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MEETING NOTICE

NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

There will be a meeting of the North Central Florida Regional Planning Council on **June 23, 2022**. Due to the COVID-19 Public Health Emergency, 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://meet.goto.com/535354733>

DIAL IN NUMBER: Toll Free: **1.866.899.4679**

ACCESS CODE: **535-354-733**

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 June 21, 2022 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.



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AGENDA

NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

Virtual Public Meeting
Via Communications Media Technology
Gainesville, Florida

June 23, 2022
7:00 p.m.

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

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NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
MINUTES

Virtual Meeting
Via Communications Media Technology

May 26, 2022
7:00 p.m.

MEMBERS PRESENT

Anthony Adams, Lafayette County
Patricia Bouie Hutchinson, City of Hawthorne
Robert Brown, Hamilton County
James Catron, City of Madison
Charles Chestnut IV, Alachua County
Mark Clark, City of Newberry
Louie Davis, City of Waldo
Thomas Demps, Taylor County
Desmon Duncan-Walker, City of Gainesville
Fletcher Hope Jr., City of Archer
Ward Ketring, City of Perry
John Meeks, Levy County
Janice Mortimer, City of Starke
Daniel Riddick, Bradford County
Jody Stephenson, Dixie County
James Tallman, Union County
Marihelen Wheeler, Alachua County
Stephen Witt, City of Lake City

NON-VOTING DELEGATE PRESENT

Kristin Adkins, City of High Springs

EX-OFFICIO MEMBERS PRESENT

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

MEMBERS ABSENT

Cynthia Chestnut, City of Gainesville
Ken Cornell, Alachua County
Frank Davis, City of Live Oak
Linda Jones, City of High Springs
Travis Land, Suwannee County
Reina Saco, City of Gainesville
David Stegall, City of Lake Butler
Lorene Thomas, Dixie County
Kenrick Thomas, Gilchrist County
Donnie Waldrep, Madison County
Toby Witt, Columbia County

OTHERS PRESENT

Diana Davis
Denise Imbler
Stew Lilker
Sean Withers

STAFF PRESENT

Sandra Joseph
Scott Koons
Lauren Yeatter
Tara Tucker

Executive Committee Members names are bold
Gubernatorial Members names are italicize

I. INVOCATION

Noting a quorum of the Council being present, Chair Thomas Demps called the meeting to order at 7:19 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

Chair Demps welcomed Diana Davis, Executive Director, Alachua County League of Cities and wife of Council Member Louie Davis; Chief Sean Withers, Hazardous Materials, City of Gainesville Fire Rescue Department; and Stew Lilker, Columbia County Observer.

Denise Imbler, Statewide Coordinator, Florida Regional Councils Association, was also in attendance at the meeting.

IV. APPROVAL OF CONSENT AGENDA

- A. Minutes - April 28, 2022
- B. Monthly Financial Report - April 2022
- C. Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Intergovernmental Coordination and Review and Public Transportation Collaborative Planning Agreement
- D. Agency Regulatory Plan Fiscal Year 2022-23
- E. Agreement with Florida Division of Emergency Management for Local Emergency Planning Committee - Fiscal Year 2022-23
- F. Agreement with Florida Division of Emergency Management for Update Hazard Analyses - Fiscal Year 2022-23
- G. Meeting Schedule Program Year 2022-23

Chair Demps asked if there was a motion to approve the consent agenda.

ACTION: Commissioner Bouie Hutchinson made the motion, with a second by Mayor Mortimer, to approve the consent agenda. The motion carried unanimously.

V. APPROVAL OF REGULAR AGENDA

ACTION: Commissioner Bouie Hutchinson made the motion, with a second by Commissioner Clark, to approve the regular agenda. The motion carried unanimously.

VI. NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL PRESENTATION
YEAR 2021

Scott Koons, Executive Director, gave a presentation which reviewed Council activities during the past year in the Regional Planning, Public Safety and Regulatory Compliance, Economic Development, Local Government Assistance and Transportation Programs of the Council. In particular, he highlighted the services that the Council provides, which benefit its local governments, including community planning assistance, grant application and administration services, transportation planning assistance, hazardous waste monitoring, emergency response planning assistance, and economic development activities. Chair Demps thanked Mr. Koons for his presentation.

VII. CHAIR REPORT -

A. Certificate of Appreciation - Mary Alford, Alachua County

ACTION: Commissioner Meeks made the motion, with a second by Commissioner Wheeler to approve a Resolution of Appreciation for former Council member Commissioner Mary Alford, Alachua County. The motion carried unanimously.

B. Employee Certificates of Service - Sandra Joseph - 15 years

Scott Koons, Executive Director, reported that Sandra Joseph joined the Council staff on April 30, 2007. He noted that Ms. Joseph currently serves as Senior Planner of Local Government Comprehensive Planning. Mr. Koons presented a 15-year Certificate of Service and a 15-year service pin to Ms. Joseph. He thanked her for her dedicated service to the Council.

C. Committee Appointments -Finance Committee

ACTION: Commissioner Wheeler made the motion, with a second by Commissioner Bouie Hutchinson to ratify the appointment of Commissioner Desmon Duncan-Walker as Vice-Chair of the Finance Committee and Commissioner John Meeks as a member of the Finance Committee as recommended by the Chair Demps. The motion carried unanimously.

VIII. COMMITTEE REPORTS

A. Executive Committee

1. Resolution No. 2022-11 Recognizing Service of Hugh W. Harling Jr., Executive Director East Central Florida Regional Planning Council

Chair Demps stated that the Executive Committee recommends that the Council approve the attached Resolution No. 2022-11 recognizing the service of Hugh W. Harling Jr. as Executive Director of the East Central Florida Regional Planning Council.

ACTION: Commissioner Brown made the motion, with a second by Commissioner Clark to adopt Resolution No. 2022-11 recognizing the Service of Hugh W. Harling Jr. as Executive Director of the East Central Florida Regional Planning Council. The motion carried unanimously.

2. Executive Director Employment Contract Time Extension Amendment

Chair Demps reported that the employment contract with the Executive Committee expires on September 30, 2022. He stated the Executive Committee, in accordance with the extension clause of the contract, recommends a four-year extension to September 30, 2026, with all other terms and conditions of the contract to remain in full force and effect.

ACTION: Mayor Mortimer made the motion, with a second by Mayor Louie Davis to approve a four-year employment contract extension to September 30, 2026 with all other terms and conditions of the contract to remain in full force and effect of the employment contract with the executive director. The motion carried unanimously.

3. Land, Warehouse and Office Building

Mr. Koons stated that, pursuant to Council authorization, the Executive Director in June 2020, advertised for sale Council land, warehouse and office building located at 2009 NW 67th Place, Gainesville, Florida, with a minimum bid amount of \$1,018,500 being five percent above the appraised value. He reported on July 23, 2020, the Council awarded a bid in the amount of \$1,026,100 to Seefried Properties, Inc. to purchase the land, warehouse and office building. Mr. Koons stated Seefried Properties, Inc. has recently advised the Council that it intends to withdraw their bid to purchase the land, warehouse and office building.

Mr. Koons reported it is recommended that the Council set a minimum bid sale price for the land, warehouse and office building of \$1,338,309; authorize the Executive Director to re-advertise for sealed bids to sell the land, warehouse and office building; and authorize the Executive Director to sign a letter of intent to lease a 6,012 square foot office building located at 2201 NW 40th Terrace, Gainesville, Florida for a five-year term at \$16.00 per square foot and leasehold improvements for an estimated amount of \$100,000 with a right of first refusal to purchase said office building. He stated the recommended minimum bid sale price is the appraised value plus the 34.1 percent increase in value over the past two years plus five percent.

ACTION: Commissioner Bouie Hutchinson made the motion with a second by Commissioner Charles Chestnut IV to set a minimum bid sale price for the land, warehouse and office building of \$1,338,309; authorize the Executive Director to re-advertise for sealed bids to sell the land, warehouse and office building; and authorize the Executive Director to sign a letter of intent to lease a 6,012 square foot office building located at 2201 NW 40th Terrace, Gainesville, Florida for a five-year term at \$16.00 per square foot and leasehold improvements for an estimated of \$100,000 with a right of first refusal to purchase said office building. The motion carried unanimously.

B. Clearinghouse Committee - Committee Level Comprehensive Plan Review Items

Commissioner Bouie Hutchinson, 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.

- #81 - City of Alachua Comprehensive Plan Draft Amendment (DEO No. 22-3ESR)
- #82 - Dixie County Comprehensive Plan Draft Amendment (DEO No. 22-2ER)
- #83 - Town of Branford Comprehensive Plan Adopted Amendment (DEO No. 21-1ESR)
- #84 - Levy County Comprehensive Plan Adopted Amendment (DEO No. 21-4ESR)
- #85 - City of Archer Comprehensive Plan Draft Amendment (DEO No. 22-1ESR)
- #86 - City of Gainesville Comprehensive Plan Adopted Amendment (DEO No. 21-1ESR)
- #87 - City of Gainesville Comprehensive Plan Adopted Amendment (DEO No. 22-1ESR)
- #88 - City of Gainesville Comprehensive Plan Draft Amendment (DEO No. 22-2ESR)
- #89 - City of Waldo Comprehensive Plan Adopted Amendment (DEO No. 21-1ESR)

Commissioner Bouie Hutchinson 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. She stated that the Committee recommends forwarding these findings to the respective local governments and the Florida Department of Economic Opportunity.

ACTION: Commissioner Bouie Hutchinson made the motion, with a second by Commissioner Wheeler, to approve the Clearinghouse Committee recommendations concerning Item #81 - City of Alachua Comprehensive Plan Draft Amendment (DEO No. 22-3ESR); Item #82 - Dixie County Comprehensive Plan Draft Amendment (DEO No. 22-2ER); Item #83 - Town of Branford Comprehensive Plan Adopted Amendment (DEO No. 21-1ESR); Item #84 - Levy County Comprehensive Plan Adopted Amendment (DEO No. 21-4ESR); Item #85 - City of Archer Comprehensive Plan Draft Amendment (DEO No. 22-1ESR); Item #86 - City of Gainesville Comprehensive Plan Adopted Amendment (DEO No. 21-1ESR); Item #87 - City of Gainesville Comprehensive Plan Adopted Amendment (DEO No. 22-1ESR); Item #88 - City of Gainesville Comprehensive Plan Draft Amendment (DEO No. 22-2ESR); and Item #89 - City of Waldo Comprehensive Plan Adopted Amendment (DEO No. 21-1ESR). The motion carried unanimously.

C. Program Committee - Fiscal Year 2022-23 Overall Program Design

Commissioner Anthony Adams, Council Vice-Chair and Program Committee Chair, gave the Program Committee Report. He stated that the Program Committee met virtually via communications media technology on March 24, 2022 to review a draft of the Overall Program Design for the coming year. He stated that this document is used as a basis for the development of a budget and is also to give instruction to staff as to the work which is to be done during the next year. Commissioner Adams stated that there are no changes proposed in the Overall Program Design which include new programs not previously discussed and/or approved by the Council.

ACTION: Commissioner Adams made the motion, with a second by Commissioner Charles Chestnut IV to approve the Fiscal Year 2022-23 Overall Program Design as recommended by the Program Committee. The motion carried unanimously.

D. Finance Committee - Fiscal Year 2022-23 Budget

Mayor Mortimer, Council Secretary-Treasurer and Finance Committee Chair, gave the Finance Committee Report. She stated that the Finance Committee met virtually via communications media technology on May 18, 2022 to review the proposed Fiscal Year 2022-23 budget. She stated, the

anticipated expenditures for next year will be \$1,705,200 which is (\$308,300) less than the current year budget. Mayor Mortimer also stated, almost all funds to be expended by the Council are received through contracts for services and grants. She stated there is one exception: Member local governments pay dues, which are proposed to remain at \$0.30 per capita for the 41st year, and will produce approximately \$169,500.

Mayor Mortimer noted that the most significant policy decision that must be made with respect to the budget is related to personnel. There is provision for a total of eight full-time staff positions, plus funds for part-time positions, which is three less full-time staff position than budgeted for the current year. The budget includes a recurring increase across the board for all employees, including the Executive Director, equal to two percent of the salary for each employee and one percent of the salary budget for merit increases for all employees, except the Executive Director.

ACTION: Mayor Mortimer made the motion, with a second by Commissioner Bouie Hutchinson, to approve the Fiscal Year 2022-23 budget as recommended by the Finance Committee. The motion carried unanimously.

E. Nominating Committee - Program Year 2022-23 Election of Officers

Commissioner Charles Chestnut IV, Council Immediate Past Chair and Nominating Committee Chair, gave the Nominating Committee report. He stated that the Nominating Committee met virtually via communications media technology on May 17, 2022 to prepare, for the Council's consideration, recommendations concerning officers for Program Year 2022-23.

He stated that the Nominating Committee recommendations for officers are, as follows:

Chair - Anthony Adams, Lafayette County
Vice-Chair - Janice Mortimer, City of Starke
Treasurer - Fletcher Hope, City of Archer
Secretary - Robert Brown, Hamilton County
Immediate Past Chair - Thomas Demps, Taylor County

Commissioner Charles Chestnut IV asked for any nominations from the floor. Hearing no nominations from the floor, he closed the nominations.

ACTION: Commissioner Charles Chestnut IV made the motion, with a second by Commissioner Meeks to elect the slate of nominees for officers to a one-year term for Program Year 2022-23 as recommended by the Nominating Committee. The motion carried unanimously.

IX. EX-OFFICIO MEMBER REPORTS - None

X. CITIZEN COMMENTS

Chief Sean Withers, Hazardous Materials, City of Gainesville Fire Rescue Department, discussed hazardous materials training in the north central Florida region.

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 April 2022 activity report included in the Council meeting packet. He reviewed the activities listed in the April 2022 report.

B. 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 May 2022 Scorecard™ that was included in the Council meeting packet.

C. Financial Disclosure Report Filing

Mr. Koons reported that all members of the Council are required to file a financial disclosure form by July 1st of each year. He stated that Council members must file a financial disclosure forms filed by county commissioners and city commissioners for their elected offices fulfills this requirement. Mr. Koons stated gubernatorial members must file a financial disclosure form with the Supervisor of Elections office in their respective counties to fulfill this requirement. Mr. Koons noted Council members will be receiving a copy of the financial disclosure form in the mail within the next few weeks.

XII. COUNCIL MEMBER ANNOUNCEMENTS - None

Mr. Koons presented Chair Demps with a John Moran framed landscape photograph of the Florida Trail at the Suwannee River for his service as Chair.

XIII. NEXT MEETING

Chair Demps stated that the next Council meeting is scheduled to be held on June 23, 2022.

The meeting was adjourned at 8:25 p.m.

Anthony Adams, Chair

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6/23/22

Date



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June 16, 2022

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Monthly Financial Report - May 2022

Please find attached a copy of the Monthly Financial Report for the Council’s activities for May 2022. 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 eight months is 58 percent of budget.

Expenditures

The total expenditures for the Council for year to date are within budgeted figures. Total expenditures at the end of eight months are 46 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

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NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
Summary Financial Statement (Unaudited)
May 31, 2022

BALANCE SHEET

ASSETS

Current Assets	
Checking / Savings	2,197,045
Accounts Receivable	533,470
Other Current Assets	25,348
Total Current Assets	<u>2,755,863</u>
TOTAL ASSETS	<u>2,755,863</u>

LIABILITIES & EQUITY

Liabilities	
Current Liabilities	
Accounts Payable	31,866
Other Current Liabilities	404,861
Total Liabilities	<u>436,727</u>
Equity	<u>2,319,136</u>
TOTAL LIABILITIES & EQUITY	<u>2,755,863</u>

NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
Summary Financial Statement (Unaudited)
May 31, 2022

SUMMARY STATEMENT

	Adopted Budget FY 2021-22	May 2022	Year to Date	Percent of Budget
Revenue	2,013,500	352	1,173,782	58%
Expenses	2,013,500	75,344	932,573	46%

NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
Summary Financial Statement (Unaudited)
May 31, 2022

REVENUE

Account	Adopted Budget FY 2021-22	May 2022	Year to Date	Percent of Budget
Program Development	41,000	352	32,724	80%
Regional Planning				
Regional Planning & Review	70,000	0	70,083	100%
Public Safety & Regulatory Compliance				
Hazardous Waste Monitoring	58,900	0	164,189	279%
Local Emergency Planning Committee	133,200	0	17,000	13%
Hazards Analyses	17,600	0	0	0%
Transportation				
Gainesville Urbanized Area Transportation Planning	483,800	0	103,447	21%
Gainesville Urbanized Area Mass Transit	200,700	0	138,255	69%
Transportation Disadvantaged - Alachua County	25,600	0	12,960	51%
Transportation Disadvantaged - Region	205,500	0	100,801	49%
Economic Development				
Economic Strategy & Technical Assistance	115,000	0	80,006	70%
Economic Strategy & Technical Assistance - Recovery	200,000	0	35,000	18%
Original Florida Tourism Task Force Staffing	32,500	0	16,280	50%
Original Florida Tourism Task Force	92,500	0	87,907	95%
Vision North Central Florida	0	0	2,500	
Local Government Assistance				
General Technical Services	20,000	0	19,929	100%
City & County Planning Services	237,200	0	229,252	97%
Community Development Block Grant Administration	80,000	0	63,449	79%
Total Revenue	2,013,500	352	1,173,782	58%

NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
Summary Financial Statement (Unaudited)
May 31, 2022

EXPENDITURES

Account	Adopted Budget FY 2021-22	May 2022	Year to Date	Percent of Budget
Audit	17,000	0	0	0%
Building Occupancy & Grounds	160,000	3,029	27,131	17%
Contractual Services	118,000	12,968	77,981	66%
Dues, Publications, Subscriptions & Training	55,000	539	36,802	67%
Furniture & Equipment	15,000	0	0	0%
Insurance & Bonding	25,000	0	11,457	46%
Legal Services & Public Notices	11,000	1,513	7,769	71%
Machine Rental & Maintenance	7,000	1,158	3,709	53%
Meeting Expenses	20,000	0	0	0%
Moving Expense	2,000	0	0	0%
Office Supplies	26,000	6,782	12,342	47%
Personnel	1,286,400	45,222	676,013	53%
Postage	9,000	406	3,194	35%
Printing	2,000	0	2,109	105%
Recruiting	2,000	0	0	0%
Reproduction	22,000	1,281	7,533	34%
Telephone	12,000	591	5,148	43%
Travel	80,000	1,530	12,359	15%
Original Florida Tourism Task Force	92,500	325	49,026	53%
Contingency	51,600	0	0	0%
Total Expenses	2,013,500	75,344	932,573	46%



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June 16, 2022

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Interagency Agreement with Central Florida Regional Planning Council to Assist with Local Government Comprehensive Plan Study

RECOMMENDATION:

Ratify the execution by the Executive Director of an Interagency Agreement Amendment with the Central Florida Regional Planning Council to Assist with Local Government Comprehensive Plan Study for a fixed fee amount of \$63,750.

BACKGROUND:

The Florida Department of Transportation has entered into an agreement with the Central Florida Regional Planning Council to complete the Local Government Comprehensive Plan Study of the comprehensive plans for local governments located within the Suncoast, Northern Turnpike Extension and the South Central Florida Multi-use Corridors of Regional Economic Significance.

The Central Florida Regional Planning Council entered into interagency agreements with the regional planning councils that have counties located within the Suncoast, Northern Turnpike and the South Central Florida Multi-use Corridors of Regional Economic Significance. The counties in the Suncoast and Northern Turnpike Corridors include Dixie, Gilchrist, Lafayette, Levy, Madison and Taylor Counties.

Phase 1 of the scope of work included evaluating local government comprehensive plans with respect to their alignment within the Multi-Use Corridors of Regional Economic Significance study areas including high level needs, guiding principles and instructions for project development and beyond. Phase 2 of the scope of work originally included assessing relevant reports and project alignments, and any area around interchanges as they compare to the current local government comprehensive plans.

The Department has recently revised Phase 2 of the scope of work to summarize opportunities for the Levy County and Madison County Comprehensive Plans to align with the Florida Transportation Plan and Guiding Corridor Principles. Opportunities may include policies to address emerging technologies, resiliency, and impacts to environmental, agricultural and cultural resources. In addition, the amount of compensation for Phase 2 has been reduced from \$48,750 to \$15,000.

Therefore, the Council will be paid a revised combined fixed fee amount of \$63,750 by the Central Florida Regional Planning Council for Phase 1 and Phase 2 services.

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

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**North
Central
Florida
Regional
Planning
Council**

IV.D.

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June 16, 2022

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Transportation Disadvantaged Program Local Coordinating Board Appointments

RECOMMENDATION:

- **Appoint Renee Demps the alternate Citizen Advocate Representative on the Madison County Transportation Disadvantaged Coordinating Board;**
- **Appoint Donna Hagan the voting Children at Risk Representative on the Madison County Transportation Disadvantaged Coordinating Board;**
- **Appoint Commissioner Tim Murphy the voting Local Elected Official for Columbia County on the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board; and**
- **Appoint Farron Perry the voting Citizen Advocate Representative on the Madison County Transportation Disadvantaged Coordinating Board.**

BACKGROUND:

- According to Rule 41-2.012 of the Florida Administrative Code, the North Central Florida Regional Planning Council, serving as the Designated Official Planning Agency, is responsible for appointing members to the local Transportation Disadvantaged Coordinating Boards. It is recommended Renee Demps be appointed the alternate Citizen Advocate on the Madison County Transportation Disadvantaged Coordinating Board. It is recommended Donna Hagan be appointed the voting Children at Risk Representative on the Madison County Transportation Disadvantaged Coordinating Board. It is recommended Commissioner Tim Murphy be appointed the voting Local Elected Official for Columbia County on the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board. It is recommended Farron Perry be appointed the voting Citizen Advocate Representative on the Madison County Transportation Disadvantaged Coordinating Board

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

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June 16, 2022

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Transportation Disadvantaged Coordinating Board Reappointments

RECOMMENDATION:

Reappoint the following individuals to three-year terms ending June 30, 2025.

- **Sandra Buck-Camp as the voting Local Medical Community Representative on the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board;**
- **Matthew Ferguson as the voting Local Medical Community Representative on the Dixie County Transportation Disadvantaged Coordinating Board;**
- **Brittney Keeling as the voting Local Medical Community Representative on the Gilchrist County Transportation Disadvantaged Coordinating Board;**
- **John Mann as the voting Local Medical Community Representative on the Union County Transportation Disadvantaged Coordinating Board; and**
- **Krishna Stemple as the alternate Local Medical Community Representative on the Gilchrist County Transportation Disadvantaged Coordinating Board.**

BACKGROUND:

According to Rule 41-2.012 of the Florida Administrative Code, the North Central Florida Regional Planning Council, serving as the Designated Official Planning Agency, is responsible for appointing members to the local Transportation Disadvantaged Coordinating Boards. Several Board members' terms of appointment expire on June 30, 2022. The above Board members are willing to serve an additional three-year term of reappointment to the Boards.

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



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June 16, 2022

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Transportation Disadvantaged Local Coordinating Board Chair Appointment
Columbia, Hamilton and Suwannee Counties

RECOMMENDATION:

**Appoint Commissioner Travis Land Chair of the Columbia, Hamilton and Suwannee
Transportation Disadvantaged Coordinating Board for a one-year term ending June 30, 2023.**

BACKGROUND:

According to Rule 41-2.012 of the Florida Administrative Code, the North Central Florida Regional Planning Council, serving as the Designated Official Planning Agency, is responsible for appointing the Chair of the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board.

Chapter I. F. (1) of the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board Bylaws provides for the Board to annually recommend to the Council a local elected official to serve as Chair of the Board. At its May 18, 2022 meeting, the Board recommended the Council appoint Commissioner Travis Land, Suwannee County, as Chair of the Board.

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



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June 16, 2022

TO: Council Members
FROM: Anthony Adams, Chair
SUBJECT: Resolution of Appreciation - LaBarfield Bryant

RECOMMENDATION:

Approve the attached resolution of appreciation for LaBarfield Bryant.

BACKGROUND:

As a token of appreciation for service on the Council since April 2011 and in recognition of commitment and concern for the growth and development of the north central Florida area, the attached resolution of appreciation is recommended for approval by the Council.

Attachment

Resolution

OF APPRECIATION

WHEREAS, LaBarfield Bryant has been representing the City of Jasper on the North Central Florida Regional Planning Council since April 2011;

WHEREAS, LaBarfield Bryant has ably discharged the duties of a representative on the North Central Florida Regional Planning Council;

NOW, THEREFORE, BE IT RESOLVED: That the membership and staff of the North Central Florida Regional Planning Council do hereby express their appreciation to LaBarfield Bryant for dedicated service rendered to the North Central Florida Regional Planning Council and concern for the future growth and development of the region and the State of Florida; and

BE IT FURTHER RESOLVED: That this expression of appreciation be spread upon the minutes of the North Central Florida Regional Planning Council for all citizens of the region to view and recognize the accomplishments and service of LaBarfield Bryant.

Anthony Adams, Chair

ATTEST:

Robert Brown, Secretary

ADOPTED BY THE NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL AT THEIR MEETING
OF June 23, 2022.






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June 16, 2022

TO: Council Members
FROM: Scott R. Koons, AICP, Executive Director 
SUBJECT: Transportation Disadvantaged Program Resolutions of Appreciation

RECOMMENDATION:

Approve the attached resolutions of appreciation for Brook Ward and Sandra Woodard.

BACKGROUND:

The attached resolutions of appreciation are regarding Florida’s Transportation Disadvantaged Program established by Chapter 427, Florida Statutes. Brook Ward served as the alternate Children at Risk Representative on the Dixie County, Gilchrist County and Levy County Transportation Disadvantaged Coordinating Boards. Sandra Woodard served as the voting Children at Risk Representative on the Dixie County, Gilchrist County and Levy County Transportation Disadvantaged Coordinating Boards.

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

Attachments

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RESOLUTION

WHEREAS, Brooke Ward has served as the alternate Children at Risk Representative on the Dixie County, Gilchrist County and Levy County Transportation Disadvantaged Coordinating Boards, since May 2016; and

WHEREAS, Brooke Ward ably discharged the duties of the alternate Children at Risk Representative on Dixie County, Gilchrist County and Levy County Transportation Disadvantaged Coordinating Boards;

NOW, THEREFORE, BE IT RESOLVED: That the members and staff of the North Central Florida Regional Planning Council do hereby express their appreciation to Brooke Ward for dedicated service rendered to the Dixie County, Gilchrist County and Levy County Transportation Disadvantaged Coordinating Boards and concern for the transportation disadvantaged needs of Dixie, Gilchrist and Levy Counties and the State of Florida; and

BE IT FURTHER RESOLVED: That this expression of appreciation be spread upon the minutes of the North Central Florida Regional Planning Council for all citizens of the community to view and recognize the accomplishments and service of Brooke Ward.

Anthony Adams Chair

ADOPTED BY THE NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

June 23, 2022

Date

RESOLUTION

WHEREAS, Sandra Woodard has served as the voting Children at Risk Representative on the Dixie County, Gilchrist County and Levy County Transportation Disadvantaged Coordinating Boards, since May 2016; and

WHEREAS, Sandra Woodard ably discharged the duties of the voting Children at Risk Representative on Dixie County, Gilchrist County and Levy County Transportation Disadvantaged Coordinating Boards;

NOW, THEREFORE, BE IT RESOLVED: That the members and staff of the North Central Florida Regional Planning Council do hereby express their appreciation to Sandra Woodard for dedicated service rendered to the Dixie County, Gilchrist County and Levy County Transportation Disadvantaged Coordinating Boards and concern for the transportation disadvantaged needs of Dixie, Gilchrist and Levy Counties and the State of Florida; and

BE IT FURTHER RESOLVED: That this expression of appreciation be spread upon the minutes of the North Central Florida Regional Planning Council for all citizens of the community to view and recognize the accomplishments and service of Sandra Woodard.

Anthony Adams, Chair

ADOPTED BY THE NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

June 23, 2022

Date



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June 16, 2022

TO: Council Members

FROM: Anthony Adams, Chair

SUBJECT: Certificate of Service for Council Employee - Carmelita Franco - 15 Years

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. Carmelita Franco has been an employee of the Council for 15 years and currently serves as Planning Administrative Assistant for Local Government Comprehensive Planning. As a token of appreciation for 15 years of service to the Council and in recognition of dedicated service to the Council, the attached certificate of service is being presented to Ms. Franco.

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June 16, 2022

TO: Council Members
 FROM: Anthony Adams, Chair
 SUBJECT: 2022-23 Committee Appointments

RECOMMENDATION:

Ratify 2022-23 Committee appointments as recommended by the Chair.

BACKGROUND:

In accordance with the Bylaws of the Council, each year the Chair makes appointments to the various committees of the Council. These appointments provide for a broad geographic representation throughout the region serving on the committees. Emphasis was also placed on the attendance record of each appointee. Therefore, I am recommending appointments to committees as per the attached list.

Attachment

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NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
COMMITTEE MEMBERS

2022-23
June 23, 2022

EXECUTIVE COMMITTEE

Anthony Adams, Chair
Janice Mortimer, Vice-Chair
Fletcher Hope, Treasurer
Robert Brown, Secretary
Thomas Demps, Immediate Past Chair

CLEARINGHOUSE COMMITTEE

Patricia Bouie-Hutchinson, Chair
John Meeks, Vice- Chair
Jim Catron
Daniel Riddick
Reina Saco
James Tallman
Donnie Waldrep
Marihelen Wheeler
Stephen Witt

FINANCE COMMITTEE

Fletcher Hope, Chair
Desmon Duncan-Walker, Vice-Chair
Ken Cornell

NOMINATING COMMITTEE

Thomas Demps, Chair
Charles Chestnut IV, Vice-Chair
Louie Davis

PROGRAM COMMITTEE

Janice Mortimer, Chair
Donnie Waldrep, Vice-Chair
Desmon Duncan-Walker
Ward Ketring
Travis Land
David Stegall
Jody Stephenson
Lorene Thomas
Toby Witt

REGIONAL PLANNING COMMITTEE

Ken Cornell, Chair
Patricia Bouie-Hutchinson, Vice-Chair
Jim Catron
Travis Land
Reina Saco
Jody Stephenson
James Tallman
Donnie Waldrep
Stephen Witt

REPRESENTATIVES TO
FLORIDA REGIONAL COUNCILS
ASSOCIATION

Charles Chestnut IV
Janice Mortimer
Lorene Thomas

COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY COMMITTEE

Landon Harrar, Chair, Greater Gainesville Chamber of Commerce
Jimmy Norris, Vice-Chair, Suwannee County Economic Development
Diane Head, CareerSource North Florida
Jeff Hendry, North Florida Economic Development Partnership
Chadd Mathis, Hamilton County Development Authority
Sherilyn Pickels, Madison County Development Council
Pamela Whittle, Bradford County Development Authority



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June 16, 2022

TO: Council Members
FROM: Scott R. Koons, AICP, Executive Director
SUBJECT: Authorization to Begin Auditor Selection Process

RECOMMENDATION:

Designate the Executive Committee, along with a representative from the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, to serve as the Audit Committee, and authorize the Audit Committee to establish selection criteria, begin the auditor selection process, negotiate a contract for audit services and present a recommendation for auditing services to the Council for approval.

BACKGROUND:

The Council goes through an auditor selection process every three years with the intent of selecting a firm to perform audits on the Council’s financial activity for each of the succeeding three years. A new contract for the auditor services is executed each year, but it is expected that the same firm will be used unless some specific reason is found that causes the Council to terminate its services. The current firm, Powell and Jones Certified Public Accountants, is completing its third year as auditor. Consequently, it is time to begin the process to select a firm for the next three years.

The process used for the Council has included sending a Request for Qualifications to qualified firms. The Executive Committee, serving as the Audit Committee, then reviews the applications received and ranks them in order of preference. The Committee then begins an interview and negotiation process with the top firm, and continues the interviews until a firm is found that the Committee agrees to recommend to the Council. The Council then considers the recommendation of the Audit Committee and engages an auditor for the next three years.

In past years, the same auditor has been retained by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area to audit its financial activities as well. This has been an efficient arrangement, because the Council performs the financial work for both organizations. As a result of this process, the Council has invited the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area to select one of its members to meet with the Executive Committee, serving as the Audit Committee, during the ranking process and the interviews and negotiations procedure.

Please note that the Council will also require the auditor selected to complete an audit of the retirement program each year. The cost of doing the work for the retirement plan is to be included in the primary contract the Council will have with the auditor.

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

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June 16, 2022

TO: Council Members
FROM: Scott R. Koons, AICP, Executive Director
SUBJECT: Land, Warehouse and Office Building

RECOMMENDATION

Authorize the Executive Director to re-advertise for sealed bids to sell the land, warehouse and office building located at 2009 NW 67th Place, Gainesville, Florida with a minimum bid sale price of \$1,338,309.

BACKGROUND

On August 4, 1999, the Council purchased the office building and warehouse located at 2009 NW 67th Place, Gainesville, Florida. The office building and warehouse of pre-engineered steel construction were constructed in 1980. The Council had been renting the office building and warehouse for the previous seven years beginning on November 1, 1992.

The purchase price for the 7,560 square foot office building and 1,989 square foot warehouse located on a 4.4-acre site was \$490,400. Along with \$31,400 in cash, the Council secured a 15-year promissory note from SouthTrust Bank in the amount of \$459,000 to purchase the office building and warehouse. Since the Council is a governmental agency and is prohibited from mortgaging real property to secure a promissory note, the Council pledged certain revenues to repay the promissory note.

The January 1, 2014 payment in the amount of \$3,134.95 constituted the final payment in full satisfying the promissory note. Thus, the Council currently does not have any outstanding long-term debt. The average annual building and grounds occupancy cost, including insurance; utilities; custodial services; heating, ventilation and air conditioning services; and termite and pest control services is \$45,000.

The Alachua County Property Appraiser 2019 assessed value of the land was \$499,632 and the assessed value of the buildings was \$318,562. Thus, the total assessed value of land and buildings in 2019 was \$818,194. The Alachua County Property Appraiser 2021 assessed value of the land is \$767,380 and the assessed value of the buildings is \$307,777. Thus, the total assessed value of land and buildings in 2021 is \$1,075,157 resulting in an increase in value of 34.1 percent.

On December 12, 2019, the Council authorized the Executive Director to sign a site access agreement; authorized the Executive Director to have an appraisal of the land, warehouse and office building completed; and authorized the Executive Director to research warehouse and office building relocation options.

Council Members

June 16, 2022

Page 2

Pursuant to that Council action, the Executive Director signed a site access agreement; engaged Emerson Appraisal Company, Inc. to prepare an appraisal of the land, warehouse and office building; and secured the assistance of Colliers International, a commercial real estate company, to identify office space purchase and lease options for relocation.

On January 13, 2020, Emerson Appraisal Company, Inc., an appraiser, consultant and market analyst company, completed an appraisal of the property. The appraised value was determined to be \$970,000.

On May 26, 2022, the Council set a minimum bid sale price of \$1,338,309 for the land, warehouse and office building located at 2009 NW 67th Place, Gainesville, Florida; authorized the Executive Director to re-advertise for sealed bids to sell the land, warehouse and office building; and authorized the Executive Director to sign a letter of intent to lease a 6,012 square foot office building located at 2201 NW 40th Terrace, Gainesville, Florida for a five-year term at \$16.00 per square foot and leasehold improvements of an estimated amount of \$100,000 with a right of first refusal to purchase said office building. The minimum bid sale price was set at the appraised value plus the 34.1 percent increase in value over the past two years plus five percent.

Bids for sale of the land, office and warehouse were published in the Florida Administrative Register and The Gainesville Sun on June 3, 2022 and June 10, 2022. In addition, the bid notice and bid package were posted to the Council website on June 2, 2022. No bids were submitted by June 16, 2022 at 2:00 p. m.

It is recommended that the Council authorize the Executive Director to re-advertise for sealed bids to sell the land, warehouse and office building located at 2009 NW 67th Place, Gainesville, Florida with a minimum bid sale price of \$1,338,309.

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



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June 16, 2022

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., June 23, 2022. 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

- #92 - City of Alachua Comprehensive Plan Adopted Amendment (DEO No. 22-2ESR)
- #93 - Dixie County Comprehensive Plan Adopted Amendment (DEO No. 22-1ESR)
- #95 - City of Madison Comprehensive Plan Adopted Amendment (DEO No. 22-1ER)
- #96 - City of Jasper Comprehensive Plan Adopted Amendment (DEO No. 22-1ESR)

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).

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June 16, 2022

TO: Council Members
FROM: Scott R. Koons, AICP, Executive Director
SUBJECT: Review of Fiscal Year 2020-21 Audit

RECOMMENDATION:

Accept the Fiscal Year 2020-21 audit and authorize payment of auditor in the amount of \$17,175.

BACKGROUND:

Please find attached a copy of the audit as prepared by Powell & Jones, Certified Public Accountants. The following paragraphs highlight the information reported in the audit.

First, it should be noted that the audit conforms with both federal regulations and the rules of the Auditor General of the State of Florida. Therefore, the auditor is required to take into account not only internal accounting controls, but administrative controls as well. In addition, the audit has been completed in compliance with Governmental Accounting Standards Board Statement 34 and 54 requirements.

More specific comments relating to the report are given in sequence as they appear in the document. On Page 5, you can see that the auditor’s report indicates that the records audited “...present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the North Central Florida Regional Planning Council, as of September 30, 2021, and the changes in financial position and the respective budgetary comparisons for the year then ended in accordance with accounting principles generally accepted in the United States of America.”

Pages 7 through 12 contain the “Management’s Discussion and Analysis” that is intended to present easily understood analyses of the Council’s financial activities, but technically is not a part of the audit. This expanded information gives a more detailed look at the financial position of the Council from a business perspective.

Pages 13 through 19 present the financial statements that were audited. In general, you will find that the information in each of these statements are fairly routine and report no unusual circumstances. In particular, page 13 presents the “Governmental Funds Balance Sheet.”

Council Members
June 16, 2022
Page 2

Page 16 is a “Statement of Revenues, Expenditures and Changes in General Fund Balance.” Please note that with respect to revenues collected versus those budgeted, revenues received were (3.7) percent less than budgeted amounts. With respect to expenditures, funds expended were (24.3) percent less than budgeted amounts. The difference in the revenues received and the expenditures made are reflected in the increase in the Council’s “General Fund Balance” of \$275,972.

The auditor’s notes begin on page 20. Note 1, Summary of Significant Accounting Policies and Note 2, Reconciliation of Government-wide and General Fund Financial Statements, deal with the Governmental Accounting Standards Board Statement 34 requirements, Note 3, Deposits and Investments, describes the deposits of the Council and the funds invested in the State Board of Administration Local Government Surplus Funds Trust Fund Investment Pool and Note 6, Fund Balances - Governmental Funds, describes the categories of the fund balance in accordance with the Governmental Accounting Standards Board Statement 54 requirements.

The audit also contains various reports on compliance, internal control and management on Pages 35 through 44. In these reports, no material weaknesses or problems were cited. Consequently, there were no findings of non-compliance or reportable conditions (see Page 40).

Overall, management and financial staff are pleased with the audit report. Staff will be available at the meeting to answer any questions that you may have concerning the audit.

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

Attachment

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**NORTH CENTRAL FLORIDA
REGIONAL PLANNING COUNCIL**

ANNUAL FINANCIAL REPORT

For the Fiscal Year Ended September 30, 2021

NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

ANNUAL FINANCIAL REPORT

For the Fiscal Year Ended September 30, 2021

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FINANCIAL SECTION



Powell & Jones
Certified Public Accountants

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

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Fax: 386 / 719-5504
admin@powellandjonescpa.com

INDEPENDENT AUDITOR'S REPORT

To North Central Florida
Regional Planning Council
Gainesville, Florida

We have audited the accompanying financial statements of the governmental activities and each major fund of the North Central Florida Regional Planning Council (the Council), as of and for the year ended September 30, 2021, and the related notes to the financial statements, which collectively comprise the Council's basic financial statements as listed in the table of contents. Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the North Central Florida Regional Planning Council's basic financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. 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.

Florida Institute of Certified Public Accountants • American Institute of Certified Public Accountants

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the North Central Florida Regional Planning Council as of September 30, 2021, and the changes in financial position and the respective budgetary comparisons for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 7 - 10 be presented to supplement the 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. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about 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 do 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.

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the North Central Florida Regional Planning Council's basic financial statements. The schedule of expenditures of federal awards and state financial assistance is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The schedule of expenditures of federal awards and state financial assistance is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards and state financial assistance is fairly stated in all material respects in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated June 16, 2022 on our consideration of the North Central Florida Regional Planning Council's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the North Central Florida Regional Planning Council's internal control over financial reporting and compliance.

A handwritten signature in cursive script that reads "Powell & Jones".

POWELL & JONES
Certified Public Accountants
Lake City, Florida
June 16, 2022

**NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
Management's Discussion and Analysis**

This discussion and analysis is intended to be an easily readable analysis of the North Central Florida Regional Planning Council's (the Council) financial activities based on currently known facts, decisions or conditions. This analysis focuses on current year activities and should be read in conjunction with the financial statements that follow.

Report Layout

The Council has implemented Governmental Accounting Standards Board (GASB) Statement 34, Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments. This statement requires governmental entities to report finances in accordance with specific guidelines. Among those guidelines are the components of this section dealing with management's discussion and analysis. Besides this Management's Discussion and Analysis (MD&A), the report consists of government-wide statements, fund financial statements, and the notes to the financial statements. The first two statements are condensed and present a government-wide view of the Council's finances. Within this view, all Council operations are categorized as applicable, and reported as either governmental or business-type activities. Governmental activities include basic planning related services, tourism development, and general administration. The Council had no business-type activities in this fiscal year. These government-wide statements are designed to be more corporate-like in that all activities are consolidated into a total for the Council.

Basic Financial Statements

- The Statement of Net Position focuses on resources available for future operations. In simple terms, this statement presents a snap-shot view of the assets of the Council, the liabilities it owes and the net difference. The net difference is further separated into amounts restricted for specific purposes and unrestricted amounts. In this statement, governmental activities are reported on the accrual basis of accounting.
- The Statement of Activities focuses gross and net costs of the Council's programs and the extent to which such programs rely upon general revenues. This statement summarizes and simplifies the user's analysis to determine the extent to which programs are self-supporting and/or subsidized by general revenues. The accrual basis of accounting is also utilized in this statement.
- Fund financial statements focus separately on governmental and proprietary funds, as applicable. Governmental fund statements follow the more traditional presentation of financial statements. As stated above, the Council has no proprietary funds and business-type activities.
- The notes to the financial statements provide additional disclosures required by governmental accounting standards and provide information to assist the reader in understanding the Council's financial condition.
- The MD&A is intended to serve as an introduction to the Council's basic financial statements and to explain the significant changes in financial position and differences in operations between the current and prior years.

Council as a Whole

Government-wide Financial Statements

A condensed version of the Statement of Net Position follows:

Net Position at September 30, 2021 and 2020

	Governmental Activities/ Total Government	
	2021	2020
Assets		
Cash and investments	\$ 2,289,163	\$ 2,066,984
Receivables	721,919	673,735
Capital assets	133,188	134,594
Other assets	31,666	29,084
Total assets	<u>3,175,936</u>	<u>2,904,397</u>
Liabilities		
Accounts payable	18,719	20,606
Other current liabilities	751,075	785,089
	<u>769,794</u>	<u>805,695</u>
Net position:		
Invested in capital assets, net of related debt	133,188	134,594
Restricted	859,109	823,235
Unrestricted	1,413,845	1,140,873
Total net position	<u>\$ 2,406,142</u>	<u>\$ 2,098,702</u>

During the year ended September 30, 2021, net position increased by \$307,440 primarily due to normal operations and budget administration.

A condensed version of the Statement of Activities follows:

**Change In Net Position
For the Fiscal Years Ended September 30, 2021 and 2020**

	Governmental Activities/ Total Government	
	2021	2020
Revenues		
Program revenues		
Charges for services	\$ 760,807	\$ 894,162
Operating grants	475,862	422,889
General revenue		
Membership dues	212,266	215,872
Miscellaneous	3,951	10,461
Total revenues	<u>1,452,886</u>	<u>1,543,384</u>
Expenses		
Comprehensive planning services	1,015,106	1,246,684
Tourism development	130,340	152,468
Total expenses	<u>1,145,446</u>	<u>1,399,152</u>
Increase in net position	307,440	144,232
Beginning net position	2,098,702	1,954,470
Ending net position	<u>\$ 2,406,142</u>	<u>\$ 2,098,702</u>

Governmental activities

Comprehensive planning program expenses decreased by \$231,578, or 19%, and revenues decreased by \$90,498, or 6%. Total General Fund expenses were \$325,900 less than the final budget and revenues were \$49,928 less than the final budget.

Capital Assets and Debt Administration

Capital Assets

At September 30, 2021, the Council has \$133,188 invested in capital assets, consisting primarily of its administrative headquarters and associated furniture and equipment. Changes in capital assets during the year consisted of additions to accumulated depreciation.

Capital Assets at September 30, 2021 and 2020

	Totals	
	2021	2020
Land	\$ 119,985	\$ 119,985
Buildings	393,000	393,000
Equipment	196,529	194,104
Subtotal	709,514	707,089
Accumulated depreciation	(576,326)	(572,495)
Capital assets, net	\$ 133,188	\$ 134,594

The Council continued to have no long-term debt at September 30, 2021.

Reporting the Council's Most Significant Funds

Fund Financial Statements

The fund financial statements provide detailed information about the most significant funds – not the Council as a whole. Some funds are required to be established by state law and by grant regulations. However, the Council, from time to time, establishes other funds to help it control and manage money for particular purposes or to show that it is meeting legal responsibilities to using certain grants and other money.

Financial Contact

The Council's financial statements are designed to present users (citizens, taxpayers, customers, and creditors) with a general overview of the Council's finances and to demonstrate the Council's accountability. If you have questions about the report or need additional financial information, please contact the Council's Executive Director at 2009 NW 67th Place, Gainesville, Florida 32653-1603.

NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

STATEMENT OF NET POSITION

September 30, 2021

	Governmental Activities
ASSETS	
Current assets	
Cash and cash equivalents	\$ 1,800,477
Cash, invested	488,686
Accounts receivable	721,919
Prepaid expenses	31,666
Total current assets	3,042,748
Noncurrent assets	
Land	119,985
Depreciable capital assets, net	13,203
Capital assets, net of accumulated depreciation	133,188
Total assets	\$ 3,175,936
 LIABILITIES	
Current liabilities	
Accounts payable	\$ 18,719
Accrued expenses	26,399
Accrued payroll liabilities	52,237
Accrued compensated absences	230,065
Real estate binder deposit	102,610
Unearned revenues	339,764
Total current liabilities	769,794
Total liabilities	769,794
 NET POSITION	
Net investment in capital assets	133,188
Restricted for:	
Unemployment compensation	30,000
Capital improvements	573,000
Legal costs	100,000
Original Florida Tourism Fund	156,109
Unrestricted	1,413,845
Total net position	\$ 2,406,142

See notes to financial statements.

NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

STATEMENT OF ACTIVITIES

For the Fiscal Year Ended September 30, 2021

	<u>Expenses</u>	<u>Program Revenues</u>		<u>Net (Expense) Revenue and Change in Net Position</u>
		<u>Charges for Services</u>	<u>Operating Grants</u>	<u>Governmental Activities Total</u>
Governmental activities:				
General government				
Comprehensive planning services	\$ 1,015,106	\$ 760,807	\$ 360,648	\$ 106,349
Economic environment				
Tourism development	130,340	-	115,214	(15,126)
Total governmental activities	<u>\$ 1,145,446</u>	<u>\$ 760,807</u>	<u>\$ 475,862</u>	<u>91,223</u>
 General revenues:				
Member dues				212,266
Miscellaneous				3,951
				<u>216,217</u>
 Increase in net position				307,440
Net position - October 1, 2020				2,098,702
Net position - September 30, 2021				<u>\$ 2,406,142</u>

See Notes to financial statements.

NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

**BALANCE SHEET
GOVERNMENTAL FUNDS**

September 30, 2021

	<u>General Fund</u>	<u>Original Florida Tourism Fund</u>	<u>Total Governmental Funds</u>
ASSETS			
Cash and cash equivalents	\$ 1,658,441	\$ 142,036	\$ 1,800,477
Cash, invested	488,686	-	488,686
Accounts receivable	704,630	17,289	721,919
Prepaid items	28,032	3,634	31,666
Total assets	<u>\$ 2,879,789</u>	<u>\$ 162,959</u>	<u>\$ 3,042,748</u>
LIABILITIES AND FUND BALANCE			
Liabilities			
Accounts payable	\$ 11,869	\$ 6,850	\$ 18,719
Accrued expenses	26,399	-	26,399
Accrued payroll liabilities	52,237	-	52,237
Accrued compensated absences	230,065	-	230,065
Real estate binder deposit	102,610	-	102,610
Unearned revenues	339,764	-	339,764
Total liabilities	<u>762,944</u>	<u>6,850</u>	<u>769,794</u>
Fund Balances			
Nonspendable:			
Prepays	<u>28,032</u>	<u>3,634</u>	<u>31,666</u>
Restricted:			
Tourism promotion	<u>-</u>	<u>152,475</u>	<u>152,475</u>
	<u>-</u>	<u>152,475</u>	<u>152,475</u>
Assigned to:			
Unemployment compensation benefits	30,000	-	30,000
Capital improvements	573,000	-	573,000
Legal expenses	<u>100,000</u>	<u>-</u>	<u>100,000</u>
	<u>703,000</u>	<u>-</u>	<u>703,000</u>
Unassigned	<u>1,385,813</u>	<u>-</u>	<u>1,385,813</u>
Total fund balances	<u>2,116,845</u>	<u>156,109</u>	<u>2,272,954</u>
Total liabilities and fund balance	<u>\$ 2,879,789</u>	<u>\$ 162,959</u>	<u>\$ 3,042,748</u>
Total fund balances reported above			\$ 2,272,954
Amounts reported for governmental activities in the statement of net position are different because:			
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental funds.			
Net position of governmental activities			<u>133,188</u>
			<u>\$ 2,406,142</u>

See notes to financial statements.

NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

**GOVERNMENTAL FUNDS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

For the Fiscal Year Ended September 30, 2021

	General Fund	Original Florida Tourism Fund	Total Governmental Funds
REVENUES			
Member dues	\$ 164,266	\$ 48,000	\$ 212,266
State and federal grants	360,648	115,214	475,862
Contracts earned	760,807	-	760,807
Miscellaneous revenues	3,951	-	3,951
Total revenues	<u>1,289,672</u>	<u>163,214</u>	<u>1,452,886</u>
EXPENDITURES			
Current expenditures			
General government	1,011,275	-	1,011,275
Economic environment	-	130,340	130,340
Capital outlay			
General government	2,425	-	2,425
Total expenditures	<u>1,013,700</u>	<u>130,340</u>	<u>1,144,040</u>
Net change in fund balance	275,972	32,874	308,846
Fund balances, October 1, 2020	<u>1,840,873</u>	<u>123,235</u>	<u>1,964,108</u>
Fund balances, September 30, 2021	<u>\$ 2,116,845</u>	<u>\$ 156,109</u>	<u>\$ 2,272,954</u>

See notes to financial statements.

NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

**RECONCILIATION OF THE STATEMENT OF REVENUES,
EXPENDITURES, AND CHANGES IN FUND BALANCES
OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES**

For the Fiscal Year Ended September 30, 2021

Net change in fund balances - Total Governmental Funds		\$ 308,846
Amounts reported for governmental activities in the statement of activities are different because:		
Governmental funds report capital outlay as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense.		
Expenditures for capital assets	2,425	
Less current year depreciation	(3,831)	(1,406)
	<hr/>	<hr/>
Change in net assets of governmental activities		\$ 307,440

See notes to financial statements.

NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

**GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL**

For the Fiscal Year Ended September 30, 2021

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
REVENUES				
Member dues	\$ 164,200	\$ 164,200	\$ 164,266	\$ 66
State and federal grants	620,100	355,200	360,648	5,448
Other grants and contracts earned	1,136,400	816,300	760,807	(55,493)
Miscellaneous revenues	19,000	3,900	3,951	51
Total revenues	<u>1,939,700</u>	<u>1,339,600</u>	<u>1,289,672</u>	<u>(49,928)</u>
EXPENDITURES				
General government services				
Personnel services				
Salaries and benefits	<u>1,402,400</u>	<u>1,040,400</u>	<u>880,492</u>	<u>159,908</u>
Operating expenses				
Building occupancy	40,000	35,000	16,108	18,892
Contractual services	127,000	65,000	26,975	38,025
Legal costs	11,000	12,000	9,219	2,781
Insurance	19,000	22,000	13,315	8,685
Meeting expenses	20,000	-	-	-
Postage	5,000	9,000	5,982	3,018
Subscriptions, dues, and training	50,000	43,000	27,551	15,449
Supplies	26,000	24,000	14,622	9,378
Travel	80,000	11,000	1,663	9,337
Other	144,300	75,200	15,348	59,852
	<u>522,300</u>	<u>296,200</u>	<u>130,783</u>	<u>165,417</u>
Capital outlay				
Machinery and equipment	<u>15,000</u>	<u>3,000</u>	<u>2,425</u>	<u>575</u>
Total expenditures	<u>1,939,700</u>	<u>1,339,600</u>	<u>1,013,700</u>	<u>325,900</u>
Net change in fund balance	-	-	275,972	275,972
Fund balance, October 1, 2020	<u>1,840,873</u>	<u>1,840,873</u>	<u>1,840,873</u>	<u>-</u>
Fund balance, September 30, 2021	<u>\$ 1,840,873</u>	<u>\$ 1,840,873</u>	<u>\$ 2,116,845</u>	<u>\$ 275,972</u>

See notes to financial statements.

NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

**ORIGINAL FLORIDA TOURISM FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL**

For the Fiscal Year Ended September 30, 2021

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
REVENUES				
Member dues	\$ 58,000	\$ 48,000	\$ 48,000	\$ -
State and federal grants	91,800	113,800	115,214	1,414
Contracts earned	45,000	-	-	-
Total revenues	194,800	161,800	163,214	1,414
EXPENDITURES				
Economic environment				
Operating expenses				
Contractual services	47,500	21,200	23,250	(2,050)
Marketing	131,100	106,900	104,987	1,913
Postage	300	-	-	-
Subscriptions, dues, and training	1,500	1,500	1,380	120
Other	14,400	32,200	723	31,477
Total expenditures	194,800	161,800	130,340	31,460
Net change in fund balance	-	-	32,874	32,874
Fund balance, October 1, 2020	123,235	123,235	123,235	-
Fund balance, September 30, 2021	\$ 123,235	\$ 123,235	\$ 156,109	\$ 32,874

See notes to financial statements.

NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

EMPLOYEE PENSION PLAN TRUST FUND

STATEMENT OF FIDUCIARY NET POSITION

September 30, 2021

	<u>Pension Trust Fund</u>
Assets	
Cash	\$ 14,991
Investments at fair value	3,465,370
Contributions receivable	8,005
Total assets	<u>3,488,366</u>
Liabilities	
Accounts payable	<u>11,840</u>
Net position	
Reserved for pension benefits	<u>\$ 3,476,526</u>

See notes to financial statements.

NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

EMPLOYEE PENSION PLAN TRUST FUND

STATEMENT OF CHANGES IN FIDUCIARY NET POSITION

For the Fiscal Year Ended September 30, 2021

	<u>Pension Trust Fund</u>
Additions:	
Contributions:	
Employer	\$ 120,884
Total contributions	<u>120,884</u>
Investment income:	
Interest and dividends	41,647
Net appreciation in fair value of investments	339,772
Net investment gain	381,419
Total additions	<u>502,303</u>
Deductions:	
Pension benefit payments	391,377
Bank charges	507
Total deductions from net position	<u>391,884</u>
Increase in fiduciary net position	110,419
Net position reserved for pension benefits	
October 1, 2020	3,366,107
September 30, 2021	<u>\$ 3,476,526</u>

See notes to financial statements.

NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
NOTES TO FINANCIAL STATEMENTS
September 30, 2021

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The North Central Florida Regional Planning Council (the Council), located in Gainesville, Florida, was established on May 7, 1969, as a political subdivision of the State of Florida under Section 163.01 *Florida Statutes*. The Council is not currently subject to state or federal income taxes.

The financial statements of the Council have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Government Accounting Standards Board is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the Council's accounting policies are described below:

A. Reporting entity - As required by generally accepted accounting principles, these financial statements present the Council and its component units, entities for which the primary government is considered to be financially accountable. Blended component units, although legally separate entities, are, in substance, part of the government's operations and so data from these units would be combined with data of the primary government. Each discretely presented component unit, on the other hand, would be reported in a separate column in the combined financial statements to emphasize it is legally separate from the government.

Management has elected to include the following blended component unit in the financial statements:

The Original Florida Tourism Task Force

In accordance with the Council's agreement with this entity, its financial statements are maintained and presented as a separate special revenue fund.

B. Basic Financial Statements - Basic financial statements are presented at both the government-wide and fund financial level. Both levels of statements categorize primary activities as either governmental or business-type.

Government-wide financial statements report information about the reporting unit as a whole. For the most part, the effect of any interfund activity has been removed from these statements. These statements focus on the sustainability of the Council as an entity and the change in aggregate financial position resulting from the activities of the year. These aggregated statements consist of the Statement of Net Position and the Statement of Activities.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function. Other items not reported as program revenues are reported instead as general revenues.

Fund financial statements report information at the individual fund level. Each fund is considered to be a separate accounting entity.

C. Measurement focus, basis of accounting, and basis of presentation - The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of

accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. A 120 day availability period is used for revenue recognition. Expenditures are recorded when the related fund liability is incurred.

The Council reports unearned revenue on its governmental fund balance sheet. Unearned revenues arise when a potential revenue does not meet both the measurable and available criteria for recognition in the current period. In subsequent periods, when both revenue recognition criteria are met, the liability for unearned revenue is removed from the balance sheet and revenue is recognized.

Private-sector standards of accounting and financial reporting issued prior to December 1, 1989, generally are followed in the government-wide financial statements to the extent that those standards do not conflict with or contradict guidance of the Governmental Accounting Standards Board.

The Council reports the following governmental funds:

General Fund

This is the general operating fund of the Council. It is used to account for all financial resources of the primary government, except those not required to be accounted for in another fund.

Original Florida Tourism Fund

This is the special revenue fund utilized by the Council to account for the financial resources and transactions of The Original Florida Tourism Task Force, a component unit of the Council.

Fiduciary Fund

The pension trust fund is used to account for transactions and assets held by the Council in a trustee capacity. The Council utilizes the Employee Pension Plan Trust Fund to administer this pension plan.

D. Cash and cash equivalents - The Council considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents.

E. Cash and Investments – Cash deposits are held by a bank qualified as a public depository under Florida law. All deposits are insured by Federal depository insurance and collateralized with securities held in Florida’s multiple financial institution collateral pool as required by Chapter 280, *Florida Statutes*.

Investments in the General Fund consist of amounts placed with the State Board of Administration for participation in the Local Government Surplus Funds Trust Fund investment pool created by Sections 218.405 and 218.417, *Florida Statutes*. The Council’s investments in the Pool, which the State Board of Administration indicates is a Securities and Exchange Commission Rule 2a7-like external investment pool, as of September 30, 2021, are similar to money market funds in which shares are owned in the fund rather than the underlying investments. These investments are reported at fair value, which is amortized cost.

In accordance with the pension plan documents, pension plan participants maintain self-directed retirement subaccounts whereby they choose their own specific investments, which may include stocks, bonds and mutual funds.

F. Capital assets - Capital assets, which include property, plant, and equipment assets are reported in the applicable governmental columns in the government-wide financial statements. Capital assets are defined by the Council as assets with an initial cost of \$1,000 or more and an estimated useful life in excess of two years. Capital assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated assets are recorded at their estimated fair market value on the date of the donation.

The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Depreciation of exhaustible assets is provided on the straight-line basis over the following estimated useful lives:

Buildings and improvements	15 years
Equipment	50 months

G. Deferred outflows/inflows of resources - In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The Council had no items that qualified for reporting in this category.

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statements element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Council had no items that qualified for reporting in this category.

H. Compensated absences - The Council allows limited vesting of employee vacation and sick pay. The Council's policy stipulates that employees cannot carry forward, from one fiscal year to the next, more than 24 working days of vacation or more than 30 working days of sick leave. Employees are paid for accrued vacation and vested sick leave in excess of these limits at the conclusion of the fiscal year.

In the accompanying financial statements, the Council reports its entire liability for accrued compensated absences in the general fund. This reporting practice is followed because the Council has been reimbursed through funding contracts for this liability.

I. Pervasiveness of Estimates - The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

NOTE 2. RECONCILIATION OF GOVERNMENT-WIDE AND GENERAL FUND FINANCIAL STATEMENTS

A. Explanation of Difference Between the Governmental Fund Balance Sheet and the Government-Wide Statement of Net Position

“Total fund balances” of the Council’s Governmental Funds \$2,272,954 differs from “net position” of governmental activities \$2,406,142 reported in the statement of net position. This difference primarily results from the long-term economical focus of the statement of net position versus the current financial resources focus of the governmental fund balance sheet.

Capital related items

When capital assets (property, plant, equipment) that are to be used in governmental activities are purchased or constructed, the cost of these assets are reported as expenditures in governmental funds. However, the statement of net assets includes those capital assets among the assets of the Council as a whole.

Cost of capital assets	\$ 709,514
Accumulated depreciation	<u>(576,326)</u>
Total	<u>\$ 133,188</u>

NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

NOTE 2 – RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

A. Explanation of Differences Between the Governmental Fund Balance Sheet and the Government-wide Statement of Net Position

	Total Governmental Funds	Capital Related Items	Statement of Net Position
ASSETS			
Cash and cash equivalents	\$ 1,800,477	\$ -	\$ 1,800,477
Cash, invested	488,686	-	488,686
Accounts receivable	721,919	-	721,919
Prepaid expenses	31,666	-	31,666
Capital assets - net	-	133,188	133,188
Total assets	\$ 3,042,748	\$ 133,188	\$ 3,175,936
 LIABILITIES AND FUND BALANCES			
Liabilities:			
Accounts payable	\$ 18,719	\$ -	\$ 18,719
Accrued expenses	26,399	-	26,399
Accrued payroll liabilities	52,237	-	52,237
Accrued compensated absences	230,065	-	230,065
Real estate binder deposit	102,610	-	102,610
Unearned revenue	339,764	-	339,764
Total liabilities	769,794	-	769,794
Fund balance/net position	2,272,954	133,188	2,406,142
Total liabilities and fund balance/net position	\$ 3,042,748	\$ 133,188	\$ 3,175,936

B. Explanation of Differences Between Governmental Fund Operating Statements and the Statement of Activities

The “net change in fund balances” for the governmental funds of \$308,846 differs from the “change in net position” for governmental activities of \$307,440 reported in the statement of activities. The differences arise primarily from the long-term economic focus of the statement of activities versus the current financial resources focus of the governmental funds. The effect of the differences is illustrated below.

Capital related items

When capital assets that are to be used in governmental activities are purchased or constructed, the resources expended for those assets are reported as expenditures in governmental funds. However, in the statement of activities, the costs of those assets is allocated over their estimated useful lives and reported as depreciation expense. As a result, fund balances decrease by the amount of financial resources expended, whereas net assets decrease by the amount of depreciation expense charges for the year.

Capital outlay	\$ 2,425
Depreciation expense	<u>(3,831)</u>
Difference	<u>\$ (1,406)</u>

NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

NOTE 2 – RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

B. Explanation of Differences Between the Governmental Fund Operating Statements and the Statement of Activities

	Total Governmental Funds	Capital Related Items	Statement of Activities
REVENUES			
Member dues	\$ 212,266	\$ -	\$ 212,266
State and federal grants	475,862	-	475,862
Other grants and contracts earned	760,807	-	760,807
Miscellaneous revenues	3,951	-	3,951
Total revenues	<u>1,452,886</u>	<u>-</u>	<u>1,452,886</u>
EXPENDITURES			
Current expenditures			
General government	1,011,275	3,831	1,015,106
Economic environment	130,340	-	130,340
Capital outlay			
General government	2,425	(2,425)	-
Total expenditures	<u>1,144,040</u>	<u>1,406</u>	<u>1,145,446</u>
Net change in fund balance	308,846	(1,406)	307,440
Fund balance, October 1, 2020	<u>1,964,108</u>	<u>134,594</u>	<u>2,098,702</u>
Fund balance, September 30, 2021	<u>\$ 2,272,954</u>	<u>\$ 133,188</u>	<u>\$ 2,406,142</u>

NOTE 3. DEPOSITS AND INVESTMENTS

1. Deposits

At September 30, 2021, the carrying amount of the Council's bank deposits was \$1,800,477. All deposits with financial institutions were 100% insured by federal depository insurance or by collateral provided by qualified public depositories to the State Treasurer pursuant to the Public Depository Security Act of the State of Florida. The Act established a Trust Fund, maintained by the State Treasurer, which is a multiple financial institution pool with the ability to assess its member financial institutions for collateral shortfalls if a member fails.

2. Investments

General Fund

As of September 30, 2021, the Council's general fund had the following investments and maturities:

Investment	Maturities	Fair Value
State Board of Administration Local Government Florida PRIME Investment Fund	49 days	\$ 488,686
Total Investments		<u>\$ 488,686</u>

The Council's investment in Florida PRIME is administered by the Florida State Board of Administration (SBA). Florida PRIME is an external investment pool that is not a registrant with the SEC; however, the SBA has adopted operating procedures consistent with the requirements for a SEC Rule 2a-7 fund. Florida PRIME is governed by Chapter 19-7 of the Florida Administrative Code, which identifies the Rules of the SBA. These rules provide guidance and establish the general operating procedures for the administration of Florida PRIME. Additionally, the State of Florida, Office of the Auditor General performs the operational audit of the activities and investments of the SBA. Throughout the year and as of September 30, 2021, Florida PRIME contained certain floating rate and adjustable rate securities that were indexed based on the prime rate and/or one- and three-month LIBOR. These floating rate and adjustable rate securities are used to hedge against interest risk and provide diversification to the portfolio. Exposure to a single issuer is limited to 5% of the portfolio's amortized cost. Investments in Florida PRIME are not evidenced by securities that exist in physical or book entry form. The current rating for the Florida PRIME is AAAM by Standard and Poors. The weighted average of days to maturity of the Florida PRIME at September 30, 2021 is 49 days. The fair value of the Council's position in the pool approximates the value of the pool shares. At September 30, 2021, the Council had \$488,686 invested in Florida PRIME. Florida PRIME's most recent financial statements can be found at <https://www.sbafla.com/prime/Audits/tabid/582Default.aspx>. #

Fair Value Measurements

In February 2015, GASB issued GASB Statement No. 72. GASB 72 applicability related to the application of fair value is limited to assets and liabilities that are currently measured at fair value and certain investments that are not currently measured at fair value.

Florida PRIME currently meets all of the necessary criteria to elect to measure all of the investments in Florida PRIME at amortized cost. Therefore, the participant account balance is considered the fair value of the investment. Florida PRIME investment is exempt from the GASB 72 fair value hierarchy disclosures.

As of September 30, 2021, the Council's investment in the Florida PRIME investment pool is rated AAAM by Standard & Poors.

Investment Objective

The primary investment objectives for Florida PRIME, in priority order, are safety, liquidity, and competitive returns with minimization of risks. Investment performance of Florida PRIME will be evaluated on a monthly basis against the Standard & Poors U.S. AAA & AA Rated GIP All 30 Day Net Yield Index. While there is no assurance that Florida PRIME will achieve its investment objectives, it endeavors to do so by following the investment strategies described in this Policy.

Interest Rate Risk

The dollar weighted average days to maturity (WAM) of Florida PRIME at September 30, 2021, is 49 days. Next interest rate reset dates for floating rate securities are used in the calculation of the WAM. The weighted average life (WAL) of Florida PRIME at September 30, 2021, is 64 days.

Foreign Currency Risk

Florida PRIME was not exposed to any foreign currency risk during the period from October 1, 2020 through September 30, 2021.

Securities Lending

Florida PRIME did not participate in a securities lending program in the period October 1, 2020 through September 30, 2021.

Fair Value Hierarchy

Florida PRIME currently meets all of the necessary criteria to elect to measure all of the investments in Florida PRIME at amortized cost; therefore, participant account balances should be also reported at amortized cost.

Pension Trust Fund

The investments held by the Council's Employee Pension Plan Trust at September 30, 2021 consist of the following:

<u>Types of Investments</u>	<u>Fair Value</u>	<u>Cost</u>
Money market accounts	\$ 1,781,366	\$ 1,781,366
Equity mutual funds	1,110,703	1,120,321
Bond mutual funds	172,182	5,094
Stocks and corporate bonds	401,119	370,408
	<u>\$ 3,465,370</u>	<u>\$ 3,277,189</u>

As of September 30, 2021, the Council's Employee Pension Plan Trust had the following investments that represent 5% or more of its net assets:

Name of Investments	Fair Value
Greater than 5%	
Schwab Money Market Funds	
1,781,366 shares	\$ 1,781,366
Other investments	1,684,004
Total investments	<u>\$ 3,465,370</u>

As previously described, these investments are contained in individual participant self-directed accounts.

During 2021, the Trust's investments (including gains and losses on investments bought and sold, as well as held during the year) appreciated in value by \$339,772.

Interest Rate Risk

- Section 218.415(17), *Florida Statutes*, limits investment maturities to provide sufficient liquidity to pay obligations as they come due.
- The maturity of the State Board of Administration Local Government Investment Pool is based on the weighted average of days to maturity (WAM). A portfolio's WAM reflects the average maturity in days based on final maturity or reset date, in the case of floating rate instruments. WAM measures the sensitivity of the portfolio to interest rate changes.

Custodial Credit Risk

Section 218.415(18), *Florida Statutes*, requires the Council to earmark all investments and 1) if registered with the issuer or its agents, the investment must be immediately placed for safekeeping in a location that protects the governing body's interest in the security; 2) if in book entry form, the investment must be held for the credit of the governing body by a depository chartered by the Federal Government, the State, or any other state or territory of the United States which has a branch or principal place of business in this State, or by a national association organized and existing under the laws of the United States which is authorized to accept and execute trusts and which is doing business in this State, and must be kept by the depository in an account separate and apart from the assets of the financial institution; or 3) if physically issued to the holder but not registered with the issuer or its agents, must be immediately placed for safekeeping in a secured vault. All general Council investments complied with this provision of law.

NOTE 4. ACCOUNTS RECEIVABLE

All accounts receivable in the governmental funds totaling \$721,919 represent amounts due the Council from other governmental units for services and grant contracts, and are considered by management to be fully collectible.

NOTE 5. EMPLOYEE RETIREMENT SYSTEM

The Council maintains a single employer defined contribution retirement plan. The plan is administered by the North Central Florida Regional Planning Council Employee Pension Plan Trust (the Trust). Employees are eligible to participate in the plan after six months of service. The participants are fully vested in the portion of their account associated with their contributions. They become vested in employer contributions at a rate of twenty-five percent per year of service. One year of service equals 1,000 hours of work during the plan year.

There are no mandatory employee contributions. However, plan members may voluntarily make contributions during the fiscal year. Voluntary contributions were not made in the current year. Current Council contributions for, and interest forfeited by, employees who terminate their employment before becoming fully vested are used to reduce the amount of the Council's future monthly contributions. The Council's total payroll for the fiscal year ended September 30, 2021, was \$880,492. The Council's contributions were made using a base eligible salary amount of \$734,857. Total required contributions of 16.45% on base pay of \$734,857, amounted to \$120,884. The Council made the required contributions during the fiscal year. Other than payment of contributions, there were no transactions between the Council and the Trust during the year.

Participants invest in Charles Schwab - Individual Participant Directed Accounts, whereby they choose their own specific investments, such as stocks, mutual funds and bonds. In accordance with the Plan document, each participant's account is credited with the participant's contribution and allocations of (a) the Council's contributions and (b) Plan earnings, and (c) may be charged with an allocation of administrative expenses. Allocations are based on participant earnings or account balances, as defined. The benefit to which a participant is entitled is the benefit that can be provided from the participant's vested account.

On termination of service due to death, disability or retirement, a participant or his beneficiary may elect to receive either a lump-sum amount equal to the value of the participant's vested interest in his or her account, or payments in monthly, quarterly, semi-annual or annual installments, over a period not exceeding ten years. For termination of service due to other reasons, a participant may receive the value of the vested interest in his or her account as a lump-sum distribution.

The Council pays all administrative expenses of the Plan, excluding bank fees, and does not expect the Plan to reimburse it for these administrative expenses, excluding bank fees.

The Council has the right to permanently discontinue its contributions to the Plan or to partially or completely terminate the Plan in the future. If that occurs, all participants then become fully vested and are not thereafter subject to forfeiture. The Trustees of the Plan may continue the Plan or direct that all assets be distributed to the participants, and the Trustees' decision is binding on all participants.

The Plan obtained its latest determination letter on January 11, 2002, in which the Internal Revenue Service stated that the Plan, as then designed, was in compliance with the applicable requirements of the Internal Revenue Code. The Plan has not been amended since receiving the determination letter. However, the Plan administrator and the Plan's tax counsel believe the Plan is currently designed and being operated in compliance with the applicable requirements of the Internal Revenue Code. Therefore, no provision for income taxes has been included in the Plan's financial statements.

NOTE 6. FUND BALANCES – GOVERNMENTAL FUNDS

As of September 30, 2021, fund balances of the governmental funds are classified as follows:

Nonspendable – amounts that cannot be spent either because they are in nonspendable form or because they are legally or contractually required to be maintained intact.

Restricted – amounts that can be spent only for specific purposes because of constitutional provisions, charter requirements or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.

Committed – amounts that can be used only for specific purposes determined by a formal action of the Council. The Council is the highest level of decision-making authority for the Council. Commitments may be established, modified, or rescinded only through resolutions approved by the Council. There were no committed fund balances at year end.

Assigned – amounts that do not meet the criteria to be classified as restricted or committed, but that are intended to be used for specific purposes. Under current practices, the assignment of amounts for specific purposes is approved by the Council.

Unassigned – all other spendable amounts.

As of September 30, 2021, fund balances are composed of the following:

	<u>General Fund</u>	<u>Original Florida Tourism Fund</u>	<u>Total Governmental Funds</u>
Nonspendable:			
Prepays	\$ 28,032	\$ 3,634	\$ 31,666
Restricted for:			
Tourism marketing	-	152,475	152,475
Assigned to:			
Unemployment compensation benefits	30,000	-	30,000
Capital improvements	573,000	-	573,000
Legal expenses	100,000	-	100,000
Unassigned	1,385,815	-	1,385,815
Total fund balances	<u>\$ 2,116,847</u>	<u>\$ 156,109</u>	<u>\$ 2,272,956</u>

A description of the restricted fund balances follows:

Tourism Promotion – This is classified as restricted due to the fact that it is fully controlled by the Original Florida Tourism Task Force, an entity that is independent of the Council.

A description of the assigned fund balances follows:

Unemployment Compensation Benefits – As provided by State law, the Council is a reimbursable type of employer for unemployment compensation benefits. A \$30,000 reserve has been maintained for future unemployment claims.

Capital Improvements – The Council maintains a reserve of \$573,000 to provide funding for future building and equipment replacements.

Legal Expenses - Due to the nature of its operations, the Council is subject to various types of legal challenges regarding its actions. A reserve of \$100,000 is maintained to provide funding for these non-routine legal expenses.

When an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, the Council considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the Council considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the Council has provided otherwise in its commitment or assignment actions.

NOTE 7. CAPITAL ASSETS

Capital asset activity for the fiscal year ended September 30, 2021, follows:

	Beginning Balances	Increases	Decreases	Ending Balances
Land	\$ 119,985	\$ -	\$ -	\$ 119,985
Depreciable capital assets:				
Buildings	393,000	-	-	393,000
Furniture, fixtures and equipmennt	194,104	2,425	-	196,529
Total depreciable	587,104	2,425	-	589,529
Accumulated depreciation:				
Buildings	(393,000)	-	-	(393,000)
Furniture, fixtures and equipmennt	(179,495)	(3,831)	-	(183,326)
Total accumulated depreciation	(572,495)	(3,831)	-	(576,326)
Capital assets, net	\$ 134,594	\$ (1,406)	\$ -	\$ 133,188

Total depreciation of \$(3,831) was charged to the General Government function of the Council's General Fund.

NOTE 8. BUDGETARY PROCESS

The Council follows these procedures in establishing the budgetary data reflected in the financial statements:

1. In March, the Finance Committee begins preparing a budget for the fiscal year commencing the following October 1, based on work desired in the Overall Planning Design (OPD) prepared by the Program Committee.
2. In May, the Council adopts and approves the budget. The budget is adopted on a basis that does not materially differ from the modified accrual basis of accounting.
3. Actual contracts entered into by the Council throughout the year necessarily have an impact on

approved budgetary operating levels. Should any major changes be needed due to unforeseen contracts or the need to appropriate additional Council funds, the budget is amended during the year and subsequently approved by the Council.

4. The legal level of budgetary control is the fund total level.
5. The Council approved one budget amendment for the year ended September 30, 2021. The amendment is reflected in budget amounts disclosed in the financial statements.
6. There were no material violations of legal and contractual provisions requiring disclosure.

NOTE 9. RISK MANAGEMENT

The Council purchases insurance to limit the exposure of the following risks of loss: theft of, damage to, and destruction of assets; natural disasters and injuries to employees. Commercial insurance has also been purchased by the Council to cover the risks of loss due to employee errors or omissions and health insurance. Settled claims resulting from the risks have not exceeded insurance coverage in any of the past three years.

The Council is also a member of the Florida Municipal Insurance Trust (the Trust). The Trust is a self-insurance program established to provide certain liability, casualty and property coverage to participating units of local governments in Florida, pursuant to various provisions of *Florida Statutes*. The Trust's underwriting and rate setting policies were established after consulting with an independent actuary. The Council pays an annual premium to the Trust for its insurance coverage. The Trust is non-assessable and, therefore, the Council has no liability for future deficits of the Trust, if any.

NOTE 10. CONCENTRATIONS OF CREDIT RISK

Significant concentrations of credit risk for financial instruments owned by the Council are as follows:

Accounts and grants receivable - Substantially all of the Council's receivables are for amounts due from federal, state and local governmental agencies under cost reimbursement and performance contracts. The Council has no policy requiring collateral or other security to support its receivables. Based upon past history, the Council anticipates no loss on these receivables and has established no reserve for possible losses.

NOTE 11. INVENTORIES

It has consistently been the policy of the Council to record the acquisition of goods and supplies as expenditures at the time of purchase. The amount of such inventory on hand at any one time would be a nominal amount and considered to be immaterial.

NOTE 12. CONTINGENCIES

There is a contingent liability due to the fact that all possible regulatory audits of the Council's operations have not been completed for the fiscal year ended September 30, 2021. Any eventual expenditures determined to not be in compliance with grant regulations could be subject to repayment

by the Council. The Council's management believes that all expenditures were significantly in compliance with appropriate grant regulations.

NOTE 13. SUBSEQUENT EVENTS

In preparing these financial statements, the Council has evaluated events and transactions for potential recognition or disclosure through June 16, 2022, the date the financial statements were available to be issued.

NOTE 14. OPERATING LEASES

The Council has an operating lease agreement for equipment with Pitney Bowes. The future minimum lease payments under this agreement at September 30, 2021 are as follows:

<u>September 30,</u>	<u>Minimum Lease Payment</u>
2022	\$ 4,633
2023	3,475
	<u>\$ 8,108</u>

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NOTE 15. REAL ESTATE SALE BINDER

During the year the Council had accepted a bid for the sale of its headquarters property, and received a binder of \$102,610. Subsequent to year end the prospective buyer withdrew its offer and the Council intends to return the purchase binder.

COMPLIANCE SECTION

NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS AND STATE FINANCIAL ASSISTANCE
For the Fiscal Year Ended September 30, 2021

Grantor/Pass-Through Grantor	CFDA/CSFA Number	Contract Number	Award Amount	Received FY 2021	Expended FY 2021
FEDERAL AWARDS					
<u>U.S. Department of Commerce</u>					
Economic Development Support for Planning Organizations					
Planning Grant, Section 203 1/1/20 - 12/31/22	11.302	ED20ATL3020024	\$ 210,000	\$ 70,000	\$ 70,000
Planning Grant, Section 203 7/1/20 - 6/30/22	11.302	ED20ATL3070080	400,000	50,000	50,000
			<u>610,000</u>	<u>120,000</u>	<u>120,000</u>
Total Federal Awards			<u>610,000</u>	<u>120,000</u>	<u>120,000</u>
STATE FINANCIAL ASSISTANCE					
<u>Division of Emergency Management</u>					
Florida Hazardous Materials Planning and Prevention 19/20	31.067	T0028	80,000	47,200	20,779
Florida Hazardous Materials Planning and Prevention 20/21	31.067	T0130	70,000	5,600	4,040
			<u>150,000</u>	<u>52,800</u>	<u>24,819</u>
<u>Department of Transportation</u>					
Transportation Disadvantaged 20/21 - Bradford	55.002	G1N10	19,967	15,375	11,598
Transportation Disadvantaged 20/21 - Columbia, Hamilton, Suwannee	55.002	G1N27	60,888	40,795	32,153
Transportation Disadvantaged 20/21 - Dixie	55.002	G1N31	19,744	15,203	11,154
Transportation Disadvantaged 20/21 - Gilchrist	55.002	G1N46	19,762	15,217	11,228
Transportation Disadvantaged 20/21 - Lafayette	55.002	G1N55	19,580	13,119	10,779
Transportation Disadvantaged 20/21 - Levy	55.002	G1N59	20,243	13,563	10,654
Transportation Disadvantaged 20/21 - Madison	55.002	G1N63	19,791	13,260	10,623
Transportation Disadvantaged 20/21 - Union	55.002	G1N88	19,722	15,186	11,118
Transportation Disadvantaged 21/22 - Bradford	55.002	G1X94	20,560	3,084	2,299
Transportation Disadvantaged 21/22 - Columbia, Hamilton, Suwannee	55.002	G1Y12	62,670	9,401	8,605
Transportation Disadvantaged 21/22 - Dixie	55.002	D1Y18	30,331	4,676	3,934
Transportation Disadvantaged 21/22 - Gilchrist	55.002	G1Y30	20,360	4,683	3,946
Transportation Disadvantaged 21/22 - Lafayette	55.002	G1Y44	20,161	4,637	3,958
Transportation Disadvantaged 21/22 - Levy	55.002	G1Y48	20,839	4,793	3,997
Transportation Disadvantaged 21/22 - Madison	55.002	G1Y50	20,371	4,685	3,931
Transportation Disadvantaged 21/22 - Union	55.002	G1Y74	20,304	3,046	1,715
			<u>415,293</u>	<u>180,723</u>	<u>141,692</u>
<u>Department of Economic Opportunity</u>					
Rural Development Grant 19/20	40.042	D0147	150,000	99,121	99,121
Rural Development Grant 20/21	40.042	D0179	50,000	16,093	16,093
			<u>200,000</u>	<u>115,214</u>	<u>115,214</u>
Total State Financial Assistance			765,293	348,737	281,725
Total Federal and State Financial Assistance			<u>\$ 1,375,293</u>	<u>\$ 468,737</u>	<u>\$ 401,725</u>

See Notes to Schedule of Expenditures of Federal Awards and State Financial Assistance.

NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

**Notes to Schedule of Expenditures of Federal Awards
and State Financial Assistance**

For the Fiscal Year Ended September 30, 2021

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies and presentation of the Schedule of Expenditures of Federal Awards and State Financial Assistance of North Central Florida Regional Planning Council (Council) have been designed to conform to generally accepted accounting principles as applicable to governmental units, including the reporting and compliance requirements of the Audits of States, Local Governments, and Non-Profit Organizations and Office of Management and Budget *Uniform Guidance*.

C. Reporting Entity

The reporting entity consists of North Central Florida Regional Planning Council, the primary government and its blended component unit, The Original Florida Tourism Task Force. The Council includes a Schedule of Expenditures of Federal Awards and State Financial Assistance in the Compliance Section for the purpose of additional analysis.

D. Basis of Accounting

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus.

The modified accrual basis of accounting is followed in the Schedule of Expenditures of Federal Awards and State Financial Assistance. Under the modified accrual basis, revenues are recognized when they become measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Council generally considers revenues to be available if they are collected within 120 days after the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To North Central Florida Regional Planning Council
Gainesville, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the North Central Florida Regional Planning Council, as of and for the year ended September 30, 2021, and the related notes to the financial statements, which collectively comprise North Central Florida Regional Planning Council's basic financial statements, and have issued our report thereon dated June 16, 2022.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the North Central Florida Regional Planning Council's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the North Central Florida Regional Planning Council's internal control. Accordingly, we do not express an opinion on the effectiveness of the North Central Florida Regional Planning Council's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the North Central Florida Regional Planning Council's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our 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 or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "Powell & Jones". The signature is written in a cursive, flowing style.

POWELL & JONES
Certified Public Accountants
Lake City, Florida
June 16, 2022

**MANAGEMENT LETTER REQUIRED BY
CHAPTER 10.550, RULES OF THE AUDITOR GENERAL**

To North Central Florida
Regional Planning Council
Gainesville, Florida

We have audited the basic financial statements of the North Central Florida Regional Planning Council (the Council) as of and for the year ended September 30, 2021, and have issued our report thereon dated June 16, 2022.

We have issued our Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards dated June 16, 2022. Disclosures in that report should be considered in conjunction with this management letter.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, and *Government Auditing Standards* issued by the Comptroller General of the United States. Additionally, our audit was conducted in accordance with the provisions of Chapter 10.550, *Rules of the Auditor General*, which govern the conduct of local governmental entity audits performed in the State of Florida and require that the following be addressed in this letter:

PRIOR YEAR FINDINGS

There were no reportable findings in the prior year applicable to the management letter.

CURRENT YEAR FINDINGS

There are no reportable findings in the current year applicable to the management letter.

FINANCIAL COMPLIANCE MATTERS

Financial Emergency Status - We determined that the Council had not met any of the conditions described in Section 218.503(1), *Florida Statutes*, that might result in a financial emergency.

Financial Condition Assessment Procedures - As required by the *Rules of the Auditor General*, Sections 10.554(1)(i)5.b. and 10.556(8), we applied financial condition assessment procedures to the Council's financial statements. It is management's responsibility to monitor the entity's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information they provided.

We noted no deteriorating financial conditions as defined by Rule 10.554(2)(f).

Our audit did not disclose any further items that would be required to be reported under the *Rules of the Auditor General*, Chapter 10.550.

CONCLUSION

We very much enjoyed the challenge and experiences with our audit of the Council. We appreciate the helpful assistance of the Council staff in completing our audit and also the generally high quality of the Council's financial records and internal controls.

A handwritten signature in black ink that reads "Powell & Jones". The signature is written in a cursive, flowing style.

POWELL & JONES
Certified Public Accountants
Lake City, Florida
June 16, 2022

INDEPENDENT ACCOUNTANT'S REPORT

To North Central Florida
Regional Planning Council
Gainesville, Florida

We have examined North Central Florida Regional Planning Council's (the Council's) compliance with Section 218.415, *Florida Statutes*, regarding the investment of public funds during the year ended September 30, 2021. Management is responsible for the Council's compliance with those requirements. Our responsibility is to express an opinion on the Council's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence about the Council's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on the Council's compliance with specified requirements.

In our opinion, the North Central Florida Regional Planning Council complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2021.

This report is intended solely for the information and use of the Council and the Auditor General, State of Florida, and is not intended to be and should not be used by anyone other than these specified parties.



POWELL & JONES
Certified Public Accountants
Lake City, Florida
June 16, 2022

COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE

To North Central Florida
Regional Planning Council
Gainesville, Florida

We have audited the financial statements of North Central Florida Regional Planning Council for the year ended September 30, 2021. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by North Central Florida Regional Planning Council are described Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2021. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. There are no sensitive estimates affecting North Central Florida Regional Planning Council's financial statements.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. There are no sensitive disclosures affecting the financial statements.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. There were no such misstatements identified during our audit.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated June 16, 2022.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Information in Documents Containing Audited Financial Statements

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Governing Board and management of North Central Florida Regional Planning Council, and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,



POWELL & JONES
Certified Public Accountants
Lake City, Florida
June 16, 2022



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June 16, 2022

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 May 2022 Monthly Activity Report highlighting the activities of the Association.

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

Attachment

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



MONTHLY ACTIVITY REPORT: May 2022

RESOURCE DEVELOPMENT/CAPACITY BUILDING and OUTREACH

- Organized and distributed the April 2022 Florida Regional Councils Association (FRCA) Newsletter, *FRCA Forward*. Updated the FRCA website and Facebook page.
- Updated the email lists for and maintain the email listserv for approximately 2,350 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 in or attended the following meetings and webinars:
 - Florida Resilient Coastline Quarterly Forum
 - Rural Economic Development Initiative
- Coordinated with the Florida League of Cities and EDA on a panel at the upcoming annual conference.

ASSOCIATION MANAGEMENT

- Hosted the May FRCA Executive Directors Advisory Committee (EDAC) and prepared for the June EDAC Meeting.
- Prepared for the Summer Policy Board Meeting being held at the Tampa Bay Regional Planning Council on June 10, 2022, which included hosting several coordination meetings and preparing meeting materials.
- Continued to coordinate logistics for the 2022 meeting and conference schedule.
- Distributed grant opportunities and information of interest from local, state and national organizations.



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June 16, 2022

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Florida Regional Councils Association Policy Board Meeting Report

Commissioner Charles Chestnut, Mayor Janice Mortimer and Gubernatorial Appointee Lorene Thomas and I attended the semi-annual meeting of the Florida Regional Councils Association Policy Board virtually via communications media technology on June 10, 2022.

The Policy Board heard a presentation from Jared Perdue, Secretary, Florida Department of Transportation.

The Policy Board accepted Assembled Financial Statements for Fiscal Year 2020-21 and received a financial report.

The Policy Board also adopted a budget for Fiscal Year 2022-23, received a legislative report, adopted the 2023 Legislative Agenda and elected officers for the 2022-23 Policy Board Executive Committee.

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



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June 16, 2022

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 June 2022 Scorecard.

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

Attachment

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State of Florida Metrics

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

Florida FutureCast

FLORIDA POPULATION 06/02/2022
22,263,124

JOB CHANGE Jobs Year Over Year Change 517,100 Net New Jobs Needed by 2030 1.62M	CHILDREN IN POVERTY 18.7% (Decreasing) <10% 2030 Goal 773,801 (Decreasing)	3RD GRADE READING SCORES 53% (Declining) View Statewide Heat Map 100% 2030 Goal Florida Gap Map	OPEN JOBS 515,294 (Increasing) 321,000 Unemployed Persons (Declining)
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UNEMPLOYMENT RATE 3.0% (Declining) View Statewide Heat Map Jobs Year Over Year Change 517,100 View Statewide Heat Map	3RD GRADE READING SCORES 53% (Declining) View Statewide Heat Map 100% 2030 Goal	STATE OF FLORIDA VISITORS \$98.8 Billion Visitor Spending 122.4 Million Visitors	STATE HOUSING STARTS & SALES 13,511 Starts (Improving) 28,171 Sales (Declining)
--	---	---	--

INCOME MIGRATION \$2.00M Per Hour	POVERTY RATE 13.3% (Better) View Statewide Heat Map	CONSUMER SENTIMENT 61.5 (Declining)	HIGH SCHOOL GRADUATION RATE 90.1% (Improving) View Statewide Heat Map
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SALES TAX REVENUE \$3.603 Billion per Month (Improving)	VOTER PARTICIPATION 77% (Improving)	RIGHT / WRONG DIRECTION 49%/43%	LAND IN CONSERVATION 28%
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State of Florida Metrics (What is this?)

Talent Supply & Education

State of Florida FutureCast

Click any metric to get more information!



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

State of Florida FutureCats

Click any metric to get more information!



State of Florida Metrics (What is this?)

State of Florida FutureCast

Infrastructure & Growth Leadership

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

Business Climate & Competitiveness

Click any metric to get more information!



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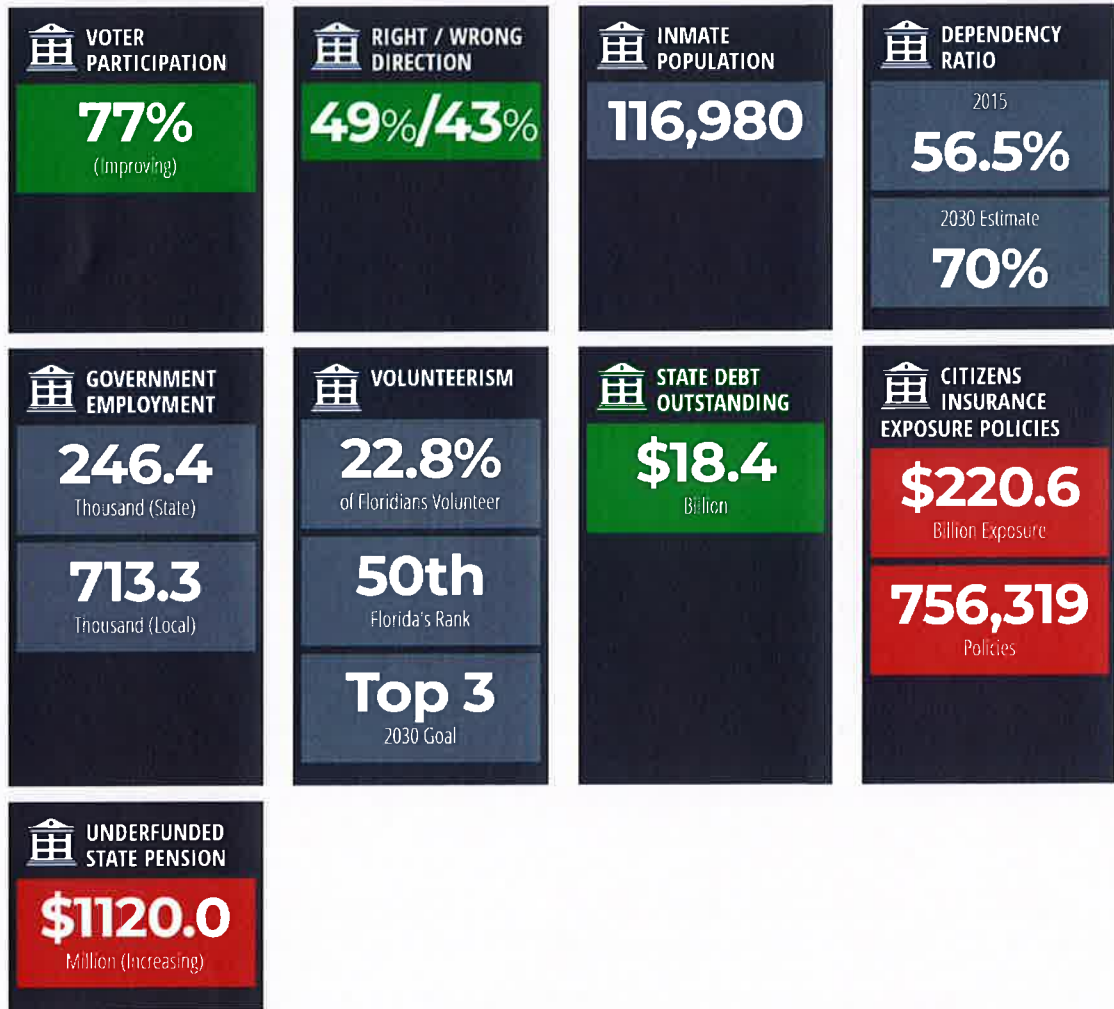
Community Development Partnership Council

State of Florida Metrics (What is this?)

Civic & Governance Systems

State of Florida FutureCast

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!





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June 16, 2022

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Financial Disclosure Report Filing

All members of the Council are required to file a financial disclosure form by July 1st of each year.

The financial disclosure forms filed by county commissioners and city commissioners for their elected offices fulfill this requirement. Gubernatorial members must file a financial disclosure form with the Supervisor of Elections office in their respective counties to fulfill this requirement. Council members should have received a copy of the financial disclosure form in the mail within the past few weeks.

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

