



TPO Emergency Board Meeting

Marion County Commission Auditorium
601 SE 25th Avenue, Ocala, FL 34471

October 1, 2019

1:30 PM

MINUTES

Members Present:

Commissioner Kathy Bryant
Mayor Kent Guinn
Councilwoman Valerie Hanchar
Commissioner Ronald Livsey
Commissioner David Moore
Councilman Jay Musleh
Commissioner Michelle Stone (*arrived at 1:31p*)
Commissioner Carl Zalak

Members Not Present:

Commissioner Jeff Gold
Councilman Justin Grabelle
Councilman Brent Malever
Councilwoman Mary Rich

Others Present:

Tom Northey, Marion County IT Department
Susan Olsen, Marion County Procurement Department
Tracey Straub, Marion County Engineer Department

Item 1. Call to Order and Roll Call

Chairwoman Hanchar called the meeting to order at 1:30pm. Secretary Shakayla Irby called the roll and a quorum was present.

Item 2. Pledge of Allegiance

Chairwoman Valerie Hanchar led the board in the Pledge of Allegiance.

Item 3. Proof of Publication

Secretary Shakayla Irby stated that the meeting had been published online on the TPO website, the City of Ocala, Belleview, and Dunnellon websites on September 25, 2019.

Item 4. Presentations

There were no presentations.

Item 5a. TPO Website

Mr. Balmes provided a summary of the new TPO website cost comparison background information as requested by the TPO Board on September 24, 2019. The summary outlined the roles and responsible entities for the TPO website, and a then cost comparison between the vendor and county hosting the website. The information presented by Mr. Balmes had been provided by SGS Technologie, LLC (low-bid vendor) and Mr. Tom Northey, Director of Marion County IT (County).

Roles and Responsibilities of TPO Website

The following chart was provided to further clarify the roles and responsible entities for the new TPO website. The Interest to Quote (ITQ) for the website was developed based on this information. Guidance and direction was provided to the TPO by the County to ensure a comprehensive and accurate Scope of Services was developed.

Roles	Responsibility
Website Design	Vendor
Website Maintenance	Vendor
Website Content	TPO
Hosting (Server)	Vendor or County

Hosting Cost Comparisons of TPO Website

The following chart was provided a breakdown of the costs for the Vendor or the County to host the website. The information included costs for year one and then annual recurring fees for years two to five, assuming the Vendor would continue to be under contract for this duration of time.

Vendor Hosting	Year 1	Annual Years 2-5
Hosting Fees	\$1, 020	\$1,020

*County Hosting	Year 1	Annual Years 2-5
Server Maintenance	\$492	\$492
Sever Setup, Website Configuration and Performance Tuning	\$720	\$0
County Hosting Total	\$1,212	\$492

The estimates given by the County to host the TPO website were based on implementation of the Tourist Development website.

The County had also provided requirements to be met by the Vendor in order to accept the hosting responsibility of the TPO website.

County Requirements:

- Must maintain technical compatibility with County server systems.
- Must maintain County security standards.
- All software must be current and supported by software manufacturers.

Hosting Options

- OPTION 1
 - **Vendor** Develop and Design TPO website (\$16,856 one-time)
 - **Vendor** Provide annual Maintenance TPO website (\$3,000/yr recurring).
 - **Vendor** Provide annual Hosting TPO website (\$1,020/yr recurring).
- OPTION 2
 - **Vendor** Develop and Design TPO website (\$16,856 one-time)
 - **Vendor** Provide annual Maintenance TPO website (\$3,000/yr recurring).
 - **County** Provide annual Hosting TPO website (\$1,212/yr 1; \$492/yrs 2-5).

Mr. Zalak made a motion to approve Option 2. Mr. Musleh seconded.

Mr. Musleh asked which option was the first initial option.

Mr. Balmes responded that Option 1 had been the initial option, however he was confident that either option would be a “win win”.

Mr. Zalak said that as Board member he would like to see all options presented for the Board to make an ultimate decision stating that the only option originally showed to the Board was Option 1 (Vendor hosting).

Ms. Stone inquired if hosting the TPO website would fit into the busy schedule of the County IT department.

Mr. Northey said that it would be another task to add however the County would be a team player and were willing to help and could host the website.

Ms. Bryant said that having the Marion County IT host the website would only provide one more target for the department to meet.

Mr. Musleh withdrew his second and made a motion to move forward with Option 1 (Vendor hosting the website). Ms. Stone seconded, and the motion passed with Mr. Zalak and Mr. Moore opposing.

Item 8. Comments by FDOT

There were no comments by FDOT.

Item 9. Comments by TPO Staff

There were no comments by TPO Staff.

Item 10. Comments by TPO Members

There were no comments by TPO Members.

Item 11. Public Comment

There was no public comment.

Item 12. Adjournment

Chairwoman Hanchar adjourned the meeting at 1:43pm.

Respectfully Submitted By:

Shakayla Irby, TPO Administrative Assistant