fabrication and Manufacturers Association International, the National Association of Manufacturers, the U.S. Department of Commerce Manufacturing Extension Partnership and the Manufacturing Institute have designated the first Friday of October as Manufacturing Day.

This year October 1, 2021 has been designated to celebrate Manufacturing Day. Manufacturing Day is an effective way to highlight the importance of manufacturing in our region and support those manufacturing and school programs that prepare our workforce.

It is recommended that the Council join in the celebration of Manufacturing Day by proclaiming October 1, 2021 as Manufacturing Day to recognize the impact manufacturing has on the north central Florida region (see attached Proclamation).

If you have any questions concerning this matter, please do not hesitate to contact me.

Attachment

o:\council.mtg\cnc\mtgmemos\manufacturing day 21.docx



PROCLAMATION

PROCLAIMING OCTOBER 1, 2021 AS MANUFACTURING DAY

WHEREAS, the Fabrication and Manufacturers Association International, the National Association of Manufacturers, the U.S. Department of Commerce Manufacturing Extension Partnership and the Manufacturing Institute have designated the first Friday of October as Manufacturing Day; and

WHEREAS, the goals of Manufacturing Day are to celebrate the impact manufacturing has on the north central Florida region, increase awareness about the benefits of a manufacturing career and attract students to future manufacturing jobs; and

WHEREAS, recognizing Manufacturing Day is an effective way to highlight the importance of manufacturing in our region and support those manufacturing and school programs that prepare our future workforce; and

WHEREAS, over 300 manufacturers provide jobs for over 12,000 citizens throughout the region and create products ranging from pulp and lumber products to orthopedic implant devices; and

WHEREAS, regional companies and education/workforce partners support manufacturing and manufacturing careers through increased collaboration and service to the regional manufacturing community; and

WHEREAS, manufacturing brings increased economic diversity to our region by providing high paying jobs at all skill levels and furthering the standard of living by focusing on technology, innovation and production.

NOW, THEREFORE, the North Central Florida Regional Planning Council hereby proclaims October 1, 2021 as *Manufacturing Day* in the north central Florida region and the Council urges all citizens to discover the value manufacturing brings to our economy and encourages students and educators to learn about the possibility of manufacturing as a career.

DULY ADOPTED AND PROCLAIMED this 23rd day of September 2021.

Attest:

NORTH CENTRAL FLORIDA
REGIONAL PLANNING COUNCIL

SEAL

Janice Mortimer
Secretary-Treasurer

Thomas Demps
Chair



Serving Alachua
Bradford • Columbia
Dixie • Gilchrist • Hamilton
Lafayette • Levy • Madison
Suwannee • Taylor • Union Counties

2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

September 16, 2021

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Proclamation Proclaiming October 18-24, 2021 as Florida City Government Week

RECOMMENDATION:

Approve the attached proclamation proclaiming October 18-24, 2021 as Florida City Government Week in the north central Florida region.

The Florida League of Cities has designated the week of October 18-24, 2021 as Florida City Government Week. The League encourages cities to promote their cities through civic education activities.

Florida City Government Week is part of an ongoing effort sponsored by the League to raise public awareness about services that cities perform and to educate the public about how city government works. Cities are encouraged to involve their local schools, businesses, media and civic clubs in their Florida City Government Week activities.

It is recommended that the Council join in the recognition of city government by proclaiming the week of October 18-24, 2021 as Florida City Government Week (see attached Proclamation).

If you have any questions concerning this matter, please do not hesitate to contact me.

Attachment

o:\council.mtg\cnc\mtgmemos\fl city government week 21.docx



PROCLAMATION

PROCLAIMING OCTOBER 18-24, 2021 AS FLORIDA CITY GOVERNMENT WEEK

WHEREAS, city government is the government closest to most citizens and the one with the most direct daily impact upon its residents; and

WHEREAS, city government is administered for and by its citizens, and is dependent upon public commitment to and understanding of its many responsibilities; and

WHEREAS, city government officials and employees share the responsibility to pass along understanding of public services and their benefits; and

WHEREAS, Florida City Government Week is a very important time to recognize the important role played by city government in our lives; and

WHEREAS, this week offers important opportunity to spread the word to all citizens of Florida that they can shape and influence this branch of government which is closest to the people; and

WHEREAS, the Florida League of Cities and its member cities have joined together to teach students and other citizens about municipal government through a variety of different projects and information; and

WHEREAS, Florida City Government Week offers an important opportunity to convey to all citizens of Florida that they can shape and influence government through their civic involvement.

NOW, THEREFORE, the North Central Florida Regional Planning Council hereby proclaims the week of October 18-24, 2021 as *Florida City Government Week* throughout the north central Florida region.

DULY ADOPTED AND PROCLAIMED this 23rd day of September 2021.

Attest:

NORTH CENTRAL FLORIDA
REGIONAL PLANNING COUNCIL

SEAL

Janice Mortimer
Secretary-Treasurer

Thomas Demps
Chair



Serving Alachua
Bradford • Columbia
Dixie • Gilchrist • Hamilton
Lafayette • Levy • Madison
Suwannee • Taylor • Union Counties

2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

September 16, 2021

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Engagement Letter for Fiscal Year 2020-21 Audit

RECOMMENDATION:

Authorize the Chair and Executive Director to execute an engagement letter with the auditing firm of Powell and Jones, Certified Public Accountants, of Lake City to conduct the Fiscal Year 2020-21 audit of the Council's accounts for a lump sum fee for this service of \$17,175 with the understanding that this engagement includes an audit of the Council's Employee Pension Plan for the same fiscal year.

BACKGROUND:

As you know, the Council selects an auditor for a three-year period, with the condition that an engagement letter be approved each year to ensure that the auditor is conducting the audits in an acceptable manner. The current auditor was selected in 2019 and has conducted two audits under this series. Therefore, it is recommended that a third engagement letter be entered into for the audit of Fiscal Year 2020-21.

The proposed letter of engagement is attached for your information. The lump sum fee has been set at \$17,175 in accordance with the proposal made by the auditor to adjust the fee each year in an amount equal to the percent increase/decrease of the Consumer Price Index for All Urban Consumers, not to exceed five percent each year. This fee is an increase of \$500 from the amount of the fee charged for the Fiscal Year 2019-20 audit.

If you have any questions concerning this matter, please do not hesitate to contact me.

Attachment

o:\council.mtg\cnc\mtgmemos\engagement letter auditor 2020-21.docx



Powell & Jones
Certified Public Accountants

Richard C. Powell, Jr., CPA
Marian Jones Powell, CPA

1359 S.W. Main Blvd.
Lake City, Florida 32025
386 / 755-4200
Fax: 386 / 719-5504
admin@powellandjonescpa.com

September 14, 2021

Honorable Thomas Demps, Chair
 North Central Florida Regional Planning Council
 2009 NW 67th Place
 Gainesville, Florida 32653-1603

We are pleased to confirm our understanding of the services we are to provide North Central Florida Regional Planning Council for the year ended September 30, 2021. We will audit the financial statements of the governmental activities and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of North Central Florida Regional Planning Council as of and for the year ended September 30, 2021. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement North Central Florida Regional Planning Council's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to North Central Florida Regional Planning Council's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary Comparison Statements

We have also been engaged to report on supplementary information other than RSI that accompanies North Central Florida Regional Planning Council's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, [in a separate written report accompanying our auditor's report on the financial statements OR in a report combined with our auditor's report on the financial statements].

- 1) Grant Schedule

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of North Central Florida Regional Planning Council and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of North Central Florida Regional Planning Council's financial statements. Our report will be addressed to

management and the Board of Directors of North Central Florida Regional Planning Council. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that North Central Florida Regional Planning Council is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, an unavoidable risk exists that some material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance

matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of North Central Florida Regional Planning Council's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements, the annual financial report and related notes of North Central Florida Regional Planning Council in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the

supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations and schedules we request and will locate any documents selected by us for testing.

We will provide copies of our reports to North Central Florida Regional Planning Council; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Powell and Jones CPAs and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to any state or federal agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Powell and Jones CPAs personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the state or federal agency. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately December 1, 2021 and to issue our reports no later than June 30, 2022. Richard Powell is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$17,175. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of

termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to North Central Florida Regional Planning Council and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Powell and Jones CPAs

RESPONSE:

This letter correctly sets forth the understanding of North Central Florida Regional Planning Council.

Signature: _____
Thomas Demps

Signature: _____
Scott R. Koons

Title: Chair

Title: Executive Director

North Central Florida
Regional Planning Council

North Central Florida
Regional Planning Council



Serving Alachua
Bradford • Columbia
Dixie • Gilchrist • Hamilton
Lafayette • Levy • Madison
Suwannee • Taylor • Union Counties

2009 NW 67th Place, Gainesville, FL 32653 - 1603 • 352.955.2200

September 16, 2021

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Assigned Fund Balance - Unemployment Compensation Benefits

RECOMMENDATION:

Encumber \$557.89 of the Council’s unassigned fund balance as part of the assigned fund balance to increase the Unemployment Compensation Benefits Fund balance for unemployment compensation benefit costs to \$30,000.

BACKGROUND:

The Council is a self-insured employer for unemployment compensation benefits. When a former employee is entitled to receive unemployment compensation benefits, the Council reimburses the Florida Unemployment Compensation Fund on a quarterly basis for the amount of the benefit payments.

During Fiscal Year 2020-21, a former Council employee received \$557.89 in unemployment compensation benefits. The Council’s Unemployment Compensation Benefits Fund assigned fund balance is maintained at \$30,000. In order to maintain the Council’s Unemployment Compensation Benefits Fund assigned fund balance at this level, it is recommended that \$557.89 from the Council’s unassigned fund balance be encumbered as part of the Unemployment Compensation Benefits Fund assigned fund balance to increase the amount to \$30,000.

If you have any questions concerning this matter, please do not hesitate to contact me.



Serving Alachua
Bradford • Columbia
Dixie • Gilchrist • Hamilton
Lafayette • Levy • Madison
Suwannee • Taylor • Union Counties

2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

September 16, 2021

TO: Council Members
FROM: Thomas Demps, Chair
SUBJECT: Executive Director Annual Performance Evaluation

The employment contract between the Executive Director and the Council specifies that the Executive Committee shall adopt performance standards to annually review and evaluate the Executive Director. It further specifies that the annual review and evaluation of the Executive Director shall be conducted by the Executive Committee. It also specifies that at its discretion, the Executive Committee is authorized to provide a merit increase to the Executive Director on an annual basis commencing October 1st of each year.

The Executive Committee has adopted performance standards to review and evaluate the Executive Director. An evaluation form incorporating these performance standards was mailed to each Executive Committee member to be completed prior to the September 23, 2021 Council meeting. The results of this evaluation have been tabulated by Council administrative staff and will be reviewed by the Executive Committee at their meeting on September 23, 2021. The action of the Executive Committee concerning the Executive Director annual performance evaluation and merit pay adjustment will be reported to the Council at the September 23, 2021 meeting.

o:\council.mtg\cnc\mtgmemos\executive director evaluation sept21.docx



Serving Alachua
Bradford • Columbia
Dixie • Gilchrist • Hamilton
Lafayette • Levy • Madison
Suwannee • Taylor • Union Counties

2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

September 16, 2021

TO: Council Members

FROM: Patricia Bouie Hutchinson, Chair
Clearinghouse Committee

RE: Chair's Report

I. COMMITTEE-LEVEL REVIEW ITEMS

The next regularly-scheduled meeting of the Clearinghouse Committee is 6:00 p.m., September 23, 2021. Due to the COVID-19 Pandemic, the meeting will be a virtual meeting conducted via communications media technology. At its meeting, the Committee will review the following Committee-level items which require Council action. I will present an oral report on the Committee's actions and recommendations at the Council meeting held later that evening.

Local Government Comprehensive Plan Amendments

- #63 - City of Gainesville Comprehensive Plan Draft Amendment (DEO No. 21-1ESR)
- #65 - Gilchrist County Comprehensive Plan Draft Amendment (DEO No. 21-1ER)
- #66 - Alachua County Comprehensive Plan Adopted Amendment (DEO No. 21-2ESR)
- #68 - City of Newberry Comprehensive Plan Adopted Amendment (DEO No. 21-6ESR)

Please be advised that the Clearinghouse Committee meeting packet is posted on the Council website at <http://ncfrpc.org> (click on Upcoming Meetings and Meeting Packets, then click on Clearinghouse Committee Full Packet).


v:\chouse\meeting\chair reports\2021\chairreport.210923.docx



Serving Alachua
 Bradford • Columbia
 Dixie • Gilchrist • Hamilton
 Lafayette • Levy • Madison
 Suwannee • Taylor • Union Counties

2009 NW 67th Place, Gainesville, FL 32653 - 1603 • 352.955.2200

September 16, 2021

TO: Council Members
 FROM: Scott R. Koons, AICP, Executive Director 
 SUBJECT: Florida Regional Councils Association Monthly Activity Report

The Florida Regional Councils Association is the statewide organization of the ten regional planning councils. The Association strengthens Florida’s regional planning councils, partners with government and the business community to enhance regional economic prosperity and improves the consistency and quality of regional planning councils programs to ensure they add value to state, regional and local initiatives.

The Association strives to accomplish these goals by carrying-out the following objectives.

- Ensure regional planning councils are effective service organizations to the State of Florida, its local governments, and the citizens they serve;
- Ensure regional planning councils are consensus builders and problem solvers, and serve as conveners of the region by helping to articulate those multijurisdictional issues that need resolution;
- Encourage and promote opportunities for regional planning councils to become partners in state programs and initiatives, while promoting the unique themes of each region within the state and legislative environments;
- Monitor substantive state and federal legislative issues for the benefit of its members, and promote mutually supportive policy positions among the regional planning councils;
- Represent regional planning councils in national organizations, such as the National Association of Regional Councils, National Association of Development Organizations, and SouthEast Regional Directors Institute; and
- Foster relationships and partnerships and coordinate with state, regional, and national associations and organizations; non-profit entities; public-private partnerships; the Governor’s Office; state agencies; and others, on issues of mutual interest and concern, and with whom the Association shares mutual goals and programs.

Please find attached the August 2021 Monthly Activity Report highlighting the activities of the Association.

If you have questions concerning this matter, please do not hesitate to contact me.

Attachments

o:\council.mtg\cnc\mtgmemos\fracamonthlyreport sept 21.docx



MONTHLY ACTIVITY REPORT: August 2021

RESOURCE DEVELOPMENT, CAPACITY BUILDING and OUTREACH

- Organized articles and distributed the August 2021 Florida Regional Councils Association (FRCA) Newsletter, *FRCA Forward*. Continued to update the FRCA Facebook page.
- Maintained and updated the FRCA website: www.flregionalcouncils.org.
- Updated the email lists and maintained the email listserv for approximately 2,550 individuals who receive the *FRCA Forward* newsletter.
- To enhance partnerships and strengthen the relationship between regional planning councils and their state and federal partners, organized, participated in or attended the following meetings and conferences and shared information:
 - Economic Development Planners Coordination Call
 - Florida League of Cities Annual Conference
 - Florida Resilient Coastlines Program Quarterly Meeting
 - Coordination Meeting with Florida Department of Environmental Protection Secretary

ASSOCIATION MANAGEMENT

- Organized and hosted the August Executive Directors Advisory Council (EDAC) meeting.
- Organized the upcoming FRCA Partners Meeting scheduled for September 24th.
- Coordinated FRCA participation and presentation at the American Planning Association, Florida Chapter, September 10 – 13, 2021.
- Updated and maintained a calendar of meetings and conferences for 2021.
- Distributed grant opportunities and information of interest from local, state and national organizations.



Serving Alachua
Bradford • Columbia
Dixie • Gilchrist • Hamilton
Lafayette • Levy • Madison
Suwannee • Taylor • Union Counties

2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

September 16, 2021

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Florida Chamber Foundation Scorecard™

The Florida Chamber Foundation has developed the Florida Scorecard™ to provide Florida leaders the metrics needed to secure Florida's future. The Florida Chamber Foundation's objective to developing a 20-year, statewide strategic plan requires a commitment to measuring our current status and progress toward the stated goals of the Six Pillars 20-year Strategic Plan.

The Scorecard reports metrics for each of the following Six Pillars.

- Talent and Supply Education;
- Innovation and Economic Development;
- Infrastructure and Growth Leadership;
- Business Climate and Competitiveness;
- Civic and Governance Systems; and
- Quality of Life and Quality Places.

Please find attached the September 2021 Scorecard.

If you have questions concerning this matter, please do not hesitate to contact me.

Attachment

o:\council.mtg\cnc\mtgmemos\flchamberscorecard sept 2021.docx

State of Florida Metrics

Click any metric to get more information! (What is this?)

FLORIDA POPULATION 09/14/2021

21,943,653

Florida FutureCast

JOB CHANGE Jobs Year Over Year Change <h2>356,700</h2> Net New Jobs Needed by 2030 <h2>2 M</h2>	CHILDREN IN POVERTY <h2>20.1%</h2> (Decreasing) <h2><10%</h2> 2030 Goal <h2>829,342</h2> (Decreasing)	3RD GRADE READING SCORES <h2>54%</h2> (Declining) View Statewide Heat Map <h2>100%</h2> 2030 Goal Florida Gap Map	OPEN JOBS <h2>520,300</h2> (Declining) <h2>530,000</h2> Unemployed Persons (Increasing)
--	---	--	--

UNEMPLOYMENT RATE <h2>5.1%</h2> (Increasing) View Statewide Heat Map Jobs Year Over Year Change <h2>356,700</h2> View Statewide Heat Map	3RD GRADE READING SCORES <h2>54%</h2> (Declining) View Statewide Heat Map <h2>100%</h2> 2030 Goal	STATE OF FLORIDA VISITORS <h2>\$98.8</h2> Billion Visitor Spending <h2>86.7</h2> Million Visitors	STATE HOUSING STARTS & SALES <h2>12,702</h2> Starts (Declining) <h2>30,985</h2> Sales (Declining)
---	---	--	--

INCOME MIGRATION <h2>\$1.19M</h2> Per Hour	POVERTY RATE <h2>14.0%</h2> (Better) View Statewide Heat Map	CONSUMER SENTIMENT <h2>78.7</h2> (Declining)	HIGH SCHOOL GRADUATION RATE <h2>90.0%</h2> (Improving) View Statewide Heat Map
---	--	---	--

SALES TAX REVENUE <h2>\$3.292</h2> Billion per Month (Declining)	VOTER PARTICIPATION <h2>77%</h2> (Improving)	RIGHT / WRONG DIRECTION <h2>47%/44%</h2>	LAND IN CONSERVATION <h2>28%</h2>
---	---	--	---

State of Florida Metrics (What is this?)

State of Florida FutureCast

Talent Supply & Education

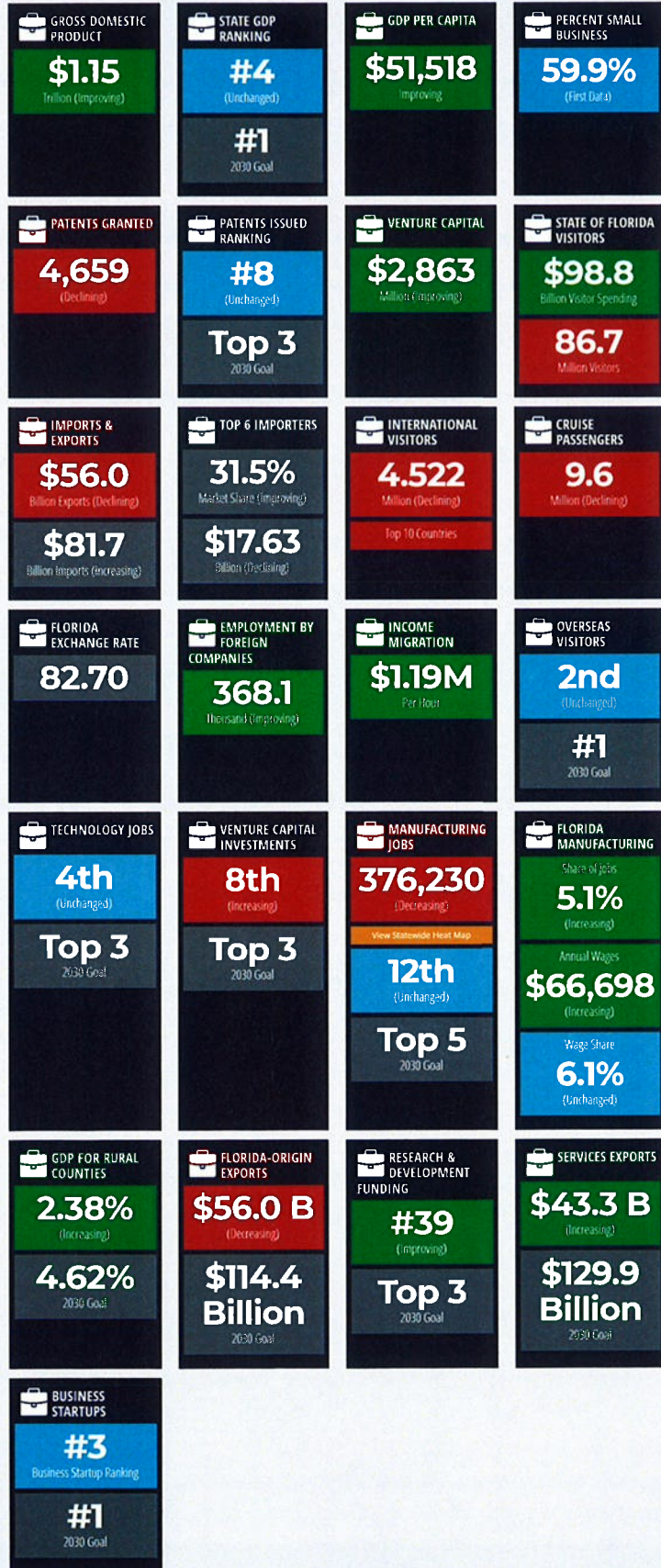
Click any metric to get more information!



State of Florida Metrics (What is this?)
Innovation & Economic Development

State of Florida FutureCast

Click any metric to get more information!



THE FLORIDA SCORECARD

METRICS TO HELP SECURE FLORIDA'S FUTURE

View County Data...

TALENT SUPPLY & EDUCATION

INNOVATION & ECON. DEVELOP.

INFRASTRUCTURE & GROWTH LEADERSHIP

BUSINESS CLIMATE & COMPETITIVENESS

CIVICS & GOVERNANCE

QUALITY OF LIFE

State of Florida Metrics (What is this?)

State of Florida FutureCast

Infrastructure & Growth Leadership

Click any metric to get more information!



© 2021 FLORIDA CHAMBER OF COMMERCE. ALL RIGHTS RESERVED. POWERED BY THE FLORIDA CHAMBER FOUNDATION

[CONTACT US](#) [TERMS & CONDITIONS](#) [FLORIDA CHAMBER FOUNDATION](#) [PRIVACY POLICY](#)

THE FLORIDA SCORECARD

METRICS TO HELP SECURE FLORIDA'S FUTURE

View County Data... ▼

TALENT SUPPLY & EDUCATION

INNOVATION & ECON. DEVELOP.

INFRASTRUCTURE & GROWTH LEADERSHIP

BUSINESS CLIMATE & COMPETITIVENESS

CIVICS & GOVERNANCE

QUALITY OF LIFE

State of Florida Metrics (What is this?)

State of Florida FutureCast

Business Climate & Competitiveness

Click any metric to get more information!



© 2021 FLORIDA CHAMBER OF COMMERCE. ALL RIGHTS RESERVED. POWERED BY THE FLORIDA CHAMBER FOUNDATION

[CONTACT US](#) [TERMS & CONDITIONS](#) [FLORIDA CHAMBER FOUNDATION](#) [PRIVACY POLICY](#)

THE FLORIDA SCORECARD

METRICS TO HELP SECURE FLORIDA'S FUTURE

View County Data... ▼

TALENT SUPPLY & EDUCATION

INNOVATION & ECON. DEVELOP.

INFRASTRUCTURE & GROWTH LEADERSHIP

BUSINESS CLIMATE & COMPETITIVENESS

CIVICS & GOVERNANCE

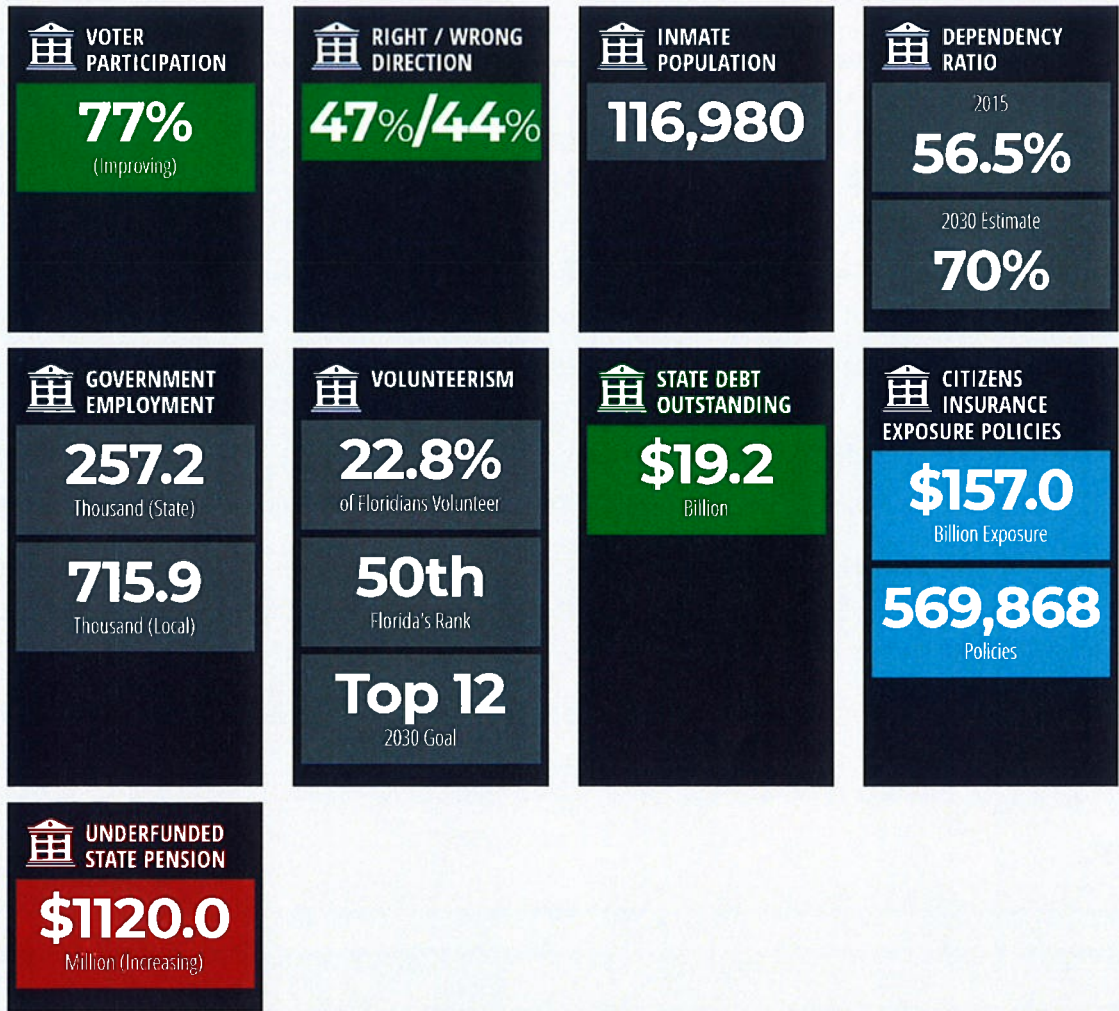
QUALITY OF LIFE

State of Florida Metrics (What is this?)

State of Florida FutureCast

Civic & Governance Systems

Click any metric to get more information!



State of Florida Metrics (What is this?)

State of Florida FutureCast

Quality of Life and Quality Places

Click any metric to get more information!





Serving Alachua
Bradford • Columbia
Dixie • Gilchrist • Hamilton
Lafayette • Levy • Madison
Suwannee • Taylor • Union Counties

2009 NW 67th Place, Gainesville, FL 32653 -1603 • 352.955.2200

September 16, 2021

TO: Council Members
FROM: Scott R. Koons, AICP, Executive Director
SUBJECT: Legislative Report

The 2022 Legislature Session will convene on January 11, 2022 and is scheduled to adjourn on March 11, 2022. The legislative interim Committee schedule is, as follows:

- Week of September 20, 2021
- Week of October 11, 2021
- Week of October 18, 2021
- Week of November 1, 2021
- Week of November 15, 2021
- Week of November 29, 2021

If you have any questions concerning this matter, please do not hesitate to contact me.

