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Regional  
Planning  
Council**

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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 May 24, 2012. The meeting will be held at the Lake City Holiday Inn Hotel & Suites, 213 Southwest Commerce Boulevard, Lake City, Florida. Dinner will start at 7:00 p.m. and the meeting at 7:30 p.m.

*Please call the Council at (352) 955-2200, or (800) 226-0690, or email [laine@ncfrpc.org](mailto:laine@ncfrpc.org) by May 21st 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.***

(Location Map on Back)

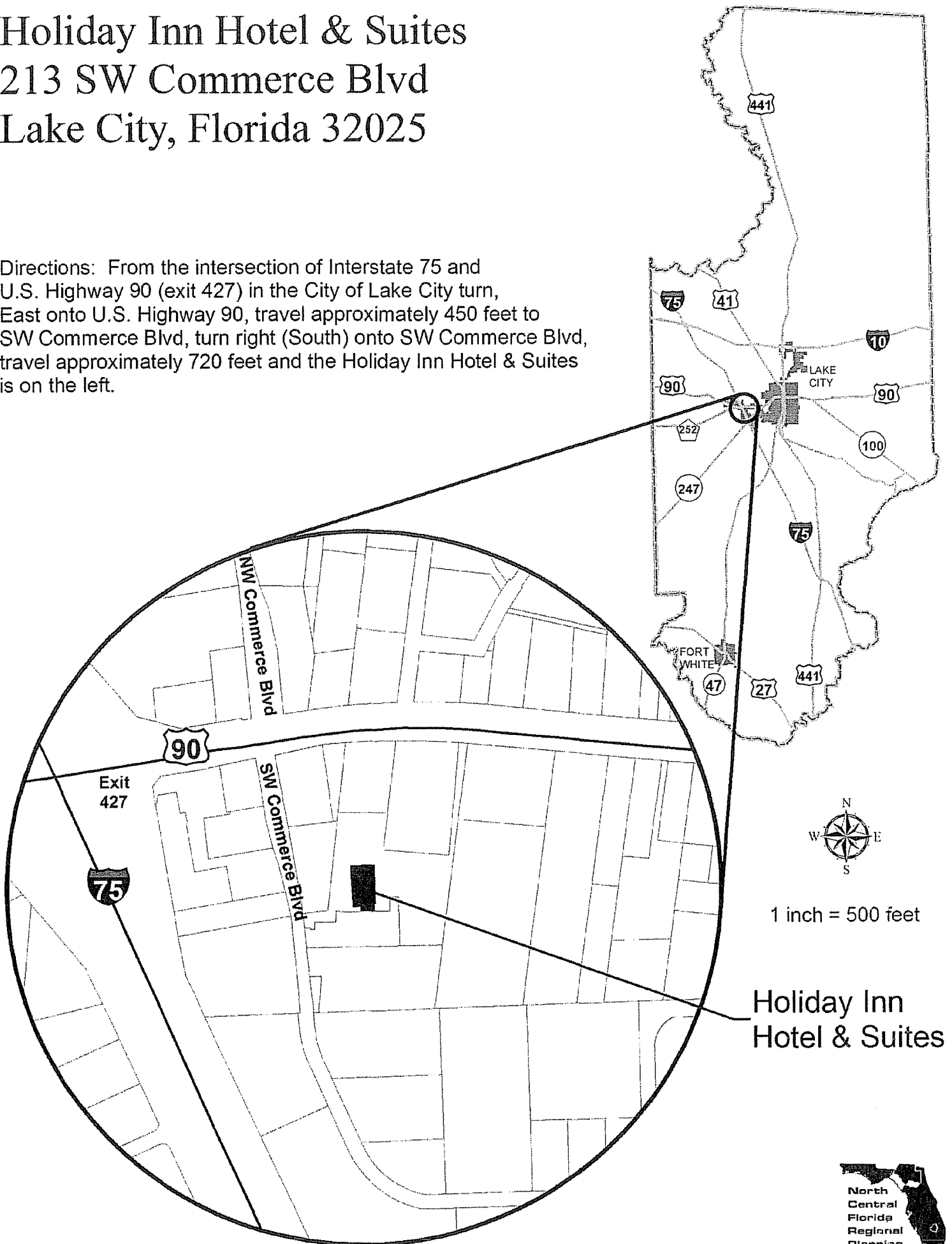
*Please be advised that the Council meeting packet is posted on the Council website at <http://ncfrpc.org> (click on Upcoming Meetings and Meeting Packets, then click on North Central Florida Regional Planning Council Full Packet.)*

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# Holiday Inn Hotel & Suites

213 SW Commerce Blvd  
Lake City, Florida 32025

Directions: From the intersection of Interstate 75 and U.S. Highway 90 (exit 427) in the City of Lake City turn, East onto U.S. Highway 90, travel approximately 450 feet to SW Commerce Blvd, turn right (South) onto SW Commerce Blvd, travel approximately 720 feet and the Holiday Inn Hotel & Suites is on the left.



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## AGENDA

### NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

Holiday Inn Hotel & Suites  
 213 Southwest Commerce Boulevard  
 Lake City, Florida

May 24, 2012  
 7:30 p.m.

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NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL  
MINUTES

Holiday Inn Hotel & Suites  
Lake City, Florida

April 26, 2012  
7:30 p.m.

MEMBERS PRESENT

**Stephen Bailey, Columbia County**  
LaBarfield Bryant, City of Jasper  
Jim Catron, City of Madison  
**Louie Davis, City of Waldo**  
Rusty DePratter, Columbia County  
Alphonso Dowdell, City of Perry  
**Roy Ellis, Madison County**  
**Donnie Hamlin, Lafayette County**  
**Thomas Hawkins, City of Gainesville**  
*James Montgomery, Columbia County*  
**Garth Nobles, Jr., City of Live Oak**  
Frank Ogborn, City of Archer  
Eleanor Randall, City of Hawthorne  
Daniel Riddick, Bradford County  
**Carolyn Spooner, City of Starke**  
*Lorene Thomas, Dixie County*  
Wesley Wainwright, Suwannee County  
Randy Wells, City of Gainesville  
*Charles Williams, Hamilton County*  
Stephen Witt, City of Lake City

STAFF PRESENT

Steve Dopp  
Scott Koons  
Carol Laine  
Jean Strong

COUNCIL ATTORNEY PRESENT

Jon Wershow

MEMBERS ABSENT

Susan Baird, Alachua County  
Bob Barnas, City of High Springs  
Susan Bottcher, City of Gainesville  
Ben Boukari, Jr., City of Alachua  
Mike Byerly, Alachua County  
Todd Chase, City of Gainesville  
*Thomas Collett, Alachua County*  
Paula DeLaney, Alachua County  
*Sandra Haas, Suwannee County*  
Scherwin Henry, City of Gainesville  
Jason Holifield, Dixie County  
Jordan Marlowe, City of Newberry  
*Charles Maulsby, Taylor County*  
**Ronny Morgan, Hamilton County**  
Lee Pinkoson, Alachua County  
James Tallman, Union County  
**Kenrick Thomas, Gilchrist County**  
Mark Wiggins, Taylor County  
*Mike Williams, Madison County*

OTHERS PRESENT

Tim Bennett, City of Madison  
Diana Davis  
Greg Evans, Florida Dept. of Transportation  
Jordan Green, representing Florida Dept. of  
Transportation  
Adele Griffin, Regional Director for  
United States Senator Rubio  
Mickie Salter, Legislative Assistant for  
Representative Leonard Bembry  
Hon. Ina Thompson, Madison City Commissioner

**Board Members names are bolded**  
*Gubernatorial Members names are italicized*

I. INVOCATION, PLEDGE OF ALLEGIANCE AND INTRODUCTIONS

Chair Ellis called the meeting to order at 7:33 p.m. with an invocation given by Commissioner Catron and a pledge of allegiance to the flag. Chair Ellis stated that there was a quorum of the Council.

Chair Ellis introduced and welcomed Adele Griffin, Regional Director for United States Senator Marco Rubio, Mickie Salter, Legislative Assistant for Representative Leonard Bembry, Florida House of Representatives, Ina Thompson, Madison City Commissioner, Tim Bennett, City Manager for the City of Madison and Diana Davis, wife of Council member Mayor Louie Davis.

Chair Ellis asked that Item VI.B.2. #64 - Union County Comprehensive Plan Draft Amendment, which was received by staff after the meeting packets were mailed, be added to the agenda.

**ACTION: Commissioner Catron made the motion, with a second by Mayor Ogborn to add Item VI.B.2. #64 - Union County Comprehensive Plan Draft Amendment to the agenda. The motion carried unanimously.**

II. APPROVAL OF MINUTES - March 22, 2012

Chair Ellis asked that the minutes of the March 22, 2012 meeting be approved as written.

**ACTION: Commissioner Hamlin made the motion, with a second by Mayor Davis, to approve the minutes of the March 22, 2012 meeting as written. The motion carried unanimously.**

III. GUEST SPEAKER - Greg Evans, District 2 Secretary, Florida Department of Transportation

Chair Ellis introduced and welcomed Greg Evans, District 2 Secretary for the Florida Department of Transportation. Secretary Evans briefly spoke about the state transportation budget for the current year and the opportunity for rural local governments to receive funding for projects. He stated that from 2000 to 2011, the Legislature appropriated approximately \$294 million for transportation projects in Florida Department of Transportation District 2. He urged members to contact him or Jordan Green, Florida Department of Transportation Rural Area Transportation Development Engineer, if they have any questions concerning their transportation needs. He thanked the Council for the opportunity to speak at the meeting. Chair Ellis thanked Secretary Evans for his comments.

IV. CONSENT AGENDA

- A. Amendment to Memorandum of Agreement with Tampa Bay Regional Planning Council Concerning Regional Economic Modeling, Inc.
- B. Amendment to Community Development Block Grant Housing Rehabilitation Administration Services Agreement, Fiscal Year 2011 - City of Madison
- C. Enhanced Biennial Administrative Rule Review and Economic Impact Administrative Rule Review

D. Banking Services Proposals

Chair Ellis asked if there were any questions regarding the items on the Consent Agenda and requested that these items be approved.

**ACTION: Mayor Ogborn made the motion, with a second by Commissioner Bailey, to approve the items on the Consent Agenda. The motion carried unanimously.**

IV. CHAIR'S REPORT

A. Transportation Disadvantaged Resolution of Appreciation - Jeannie Carr

Chair Ellis asked that a Resolution of Appreciation for past services be approved for Jeannie Carr, who served as the Regional Workforce Representative on the Gilchrist County Transportation Disadvantaged Board since January 22, 2010.

**ACTION: Commissioner Spooner made the motion, with a second by Commissioner Wells, to approve a Resolution of Appreciation for Jeannie Carr. The motion carried unanimously.**

VI. COMMITTEE REPORTS

A. Executive Committee - Proclamation Declaring May 5-13, 2012 as Travel and Tourism Week

Chair Ellis stated that the Original Florida Tourism Task Force was created as a part of the Council 20 years ago. He reported that the mission of the Task Force is to "promote the natural, historic, and cultural attractions of the north central Florida region to increase the number of visitors and extend their stay." Chair Ellis added that the week of May 5-13, 2012 is National Travel and Tourism Week as declared by the Travel Industry Association. He further stated that to support and celebrate the tourism industry, the Executive Committee recommended that the Council adopt a proclamation, which is attached hereto and made a part of these minutes, declaring the week of May 5-13, 2012 as Travel and Tourism Week in north central Florida.

**ACTION: Commissioner Spooner made the motion, with a second by Commissioner Wells, to adopt a proclamation, which is attached hereto and made a part of these minutes, declaring the week of May 5-13, 2012 as Travel and Tourism Week in north central Florida. The motion carried unanimously.**

B. Clearinghouse Committee

Due to the absence of Clearinghouse Committee Chair Sandra Haas, Vice-Chair Thomas Hawkins gave the Clearinghouse Committee report. He stated that the Clearinghouse Committee met earlier in the evening and reviewed two local government comprehensive plan amendments.

Commissioner Hawkins further stated that subsequent to the distribution of the Council meeting packets, Council staff received one late-arriving local government comprehensive plan amendment which required action prior to the next regularly scheduled Council meeting. He stated that this item was added to the Council meeting agenda earlier tonight and a copy of the staff report was handed out prior to the meeting.

#62 - City of Newberry Comprehensive Plan Adopted Amendments

#64 - Union County Comprehensive Plan Draft Amendment (added to agenda)

Commissioner Hawkins stated that the Clearinghouse Committee found that the comprehensive plans, as amended, do not create significant adverse impacts to Natural Resources of Regional Significance, regional facilities or adjacent local governments. He stated that the Clearinghouse Committee recommended forwarding these findings to the respective local governments and the Florida Department of Economic Opportunity as regional comment.

**ACTION: Commissioner Hawkins made the motion, with a second by Commissioner Spooner, to approve the Clearinghouse Committee recommendations concerning Item #62, City of Newberry Comprehensive Plan Adopted Amendments and Item #64, Union County Comprehensive Plan Draft Amendment (added to agenda). The motion carried unanimously.**

## VII. EXECUTIVE DIRECTOR'S REPORT

### A. Legislative Report

Mr. Scott Koons, Executive Director, reported that on April 17, 2012, Governor Scott signed House Bill 5001, the \$70.0 billion State budget for Fiscal Year 2012-13. He stated that in signing the budget bill, the Governor exercised his line item veto authority and vetoed \$142.8 million of appropriations, including the \$2.5 million appropriated for all 11 regional planning councils. The Council's share of the appropriation would have been approximately \$179,000.

Mr. Koons reported that last year, the Governor vetoed \$615.3 million of appropriations, including the \$2.5 million appropriation for all 11 regional planning councils, from the \$66.5 billion State budget for Fiscal Year 2011-12.

#### Growth Management

Mr. Koons stated that on April 6, 2012, the Governor signed House Bill 781, the growth management glitch bill. The bill became effective upon signature of the Governor.

Mr. Koons further stated that on April 6, 2012, the Governor also signed House Bill 979, the development of regional impact bill. The bill becomes law on July 1, 2012.



B. Florida's Future Corridors Initiative

Mr. Koons stated that Florida Department of Transportation Secretary Prasad "Florida's 21st Century Transportation Vision" calls for planning a transportation system that maintains our competitive edge by meeting the needs of today as well as our needs for decades to come. He stated that in 2006, the Florida Department of Transportation, in cooperation with partners and stakeholders throughout the state, developed the Future Corridors Action Plan, which provided policy direction for a statewide network of high-speed, high-capacity corridors critical to the continued growth and development of the state over the next 50 years. He further stated that, in addition, the 2060 Florida Transportation Plan calls for Florida to make its most significant transportation decisions in the context of long-range visions about the future growth and development of Florida's regions, and the state as a whole.

Mr. Koons reported that study areas have been identified where the Florida Department of Transportation could explore potential new or transformed corridors. Five of these corridors exist today (I-4, I-10, I-75, I-95 and U.S. 27) and would be transformed to serve new functions. He added that the remaining corridor study areas represent regional pairs not well connected by a high-speed, high-capacity corridor today, or where existing corridors do not have the capacity to support anticipated growth in demand over the next 50 years. Examples of the highest priority study areas recommended by the Florida Department of Transportation for advancement include Tampa Bay to Northeast Florida; Central Florida-Tampa Bay; U.S. 27 Multimodal Corridor, Southeast Florida to Central Florida; and Southwest Florida to Central Florida.

Mr. Koons stated that the next steps in this on-going initiative would be to:

- Support on-going visioning efforts such as the Florida Chamber Foundation's Six Pillars of Florida's Future Economy, the Florida Department of Economic Opportunity Strategic Plan for Economic Development and regional visioning processes throughout the state.
- Coordinate with agency stakeholders such as Florida Department of Economic Opportunity, Florida Department of Environmental Protection and Florida Fish and Wildlife Conservation Commission.
- Outreach to major landowners, develop options for building upon the sector planning process and develop sample agreements with landowners to preserve right-of-way.
- Intergovernmental and stakeholder coordination, including sample agreements to reflect corridor concepts in regional and local plans.
- Prepare enabling legislation for 2013 Legislative Session by August 2012.
- Update previous studies for the Northern Extension of the Turnpike and Suncoast 2 Corridors.

- Advance existing studies or initiate new studies for the following study areas: Tampa Bay to Northeast Florida, Central Florida-Tampa Bay, U.S. 27 Multimodal Corridor and Southwest Florida to Central Florida.
- Initiate project development and environmental studies on selected segments, where appropriate.

C. Florida Chamber Foundation Six Pillars Caucus

Mr. Koons stated that the Florida Chamber Foundation, founded in 1968, is a business-led, problem-solver and research organization, working in partnership with state business leaders to promote a vibrant Florida economy. He stated that a major initiative of the Foundation is to develop a statewide, 20-year strategic plan to promote prosperity and high paying jobs, vibrant communities and global competitiveness. The framework to accomplish such a task is known as the Six Pillars for Florida's Future Economy. The Six Pillars is a product of years of collaboration and research by the Florida Chamber Foundation, along with business, civic and government partners, which identifies the critical factors determining Florida's future: Talent, Supply and Education, Innovation and Economic Development, Infrastructure and Growth Leadership, Business Climate and Competitiveness, Civic and Governance Systems and Quality of Life and Quality Places.

Mr. Koons stated that as previously reported, he was appointed to the Foundation's Six Pillar Caucus System in 2011 and currently participates as a member of the Innovation and Economic Development Pillar. He stated that the annual two-day Six Pillar Caucus Retreat was held April 10-11, 2012 at St. Petersburg College Collaborative Labs in Largo. He stated that the retreat focused on prioritizing strategies and developing draft policy briefs for consideration by the Florida Chamber of Commerce Policy Council.

Mr. Koons further reported that the Innovation and Economic Development Pillar recommended several draft policy briefs addressing the development of a Declaration of Innovation and Economic Development to serve as One Voice : One Message to coordinate a unified system approach to economic development by the private sector, state government, regional organizations, local economic development organizations and local governments. He added that other recommended policy briefs addressed research transfer resulting in business development and expanding international trade, including inland multi-modal logistics centers.

D. Florida Leaders Organized for Water

Mr. Koons reported that on April 9, 2012, the fourth meeting of the Florida Leaders Organized for Water was held in Lake City. He stated that the Board of Directors for Florida Leaders Organized for Water reviewed and approved several technical amendments to the interlocal agreement creating the Florida Leaders Organized for Water. He further reported that the Board of Directors also established four working groups comprised of Florida Leaders Organized for Water representatives to develop action strategies. The four working groups created are Science, Legislative, Legal and Public Information. In addition, the Board of Directors agreed to add the City of Lake

City and the Town of Lee as member local governments of Florida Leaders Organized for Water. Finally, Mr. Koons stated that Council members Commissioner Lee Pinkoson from Alachua County and Commissioner Wesley Wainwright from Suwannee County are serving as representatives for their respective counties to the organization.

E. Original Florida Tourism Task Force Press Familiarization Tour

Mr. Koons stated that, as previously reported, the Council provides staff services to the Original Florida Tourism Task Force to assist them in implementing their work program. In order to increase tourism generated revenues in the north Florida region, the Original Florida Tourism Task Force implements campaigns to increase tourist visits to the Natural North Florida region.

Mr. Koons stated that the Original Florida Tourism Task Force conducted a saltwater fishing themed press familiarization tour March 19-23, 2012. He stated that the tour highlighted the local saltwater fishing of counties in the region. Journalists sampled different local specialties at each location along the route, from Wakulla Springs, Steinhatchee, Horseshoe Beach to Yankeetown. He added that along the way, the writers bow-fished at night in the Gulf and visited the Gulf Specimen Marine Laboratory and the Big Bend Maritime Center in Wakulla County, Gulf fished in Taylor County with the evening meal featuring the travel writers' catch of the day, Gulf fished in Dixie County, visited the Dakotah Winery in Chiefland and Gulf fished in Levy County.

F. North Central Florida Rural Planning Network Meeting

Mr. Koons reported that the next meeting of the North Central Florida Rural Planning Network would be held on April 27, 2012 at the Steinhatchee Community Center in Steinhatchee, Florida. He stated that guest speakers participating in the workshop will be Bo Taff, Vice-President for Planning, Foley Land and Timber Company, Jack Brown, County Administrator, Taylor County, Steven Dopp, Senior Planner, North Central Florida Regional Planning Council and Dean Fowler, Owner, Steinhatchee Landing and Resort.

Mr. Koons asked for a moment of silence in remembrance of Dr. John DeGrove, former Florida Department of Community Affairs Secretary in Governor Graham's administration. Dr. DeGrove died at the age of 87 on April 13, 2012.

Chair Ellis informed the Council that the next Council meeting will be held on May 24, 2012 at the Holiday Inn Hotel & Suites in Lake City. The meeting was adjourned at 8:50 p.m.

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Roy Ellis, Chair

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5/24/12  
Date

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# PROCLAMATION

## *DECLARING MAY 5-13, 2012 AS TRAVEL AND TOURISM WEEK*

WHEREAS, tourism brings 85 million visitors annually to the State of Florida and generates \$4.0 billion in annual sales tax revenues;

WHEREAS, the North Central Florida Regional Planning Council recognizes the importance of tourism to the north central Florida regional economy and quality of life;

WHEREAS, local governments, tourist development councils and the North Central Florida Regional Planning Council support tourism opportunities in north central Florida; and

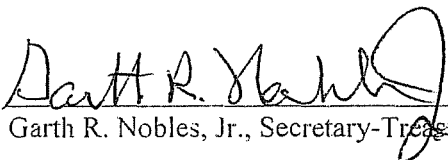
WHEREAS, local governments, businesses, chambers of commerce, visitors bureaus, tourist development councils and the North Central Florida Regional Planning Council are working together to support this vital part of north central Florida's economy and all who play a role in tourism to ensure that north central Florida continues to be a place where traditions will be created and continued for years to come.

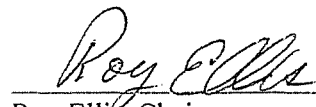
NOW, THEREFORE, the North Central Florida Regional Planning Council hereby declares the week of May 5-13, 2012 as Travel and Tourism Week throughout the north central Florida region.

DULY ADOPTED AND PROCLAIMED this 26th day of April 2012.

ATTEST:

SEAL

  
Garth R. Nobles, Jr., Secretary-Treasurer

  
Roy Ellis, Chair



### III.A.

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May 17, 2012

TO: Council Members  
FROM: Scott R. Koons, AICP, Executive Director  
SUBJECT: Meeting Schedule Program Year 2012-13

RECOMMENDATION:

**Approve the 2012-13 Council Meeting Schedule.**

BACKGROUND:

The attached schedule lists the Council meetings from June 28, 2012 through May 23, 2013 which are scheduled to be held at the Holiday Inn Hotel & Suites in Lake City, Florida.

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

### MEETING SCHEDULE

2012-13

June 28, 2012	Holiday Inn Hotel & Suites, Lake City, FL
July 26, 2012	Holiday Inn Hotel & Suites, Lake City, FL
August 30, 2012	Holiday Inn Hotel & Suites, Lake City, FL
September 27, 2012	Holiday Inn Hotel & Suites, Lake City, FL
October 25, 2012	Holiday Inn Hotel & Suites, Lake City, FL
December 13, 2012	Holiday Inn Hotel & Suites, Lake City, FL
January 24, 2013	Holiday Inn Hotel & Suites, Lake City, FL
February 28, 2013	Holiday Inn Hotel & Suites, Lake City, FL
March 28, 2013	Holiday Inn Hotel & Suites, Lake City, FL
April 25, 2013	Holiday Inn Hotel & Suites, Lake City, FL
May 23, 2013	Holiday Inn Hotel & Suites, Lake City, FL

All Council meetings start at 7:30 p.m., with dinner being served at 7:00 p.m.







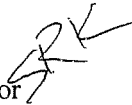
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May 17, 2012

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Agreement with the Florida Division of Emergency Management for  
Local Emergency Planning Committee, Fiscal Year 2012-13

RECOMMENDATION:

**Authorize the Chair to execute an agreement with the Florida Division of Emergency Management for Fiscal Year 2012-13 to provide the services to the North Central Florida Local Emergency Planning Committee as described below for an anticipated amount not to exceed \$40,909.**

BACKGROUND:

This item concerns an annual contract which the Council enters into with the Division of Emergency Management to cover the costs of the Council's emergency planning activities.

These funds are used to provide Council staff support to the North Central Florida Local Emergency Planning Committee, including providing assistance with meetings, plan updates and training exercises.





III.C.


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May 17, 2012

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Agreement with Florida Division of Emergency Management for  
Hazardous Materials Emergency Preparedness - Fiscal Year 2012-13

RECOMMENDATION:

**Authorize the Chair to execute an agreement with the Florida Division of Emergency Management for \$52,604 in training and planning funds, on behalf of the North Central Florida Local Emergency Planning Committee, for Fiscal Year 2012-13.**

BACKGROUND:

The Florida Division of Emergency Management passes through funds from the United States Department of Transportation for hazardous materials planning and training. The Council, on behalf of the North Central Florida Local Emergency Planning Committee, offers free hazardous materials response training to local government employees.

This training includes basic awareness level through more advanced technician level training. The Council will receive \$20,000 to conduct a planning project and \$32,604 to offer free training classes.

The Local Emergency Planning Committee selects the planning project for the year. The project last year consisted of a transportation response exercise to a chemical release.

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

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III.D.

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May 17, 2012

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director *SRK*

SUBJECT: Purchase Order with Apalachee Regional Planning Council to Assist with Evaluating Statewide Hurricane Exercise

RECOMMENDATION:

**Authorize the Council to assist the Apalachee Regional Planning Council with evaluating a Statewide Hurricane Exercise pursuant to a purchase order for services for a fixed fee amount of \$4,500.**

BACKGROUND:

Each year the State of Florida plans a statewide hurricane exercise to be conducted prior to the start of hurricane season. This year the State Emergency Operations Center will test its operations plans with simulated Hurricane Gilbert. Regional planning councils will be providing the evaluators for this exercise. The exercise will use data from the Statewide Regional Evacuation Studies which were prepared by the regional planning councils.

The Council will be paid a fixed fee amount of \$4,500 by the Apalachee Regional Planning Council to serve as an evaluator for this exercise. The Council will be responsible for assisting with the evaluation of the exercise and preparation of an After Action Report. The evaluation will comply with Homeland Security Exercise and Evaluation Program standards. The exercise is scheduled to be held at the State Emergency Operations Center in Tallahassee.

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

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May 17, 2012

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

RECOMMENDATION:

**Approve the attached resolution of appreciation.**

BACKGROUND:

The attached resolution of appreciation is regarding Florida's Transportation Disadvantaged Program established by Chapter 427, Florida Statutes. Ms. Kathy Haas has served as the Florida Department of Education Representative on the Dixie and Gilchrist County Transportation Disadvantaged Boards since January 22, 2010.

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

Attachment

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May 25, 2012

Ms. Kathy Haas  
Florida Department of Education  
P.O. Box 567  
Old Town, FL 32680

**RE: Florida's Transportation Disadvantaged Program**

Dear Ms. Haas:

On behalf of the North Central Florida Regional Planning Council, I want to express our regret that you will no longer serve as the Florida Department of Education Representative on the Dixie and Gilchrist County Transportation Disadvantaged Boards. Your knowledge and your concern for transportation disadvantaged individuals have made you a valuable asset to the Boards.

As a token of our appreciation for your service, the Planning Council, at its regular meeting on May 24, 2012 unanimously approved the enclosed resolution. Thank you for taking the time to serve on this Board.

Sincerely,

Roy Ellis  
Chairman

Enclosure

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## RESOLUTION

*WHEREAS, Kathy Haas has served as the Florida Department of Education Representative on the Dixie and Gilchrist County Transportation Disadvantaged Coordinating Boards since January 22, 2010; and*

*WHEREAS, Kathy Haas has ably discharged her duties as the Florida Department of Education Representative on the Dixie and Gilchrist 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 Kathy Haas for the dedicated service she rendered to the Dixie and Gilchrist County Transportation Disadvantaged Coordinating Boards, and for her concern for the transportation disadvantaged needs of Dixie and Gilchrist 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 Kathy Haas.*

---

*Roy Ellis, Chairman*

**ADOPTED BY THE NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL**

*May 24, 2012*

*Date*



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

May 17, 2012

TO: Council Members  
FROM: Roy Ellis, Chair  
SUBJECT: Resolution of Appreciation - Scherwin Henry

RECOMMENDATION:

**Approve the attached resolution of appreciation for Scherwin Henry.**

BACKGROUND:

As a token of appreciation for his service on the Council and in recognition of his 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

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

May 25, 2012

Mr. Scherwin Henry  
2336 Northeast 3rd Place  
Gainesville, FL 32641-5903

Dear Scherwin:

On behalf of the entire Planning Council, I want to express our regret that you will no longer be representing the City of Gainesville as a representative on the Council. Certainly your interest in the organization and your concern for growth and development in the north central Florida area has made you a valuable asset to the Council.

As a token of our appreciation for your service, the Council, at its regular meeting on May 24, 2012, unanimously approved the enclosed resolution. I hope this adequately expresses the feeling we have for the loss of your leadership as a Council member.

Sincerely,

Roy Ellis  
Chair

Enclosure

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# Resolution

## OF APPRECIATION

WHEREAS, Scherwin Henry has been representing the City of Gainesville on the North Central Florida Regional Planning Council since June 2006;

WHEREAS, Scherwin Henry has ably discharged his duties throughout his association with 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 Scherwin Henry for the dedicated service he has rendered to the North Central Florida Regional Planning Council, and for his concern for the future growth and development of this area and the State of Florida; and

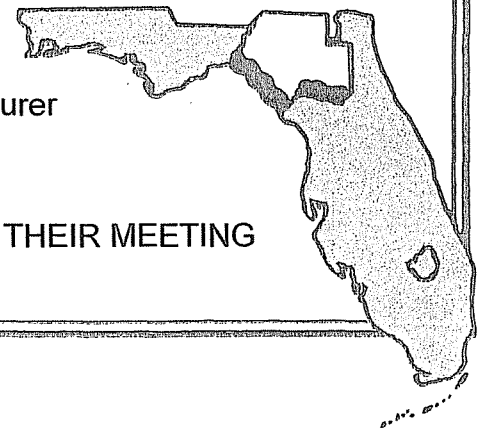
BE IT FURTHER RESOLVED: That this expression of appreciation be spread upon the minutes of the North Central Florida Regional Planning Council for all citizens of the region to view and recognize the accomplishments and service of Scherwin Henry.

\_\_\_\_\_  
Roy Ellis, Chair

ATTEST:

\_\_\_\_\_  
Garth R. Nobles, Jr., Secretary-Treasurer

ADOPTED BY THE NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL AT THEIR MEETING  
OF MAY 24, 2012.





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

May 17, 2012

TO: Council Members

FROM: Roy Ellis, Chair

SUBJECT: Comprehensive Economic Development Strategy Committee Appointment

RECOMMENDATION:

**Ratify the appointment of Dug Jones to the Comprehensive Economic Development Strategy Committee.**

BACKGROUND:

The Council has been designated by the U. S. Economic Development Administration as an Economic Development District since 1978. As such, the Council is responsible for developing and adopting a Comprehensive Economic Development Strategy. The purpose of the strategy is to analyze the regional economy and serve as a guide for establishing regional goals and objectives, developing and implementing a regional plan of action, and identifying investment priorities and funding sources.

The Comprehensive Economic Development Strategy is designed to bring together the public and private sectors in the creation of an economic roadmap to diversify and strengthen regional economies by attracting private investment that creates jobs. The strategy must be the result of a continuing economic development planning process developed by a Comprehensive Economic Development Strategy Committee representing both the public and private sector, and must set forth the goals and objectives necessary to solve the economic development problems of the region.

A majority of the Comprehensive Economic Development Strategy Committee must be private sector representatives and also include representatives of public officials, community leaders, workforce development boards, higher education, and minority and labor groups. The Committee is responsible for the development and maintenance of the strategy and making recommendations concerning the strategy to the Council for adoption.

Dug Jones, Assistant Vice President for Economic Development, Santa Fe College, is recommended for appointment to the Comprehensive Economic Development Strategy Committee.

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**IV.D.1.**

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

May 17, 2012

TO: Council Members  
FROM: Roy Ellis, Chair  
SUBJECT: Certificate of Service for Council Employee

RECOMMENDATION:

**Approve the attached certificate of service for Carmelita Franco.**

BACKGROUND:

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 five years. As a token of appreciation for five years of service to the Council and in recognition of her dedicated service to the Council, the attached certificate of service is recommended for approval by the Council.

Attachment

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# Certificate of Service

has been awarded to

## Carmelita Franco

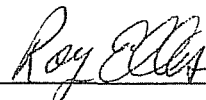
as an expression of appreciation for 5 years of dedicated service as an employee of the North Central Florida Regional Planning Council  
from April 30, 2007 to April 30, 2012.

# 5

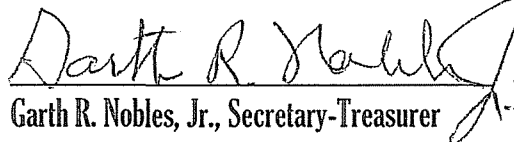
Years

*Witness the Seal of the North Central Florida Regional Planning Council  
and the signatures of its duly authorized officers thereunto affixed.*

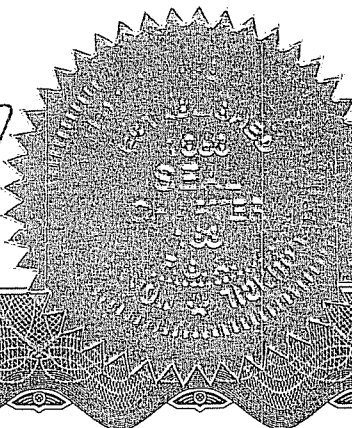
*Given this Twenty-Fourth day of May in the year Two Thousand Twelve*



Roy Ellis, Chair



Garth R. Nobles, Jr., Secretary-Treasurer







**IV.D.2.**

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

May 17, 2012

TO: Council Members  
FROM: Roy Ellis, Chair  
SUBJECT: Certificate of Service for Council Employee

RECOMMENDATION:

**Approve the attached certificate of service for Sandra Joseph.**

BACKGROUND:

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. Sandra Joseph has been an employee of the Council for five years. As a token of appreciation for five years of service to the Council and in recognition of her dedicated service to the Council, the attached certificate of service is recommended for approval by the Council.

Attachment

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# Certificate of Service

has been awarded to

## Sandra Joseph

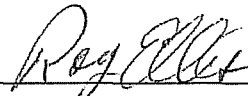
as an expression of appreciation for 5 years of dedicated service as an employee of the North Central Florida Regional Planning Council  
from April 30, 2007 to April 30, 2012.

# 5

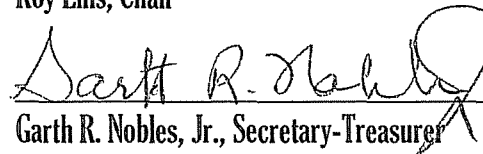
Years

*Witness the Seal of the North Central Florida Regional Planning Council  
and the signatures of its duly authorized officers thereunto affixed.*

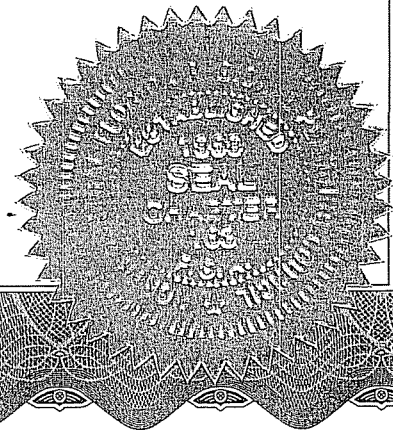
*Given this Twenty-Fourth day of May in the year Two Thousand Twelve*



Roy Ellis, Chair



Garth R. Nobles, Jr., Secretary-Treasurer









**VI. B.**

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

May 17, 2012

TO: Council Members

FROM: Sandra Haas, Chair  
Clearinghouse Committee

RE: Chair's Report

The next regularly-scheduled meeting of the Clearinghouse Committee is 6:00 p.m., May 24, 2012 at the Holiday Inn and Suites, 213 SW Commerce Boulevard, Lake City. 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.

#### COMMITTEE-LEVEL REVIEW ITEMS

##### Local Government Comprehensive Plan Amendments

- #69 - City of Alachua Comprehensive Plan Adopted Amendment (DCA No. 12-2ESR)
- #70 - Town of Micanopy Comprehensive Plan Adopted Amendment (DCA No. 12-2ESR)
- #73 - Dixie County Comprehensive Plan Adopted Amendments (DCA No. 12-1ESR)

***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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by coordinating growth management, protecting regional resources,  
promoting economic development and providing technical services to local governments.





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

May 17, 2012

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Fiscal Year 2012-13 Overall Program Design

RECOMMENDATION:

**Approve the Fiscal Year 2012-13 Overall Program Design as recommended by the Program Committee.**

BACKGROUND:

The Program Committee met on March 22, 2012 to develop and recommend for your consideration an Overall Program Design for Fiscal Year 2012-13. A copy of the document is attached for your information.

Except for editorial revisions, the document is essentially the same as the current year edition.

If you have any 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 coordinating growth management, protecting regional resources,  
promoting economic development and providing technical services to local governments.



# Overall Program Design Fiscal Year 2012-13



North Central Florida  
Regional Planning Council



May 24, 2012



# Overall Program Design Fiscal Year 2012-13

## **Draft**

North Central Florida Regional Planning Council  
2009 NW 67th Place  
Gainesville, Florida 32653-1603  
352.955.2200

May 24, 2012







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# Introduction

The Overall Program Design is a planning and management tool which is used to assist the Council approach its work program in an orderly and comprehensive manner. It provides a detailed outline of the Council's work program for the fiscal year. Strategies, standards, objectives and long-range elements are re-evaluated, based upon previously identified problems and priorities. This is the 40th annual update of the work program.

The Program Committee is responsible for reviewing and evaluating the organization's overall work program and making recommendations for alterations in it to the Council. Several indicators have been used to determine the future direction proposed by the Program Committee. However, primary guidance came from priorities established in past years with consideration being given to recent actions taken by the Council.

During the 2011-12 program year, Council activities and discussions at meetings have highlighted the need for continued emphasis on economic development programs and for the provision of technical assistance and support to local governments. Regional planning has also continued to be a topic of discussion.

These program areas are reflected in this Overall Program Design to the extent possible, as they have been in previous years. Except for minor editorial changes, the document is essentially the same as the current year edition.

## Program Committee

Lorene Thomas, Chair  
Eleanor Randall, Vice-Chair  
Alphonso Dowdell  
Jordan Marlowe  
Ronny Morgan  
James Tallman  
Wesley Wainwright  
Charles Williams  
Mike Williams



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## Mission Statement

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



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# Chapter I: Executive Management

In order to maintain and improve the effectiveness of the Council's operations, the proper administration of the several planning programs requires activities which are not directly attributable to any one program. Several tools are useful, including updating the Overall Program Design and periodic program evaluations. These and other activities ensure that the Council's goals and objectives are being implemented.

Goal: To implement the goals and objectives of the Council by:

- management of a well-qualified and organized staff;
- efficient and economical use of personnel and funds; and
- coordination of all phases of work to prevent overlap and duplication.

## A. General Administration

### 1. Objective

To ensure the efficient and effective utilization of Council staff and resources.

### 2. Work Elements and End Products

#### a. Grants Management

Work Element: Bookkeeping, request for payments, billing and allocation of costs are some of the activities necessary for proper grants management. (Continuing Activity)

End Product is management of fiscal affairs.

#### b. Personnel

Work Element: Interviewing, hiring, ensuring a diversified workforce, orienting new employees and maintaining personnel files are some of the necessary personnel administration responsibilities. (Continuing Activity)

End Product is the management of personnel affairs.



## **B. Overall Program Design and Evaluation**

### **1. Objective**

To update the Overall Program Design and conduct periodic program evaluation.

### **2. Work Element and End Product**

#### **a. Overall Program Design**

Work Element: Update of the Overall Program Design.

End Product is the 2013-14 Overall Program Design. (Continuing Activity)

## **C. Program Development**

### **1. Objective**

To investigate and develop new programs that have been identified by the Council as potentially beneficial.

### **2. Work Element and End Product**

#### **a. Program Development**

Work Element: Examination of planning needs and services in the region and the preparation of Council responses. (Continuing Activity)

End Product is periodic staff reports to the Council and the preparation of applications for program assistance.





## Chapter II: Public Information and Participation

Awareness of issues and participation in programs by the public is essential for effective government. The Council is committed to providing information about Council programs and opportunities for effective citizen participation.

Goal: To provide ample opportunities for citizens to be informed and involved.

### A. Communications Program

#### 1. Objective

To acquire and disseminate information about planning issues generally and Council programs specifically.

#### 2. Work Elements and End Products

##### a. Special Reports

Work Element: Special reports, as appropriate, dealing with timely topics, to be posted on the Council's website. (Continuing Activity)

End Product consists of special reports.

##### b. Annual Report

Work Element: Annual report prepared at the end of each fiscal year summarizing the Council's accomplishments. The annual report is sent to interested persons, as well as posted on the Council's website. (Continuing Activity)

End Product consists of an Annual Report.

##### c. Council Library

Work Element: Library maintained by the Council containing material related to Council functions as well as reference documents. All library materials are available for use by the public.

End Product consists of library material.



#### d. Website

Work Element: Website maintained by the Council located at <http://ncfrpc.org>. General information about the Council can be viewed at the site. Links to other related websites such as The Original Florida Tourism Task Force at <http://naturalnorthflorida.org> and the North Central Florida Local Emergency Planning Committee at <http://ncflepc.org>, are also available on the Council website.

End Product consists of a website.



## Chapter III: Regional Planning

The Florida Regional Planning Council Act, passed in 1980 and subsequently amended in 1984 and again in 1996, requires that each regional planning council prepare and adopt a Strategic Regional Policy Plan. The Strategic Regional Policy Plan must be based upon studies of the region's resources and be consistent with the State Comprehensive Plan. The Act requires that once the Strategic Regional Policy Plan is adopted, it must be utilized by regional planning councils as "the basis for regional review of developments of regional impact, regional review of federally assisted projects, and other regional comment functions."

The Act directs that the Strategic Regional Policy Plan contain goals and policies specifically to address growth management issues. The plan must identify key regional issues, document trends, forecast future conditions, and analyze the problems, needs, and opportunities associated with growth in the region. Further, the regional goals and policies shall be used to develop a coordinated program of regional actions directed at resolving the identified problems and needs.

The Strategic Regional Policy Plan must, at a minimum, address affordable housing, economic development, emergency preparedness, natural resources of regional significance, and regional transportation. It may also address other subjects which relate to the particular needs and circumstances of the regional planning district as determined by the regional planning council. Furthermore, consideration must be given to existing state, regional, and local plans in preparing the Strategic Regional Policy Plan.

In addition to the preparation of the Strategic Regional Policy Plan and its maintenance, the Council also undertakes specific regional programs as are necessary or deemed appropriate. Other on-going programs include economic development, public safety and transportation disadvantaged program.

Goal: To address regional issues in a comprehensive way by offering realistic solutions to problems and providing leadership to take advantage of identified opportunities.

### A. Strategic Regional Policy Plan

#### 1. Objective

To maintain a long-range guide for the physical, economic and social development of the region.

#### 2. Work Element and End Product

##### a. Strategic Regional Policy Plan

Work Element: The Strategic Regional Policy Plan "shall be developed through a collaborative process that emphasizes consensus and coordination between local governments, regional entities, state and federal agencies, other appropriate organizations, and the public. Thus, the plan is a plan for the region, not merely for the regional planning council. Regional goals and policies shall be used to develop a coordinated program of regional actions directed at resolving identified problems and needs. At a minimum, the plan shall contain regional goals and policies that address affordable housing, economic development, emergency preparedness, natural resources of regional significance, and regional



transportation, and shall identify significant regional resources and facilities. The Strategic Regional Policy Plan shall be strategic rather than comprehensive in nature and need not address all goals and policies in the State Comprehensive Plan. However, goals and policies included in the Strategic Regional Policy Plan shall be consistent with and further the State Comprehensive Plan." (Rule 27E-4, Rules of Practice and Procedure Pertaining to Strategic Regional Policy Plans)

During the 1995-1996 program year, the Council completed the development of the Strategic Regional Policy Plan, and it was amended during the 1996-97 program year, 2002-03 program year and 2011-12 program year. It is important to continually evaluate the plan to determine when further changes are necessary for it to remain as an appropriate document to guide the development of the region. The Council updates its Strategic Regional Policy Plan every five years.

End Product consists of the maintenance of the North Central Florida Strategic Regional Policy Plan.



## **B. Economic Development**

### **1. Objective**

To study and plan for changes in the economy of the region including economic development and fiscal impacts of development and redevelopment.

### **2. Work Elements and End Products**

#### **a. Comprehensive Economic Development Strategy**

Work Element: The Council is an Economic Development District designated by the U.S. Economic Development Administration. To maintain this designation, the Council updates its Comprehensive Economic Development Strategy every five years. (Continuing Activity)

End Product consists of a Comprehensive Economic Development Strategy Update, maintenance of current data files, meetings, correspondence, grant and loan applications, conferences and reports.

#### **b. Program for Tourism Development**

Work Element: In 1992, the Council, with grants provided by the U.S. Economic Development Administration and in conjunction with facility owners, local governments, other agencies and environmental organizations, developed a comprehensive program to promote increased tourism in the region and established an implementation program. From 1992 through 1998, this program was pursued by The Original Florida Tourism Task Force, which was created as part of the Council.

In 1998, the Council, in cooperation with members of the Task Force, county tourist development councils, facility owners, and others, assisted the counties of north central Florida with creating The Original Florida Tourism Task Force, as a separate, stand-alone task force, through an interlocal agreement.

End Product consists of providing staff support to the Task Force by assisting with conducting travel writer familiarization tours of the region, printing brochures, regional maps and magazine articles, as well as maintaining a website and an inquiry response center.

#### **c. Regional Economic Impact Modeling**

Work Plan: The Council has a license to use an econometric model which provides the Council, its local governments, economic development agencies, and others with a dynamic tool for economic and demographic analysis and forecasting. The model can be used to review system-wide effects over both short- and long-range time horizons, including economic and fiscal impact analyses, policy impact analyses, and economic development/redevelopment analyses. The model can be configured to either address the entire region or any number of county-based subsets of the region, as well as including counties in adjacent regions.



End Products consists of providing economic and fiscal impact analyses for local governments, analyses of specific projects for economic development partners, and evaluation of the impact of Developments of Regional Impact.



## **C. Public Safety**

### **1. Objective**

To study and plan for the safety and security of the population of the region.

### **2. Work Elements and End Products**

#### **a. North Central Florida Local Emergency Planning Committee**

Work Element: Council staff provides staff services for the North Central Florida Local Emergency Planning Committee, which was established by the State Emergency Response Commission. The North Central Florida Local Emergency Planning Committee is responsible for data gathering and management, and establishing a structure to coordinate emergency response activities within the region by preparing a plan which compliments county emergency preparedness planning efforts.

End Product consists of a comprehensive emergency response plan for the region and the development of a regional emergency response capacity.

#### **b. North Central Florida Regional Hazardous Emergency Response Team**

Work Element: In 2000, three cities and five counties in the region, at the request of the North Central Florida Local Emergency Planning Committee, adopted an interlocal agreement creating the North Central Florida Regional Hazardous Materials Emergency Response Team. The Team provides equipment and training to first responders within the jurisdictions of its members.

End Product consists of providing staff support to the North Central Florida Regional Hazardous Materials Emergency Response Team by assisting with the provision of hazardous materials training for each participating local government and maintaining fully equipped trailers to be used by participating county and city first responders.

#### **c. Homeland Security Activities**

Work Element: The State of Florida has created seven Regional Domestic Security Task Forces of which two serve parts of the region. A primary goal of these organizations is to help enable local governments to respond to terrorism threats effectively. The Council staff provides support to the Regional Domestic Security Task Forces in carrying out their mission.

End Product consists of providing staff support to the Regional Domestic Security Task Forces in implementing homeland security training exercises, and in evaluating site-specific facilities for the purpose of recommending solutions to terrorism vulnerability.



## **D. Transportation Disadvantaged Program**

### **1. Objective**

To assist in securing resources for counties in the region to provide increased services to citizens determined to be transportation disadvantaged.

### **2. Work Element and End Product**

#### **a. Designated Official Planning Agency**

Work Element: The Council, as the Designated Official Planning Agency, is responsible for appointing a coordinating board for Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Madison, Suwannee and Union Counties. As the Designated Official Planning Agency, the Council provides staff services for those boards. The Designated Official Planning Agency is to ensure, through this structure, that there is a review and analysis of the transportation disadvantaged problems, and further, that the program is continuously monitored.

End Product consists of providing staff support to coordinating boards by assisting with preparation of transportation disadvantaged plans and development of recommendations regarding designation of community transportation coordinators.





## Chapter IV: Plan Implementation

The Council performs several activities to implement regional plans.

Goal: To implement regional plans and programs.

### A. Review Responsibilities

#### 1. Objective

To review and comment on applications for Federal assistance, Developments of Regional Impact, local government comprehensive plans and other agency plans.

#### 2. Work Elements and End Products

##### a. Federal Assistance

Work Element: The Council, through its Clearinghouse Committee and staff, reviews applications for Federal assistance, direct Federal projects and some State plans as provided for under Federal Office of Management and Budget guidelines in accordance with a program developed by the Governor's Office, to identify conflicts and duplications between programs and inconsistencies with local and regional plans. (Continuing Activity)

End Products consist of staff reports, committee recommendations and Council action.

##### b. Developments of Regional Impacts

Work Element: The Council reviews, analyzes and monitors large scale developments presumed to be Developments of Regional Impact as required by the Environmental Land and Water Management Act of 1972. (Continuing Activity)

End Product consists of staff reports and Council recommendations to local governments.

##### c. Local Government Plans

Work Element: The Council reviews and comments on local government plans and plan amendments for consistency with regional plans in accordance with the Community Planning Act of 2011. (Continuing Activity)

End Product consists of comments and recommendations submitted to local governments and the Florida Department of Economic Opportunity.



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## Chapter V: Council Assistance

The Council responds to requests for assistance from local, State and Federal agencies.

Goal: To provide, on a continuing basis, a variety of technical assistance.

### A. Gainesville Urbanized Area Transportation Planning

#### 1. Objective

To foster the establishment of a sound transportation system development program that is in accordance with the comprehensively planned development of the Gainesville Urbanized Area.

#### 2. Work Element and End Products

##### a. Gainesville Urbanized Area Transportation Planning

Work Element: Provide professional staff services to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area to plan and program transportation projects in the Gainesville Urbanized Area. Council staff performs tasks as identified in the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Unified Planning Work Program and maintains the planning certification for the urbanized area. (Continuing Activity)

End Products consist of the following.

Transportation Improvement Program for 2014-18  
Transit Monitoring and Surveillance  
System - Associated Characteristics Data Base - Annual Update  
Federal Transit Administration System - Transportation System and Demand Management  
System Review and Analysis - List of Priority Projects  
Regional Planning - Coordination Activities  
Planned Growth and Transportation Improvements Consistency - Coordination Activities



## **B. Local Government Comprehensive Plans**

### **1. Objective**

To assist local governments in the preparation and maintenance of local comprehensive plans, ordinances and regulations.

### **2. Work Element and End Products**

#### **a. Local Government Comprehensive Plans**

Work Element: Local governments contract with the Council for assistance to meet their long-range and day-to-day planning needs. (Continuing Activity)

End Products consist of local government comprehensive plans, ordinances and regulations.



## **C. General Technical Services**

### **1. Objective**

To provide local governments with information about and assistance in the preparation of State and Federal grant and loan applications.

### **2. Work Elements and End Products**

#### **a. Grant Application Assistance**

Work Element: Local governments are provided with information and assistance on State and Federal programs and applications. (Continuing Activity)

End Products consist of application assistance responses and grant and loan applications.

#### **b. County Hazardous Waste Monitoring Program**

Work Element: The Council assists counties in carrying out their legal responsibilities for monitoring small quantity generators of hazardous waste.

End Product consists of completion of surveying and reporting of activities associated with small quantity generation of hazardous waste.

#### **c. Homeland Security and Terrorism Response Assistance**

Work Element: Counties have had to assume greater responsibility for defending regional citizens from terrorism-related activities. Of particular concern are prevention of attacks, and being prepared to provide services and maintain order in the event of attacks. Council staff is available upon request to assist in meeting these responsibilities.

End Products consist of preparing and maintaining county terrorism annex plans, county continuity of operations plans, and related documents.



## **D. Community Development Block Grant Administration**

### **1. Objective**

To assist local governments in the effective management and administration of their Community Development Block Grant Programs.

### **2. Work Element and End Products**

#### **a. Community Development Full Service Project Grant Administration**

Work Element: The services of the Council to local governments include full service project administration requirements, including grant applications, bid specifications, legal notices, progress reports and compliance with Federal and State rules and regulations. Projects address housing rehabilitation, neighborhood revitalization, commercial revitalization, and economic development needs.

End Products consist of the preparation of Community Development Block Grant applications and administration of Community Development Block Grant projects.

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## North Central Florida Regional Planning Council

\* Scott R. Koons, AICP, Executive Director

\*\* Carol Laine, Executive Assistant to the Executive Director

\* Primary Responsibility  
\*\* Secondary Responsibility

# North Central Florida Regional Planning Council

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



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[www.ncfrpc.org](http://www.ncfrpc.org)





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

May 17, 2012

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Fiscal Year 2012-13 Budget

RECOMMENDATION:

**Approve the Fiscal Year 2012-13 budget as recommended by the Finance Committee.**

BACKGROUND:

A meeting of the Finance Committee was held on May 10, 2012, at the Council offices. The purpose of the meeting was to consider a recommendation to the Council for the Fiscal Year 2012-13 budget. For your information, please find attached a proposed budget as recommended by the Finance Committee.

As you can see, the anticipated expenditures for next year will be \$1,967,300 which is \$73,000 more than the current year budget.

As usual, almost all funds to be expended by the Council are received through contracts for services and grants. There is one exception: Member local governments pay dues, which are proposed to remain at \$0.30 per capita for the 31st year, and will produce approximately \$118,900, or approximately (\$4,700) less than last year.

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 16 full-time staff positions, plus funds for part-time positions, which is the same number of positions budgeted for the current year. The budget includes a nonrecurring payment across the board for all employees, including the Executive Director, equal to two percent of the salary for each employee.

Overall, this budget provides for significant services to be rendered to member cities and counties. This is to be done by effectively using resources, and at the same time, ensuring that the Council remains in a sound financial condition.

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

**Attachment**

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NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

PROPOSED BUDGET

FISCAL YEAR OCTOBER 1, 2012 - SEPTEMBER 30, 2013

Expenses by Line Item  
May 24, 2012

AUDIT

This item includes fees for audit performed by a certified public accounting firm for the Council.

**Indirect: \$15,000**

BUILDING DEBT SERVICE

This item includes the debt service payment on the promissory note for financing the purchase of the 7,550 square foot Council office building located at 2009 N.W. 67th Place, Gainesville, Florida.

**Indirect: \$44,600**

BUILDING OCCUPANCY AND GROUNDS

This item includes costs associated with maintaining the Council office building such as electricity, heat/air, water, sanitary sewer, custodial services, pest control services, lawn services, maintenance and repairs.

**Indirect: \$40,000**

CONTRACTUAL SERVICES

This item includes costs to be incurred through charges related to the transportation program and hazardous materials preparedness training program.

**Indirect: \$7,000**

**Direct: \$70,000**

DUES, PUBLICATIONS AND SUBSCRIPTIONS

This item includes membership dues in organizations such as National Association of Development Organizations, National Regional Councils Association, Florida Regional Councils Association, subscriptions to newspapers and periodicals, and books. The Florida Regional Councils Association costs pay for a cooperative program with other regional planning councils to maintain an intergovernmental affairs director in Tallahassee to work with state agencies and the Governor's Office, and a legislative liaison to work with the Legislature and the Governor's Office.

**Indirect: \$37,000**

**Direct: \$3,000**

#### FURNITURE AND EQUIPMENT

This item includes computer upgrades and replacement office furniture costing more than \$1,000.

**Direct: \$30,000**

#### INSURANCE AND BONDING

This item includes general liability/fire and casualty, workman's compensation and fidelity, and officers and directors liability insurance.

**Indirect: \$17,000**

#### LEGAL SERVICES AND PUBLIC NOTICES

This item includes expenses for required publication of legal notices. Also included are funds for legal services from the Council Attorney.

**Indirect: \$9,000**

**Direct: \$3,000**

#### MACHINE RENTAL/MAINTENANCE

This item includes lease of a postage meter and maintenance contract for a check writing machine.

**Indirect: \$6,000**

#### MEETING EXPENSES

This item includes expenses for Council and committee meetings.

**Indirect: \$17,000**

**Direct: \$2,000**

#### MOVING EXPENSES

This item includes costs for moving expenses of new employees and office furniture.

**Indirect: \$2,000**

#### OFFICE SUPPLIES

This item includes supplies for office use. Also included in this item is furniture, equipment and computer programs costing \$1,000 or less, computer program licenses, not purchased, such as Regional Economic Models, Inc., as well as maintenance and support costs for such programs.

**Indirect: \$40,000**

**Direct: \$1,000**

## PERSONNEL

Total Payroll	\$983,900
Fringe Benefits	<u>\$413,300</u>
Total Personnel Costs	\$1,397,200

This item includes payroll costs. Total payroll includes a proposal for a nonrecurring payment across the board for all employees, including the Executive Director, equal to 2.0 percent of the salary for each employee. Fringe Benefits include employer social security, health insurance and retirement plan contributions.

(Note: The total proposed full-time staff level is 16 positions, plus part-time labor.)

**Indirect: \$567,100**

**Direct: \$830,100**

## POSTAGE

This item includes costs for administrative mail and program mail.

**Indirect: \$4,000**

**Direct: \$9,000**

## PRINTING

This item includes cost of printing of the Annual Report, letterhead and business cards.

**Indirect: \$3,000**

## RECRUITING

This item includes advertising job positions and interview expenses.

**Indirect: \$2,000**

## REPRODUCTION

This item includes cost of photocopiers and related supplies.

**Indirect: \$12,000**

## TELEPHONE

This item includes charges for local and long distance calls.

**Indirect: \$6,000**

## TRAVEL

This item includes automobile travel at the U. S. Internal Revenue Service rate, currently \$0.555 per mile, and per diem of \$80 per day (or \$36 a day for meals, plus lodging and air travel). These expenses are staff travel for program related meetings and attending training conferences and workshops, and Council members travel for attending Council meetings and conferences such as the Florida Regional Councils Association and the National Association of Development Organizations.

**Indirect: \$57,000**

**Direct: \$29,000**

## ORIGINAL FLORIDA TOURISM TASK FORCE

This item includes all expenditures approved by and paid for by The Original Florida Tourism Task Force including travel writer familiarization tours and printing promotional material.

**Direct: \$42,000**

## CONTINGENCY

This item includes funds for unanticipated expenditures.

**Direct: \$62,500**

## INDIRECT COSTS

Indirect costs are defined by the U. S. Office of Budget and Management Circular A-87: Cost Principles for State, Local and Indian Tribal Governments as costs which are: (1) incurred for a common or joint purpose benefitting more than one cost objective, and (2) not readily assignable to the cost objective specifically benefitted, without effort disproportionate to the results achieved. All indirect costs are accumulated in a pool and distributed as charges to each program by use of an indirect cost rate. The indirect cost rate is the total indirect cost divided by total direct personnel dollars. Thus, indirect costs are distributed based upon the number of salary dollars used by each program. This method provides an equitable distribution of costs. The Indirect Rate for the 2012-13 Fiscal Year is estimated to be approximately 107 percent.

TABLE I  
NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL  
BUDGET - Proposed May 24, 2012  
FISCAL YEAR OCTOBER 1, 2012 - SEPTEMBER 30, 2013

EXPENSES	INDIRECT EXPENSES	DIRECT EXPENSES	REVENUE	
Audit	\$15,000		Program Development	\$33,900
Building Debt Service	\$44,600			
Building Occupancy & Grounds	\$40,000		Regional Planning	
Contractual Services	\$7,000	\$70,000	State Planning & Review	\$30,000
Dues, Pubs., Subs. & Training	\$37,000	\$3,000	Developments of Regional Impact Review	\$15,000
Furniture & Equipment		\$30,000		
Insurance & Bonding	\$17,000		Public Safety & Regulatory Compliance	
Legal Services & Public Notices	\$9,000	\$3,000	Homeland Security Activities	\$57,000
Machine Rental & Maintenance	\$6,000		Hazardous Waste Monitoring	\$39,500
Meeting Expenses	\$17,000	\$2,000	Local Emergency Planning Committee	\$93,300
Moving Expenses	\$2,000		Hazards Analyses	\$10,100
Office Supplies	\$40,000	\$1,000	Energy Resiliency & Assurance Studies	\$30,000
Personnel	\$567,100	\$830,100		
Postage	\$4,000	\$9,000	Transportation	
Printing	\$3,000		Gainesville Urbanized Area Transportation Planning	\$614,400
Recruiting	\$2,000		Gainesville Urbanized Area Mass Transit	\$170,000
Reproduction	\$12,000		Transportation Disadvantaged - Alachua County	\$22,200
Telephone	\$6,000		Transportation Disadvantaged - Region	\$157,900
Travel	\$57,000	\$29,000		
Original Florida Tourism Task Force		\$42,000	Economic Development	
Contingency		\$62,500	Comp Econ Development Strategy & Technical Assistance	\$108,000
			Original Florida Tourism Task Force Staffing	\$35,000
			Original Florida Tourism Task Force	\$42,000
			Local Government Assistance	
			General Technical Services	\$20,000
			City & County Planning Services	\$313,000
			Community Development Block Grant Administration	\$176,000
Total Indirect Expenses	\$885,700			
Total Direct Expenses		\$1,081,600		
TOTAL EXPENSES (Direct & Indirect)		\$1,967,300	TOTAL REVENUE	\$1,967,300





TABLE II  
NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL  
REVENUE BY PROGRAM - Proposed May 24, 2012  
FISCAL YEAR OCTOBER 1, 2012 - SEPTEMBER 30, 2013

REVENUE	FEDERAL FUNDS	STATE FUNDS	MEMBER DUES	MTPO* FUNDS	DEV OF REGIONAL IMPACT FEES	SERVICE CONTRACTS	TOURISM TASK FORCE FUNDS	OTHER INCOME	TOTAL	TOTAL BY PROGRAM	% TOTAL BY PROGRAM
PROGRAM DEVELOPMENT			\$23,900					\$10,000	\$33,900		
REGIONAL PLANNING										\$33,900	2%
State Planning & Review			\$30,000						\$30,000		
Developments of Regional Impact Review					\$15,000				\$15,000		
										\$45,000	2%
PUBLIC SAFETY & REGULATORY COM											
Homeland Security Activities						\$57,000			\$57,000		
Hazardous Waste Monitoring						\$39,500			\$39,500		
Local Emergency Planning Committee	\$52,400	\$40,900							\$93,300		
Hazards Analyses		\$10,100							\$10,100		
Energy Resiliency & Assurance Studies						\$30,000			\$30,000		
										\$229,900	12%
TRANSPORTATION											
Gainesville Urbanized Area Trans Planning				\$614,400					\$614,400		
Gainesville Urbanized Area Mass Transit				\$170,000					\$170,000		
Trans Disadvantaged - Alachua Co				\$22,200					\$22,200		
Trans Disadvantaged - Region		\$157,900							\$157,900		
										\$964,500	49%
ECONOMIC DEVELOPMENT											
Comp ED Strategy & Technical Assistance	\$63,000		\$45,000						\$108,000		
Original Florida Tourism Task Force Staffing		\$35,000							\$35,000		
Original Florida Tourism Task Force		\$5,000					\$37,000		\$42,000		
										\$185,000	9%
LOCAL GOVERNMENT ASSISTANCE											
General Technical Services			\$20,000						\$20,000		
City & County Planning Services						\$313,000			\$313,000		
Comm Dev Block Grant Administration						\$176,000			\$176,000		
										\$509,000	26%
TOTAL	\$115,400	\$248,900	\$118,900	\$806,600	\$15,000	\$615,500	\$37,000	\$10,000	\$1,967,300	\$1,967,300	100%

\* Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area



TABLE III  
NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL  
EXPENSES BY PROGRAM - Proposed May 24, 2012  
FISCAL YEAR OCTOBER 1, 2012 - SEPTEMBER 30, 2013

			REGIONAL PLANNING			PUBLIC SAFETY & REGULATORY COMPLIANCE				ECONOMIC DEVELOPMENT			TRANSPORTATION			LOCAL GOVERNMENT ASSISTANCE				
			STATE PLANNING & REVIEW	DEVELOPMENT OF REGIONAL IMPACT REVIEW	HOMELAND SECURITY	HAZARDOUS WASTE MONITORING	LOCAL EMERGENCY PLANNING COMMITTEE	HAZARDS ANALYSES	ENERGY RESILIENCY & ASSURANCE STUDIES	COMP ED STRATEGY & TECHNICAL ASSIST	TOURISM TASK FORCE STAFFING	TOURISM TASK FORCE	TRANS DISADVANT	GAINESVILLE URBANIZED AREA TRANS PLANNING	GAINESVILLE URBANIZED AREA MASS TRANSIT	GENERAL TECHNICAL SERVICES	LOCAL PLANNING SERVICES	COMMUNITY DEVELOPMENT BLOCK GRANT ADMIN	TOTAL	
\$70,000	Contractual Services						\$31,000							\$39,000					\$70,000	
\$3,000	Dues, Pubs., Subs. & Training	\$1,000					\$2,000												\$3,000	
\$30,000	Furniture & Equipment	\$30,000																	\$30,000	
\$3,000	Legal Services & Public Notices						\$1,500						\$1,500						\$3,000	
\$2,000	Meeting Expenses	\$500					\$1,500												\$2,000	
\$1,000	Office Supplies	\$1,000																	\$1,000	
\$830,100	Personnel		\$12,300	\$6,800	\$24,600	\$17,400	\$24,600	\$4,100	\$14,300	\$50,300	\$16,800		\$83,700	\$259,700	\$81,900	\$8,700	\$142,200	\$82,700	\$830,100	
\$9,000	Postage		\$400		\$300	\$300	\$200			\$100	\$200		\$1,500	\$500		\$100	\$4,000	\$1,400	\$9,000	
\$29,000	Travel		\$2,500		\$5,500	\$2,000	\$6,000	\$500		\$3,000			\$2,000	\$2,500		\$1,000	\$500	\$3,500	\$29,000	
\$42,000	Original FL Tourism Task Force											\$42,000							\$42,000	
\$62,500	Contingency	\$1,400	\$1,676	\$945	\$352	\$1,235	\$252	\$1,125	\$442	\$931	\$75		\$2,094	\$35,605	\$714	\$917	\$14,575	\$161	\$62,499	
\$885,700	Indirect Costs*		\$13,124	\$7,255	\$26,248	\$18,565	\$26,248	\$4,375	\$15,258	\$53,669	\$17,925		\$89,306	\$277,095	\$87,386	\$9,283	\$151,725	\$88,239	\$885,701	
\$1,967,300	TOTAL	\$33,900	\$30,000	\$15,000	\$57,000	\$39,500	\$93,300	\$10,100	\$30,000	\$108,000	\$35,000	\$42,000	\$180,100	\$614,400	\$170,000	\$20,000	\$313,000	\$176,000	\$1,967,300	

\* See Table I for line item expenses of Indirect Costs. Total indirect expenses are distributed among programs at the rate of 106.70% of Direct Personnel costs.



TABLE IV  
NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL  
MEMBER LOCAL GOVERNMENT DUES - Proposed May 24, 2012  
FISCAL YEAR OCTOBER 1, 2012 - SEPTEMBER 30, 2013

	POPULATION*		DUES @ .30** PER CAPITA
	JURISDICTION	TOTAL COUNTY	
Alachua County		245,550	
County Government	99,483	(20,577)	\$20,000
Alachua	9,108		\$2,732
Archer	1,139		\$750
Gainesville	123,105	(14,307)	\$22,625
Hawthorne	1,409		\$750
High Springs	5,358		\$1,607
Newberry	4,945		\$1,484
Waldo	1,003		\$750
Bradford County		24,365	
County Government	18,937		\$5,681
Starke	5,428		\$1,628
Columbia County		63,735	
County Government	52,022		\$15,607
Lake City	11,713		\$3,514
Dixie County		15,093	
County Government	15,093		\$4,528
Gilchrist County		16,072	
County Government	16,072		\$4,822
Hamilton County		11,960	
County Government	10,311		\$3,093
Jasper	1,649		\$750
Lafayette County		6,880	
County Government	6,880		\$2,064
Madison County		17,569	
County Government	14,697		\$4,409
Madison	2,872		\$862
Suwannee County		40,844	
County Government	33,986		\$10,196
Live Oak	6,858		\$2,057
Taylor County		19,474	
County Government	12,497		\$3,749
Perry	6,977		\$2,093
Union County		10,704	
County Government	10,704		\$3,211
TOTAL	472,246		\$118,962

\*Official State estimates used for Revenue Sharing purposes: April 1, 2011.

\*\*Minimum dues paid by any member local government is \$750.

Membership dues are reduced by one percent of the funds expended by a member local government for in-house planning activities provided such reduction shall not reduce the total dues to an amount less than \$20,000.





**V.I.E.**

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

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

May 17, 2012

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Election of Officers and Board of Directors

RECOMMENDATION:

**Approve the Nominating Committee slate of nominees for Executive Committee and Board of Directors for Program Year 2012-13.**

BACKGROUND:

The Nominating Committee met on May 3, 2012, to develop, for the Council's consideration, recommendations concerning the Executive Committee positions, including the additional Executive Committee member, and other members of the Board of Directors. A list of those recommendations is attached.

Also attached, for your information, are excerpts from the policies which govern the elections to these positions. Specifically, the Council is to elect individuals to the following positions.

Chair  
Vice-Chair  
Secretary-Treasurer  
Executive Committee Member  
Immediate Past Chair  
Ten Non-Executive Committee Members for Board of Director Positions

NOTE:

1. No more than one officer may be from representatives appointed by the same governmental unit.
2. Of the total 15 members of the Board of Directors (including the Executive Committee), 10 shall be representatives appointed by city and county members, and 5 shall be selected from among gubernatorial appointees.
3. At least two-thirds (2/3) of the representatives on the Board must be elected officials.
4. There must be broad regional representation on the Board.

5. At least 8 counties must be represented on the Board.
6. At least 3 Board members must be from Alachua County.

In addition, if you want to make nominations from the floor, please find attached a list of current Council members. Only local government representatives and gubernatorial appointees are eligible for election as officers and to the Board of Directors.

If you have any questions concerning the election process, please do not hesitate to contact me.

#### Attachments

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NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

2012-2013  
May 17, 2012

**EXECUTIVE COMMITTEE MEMBERS**

Lorene Thomas, Chair  
Garth Nobles, Jr., Vice-Chair  
Kenrick Thomas, Secretary/Treasurer  
Carolyn Spooner, Member  
Roy Ellis, Immediate Past Chair

**OTHER BOARD MEMBERS**

**LOCAL GOVERNMENT APPOINTEES**

ALACHUA COUNTY

City of Gainesville

Thomas Hawkins

City of Waldo

Louie Davis

COLUMBIA COUNTY

Stephen Bailey

HAMILTON COUNTY

Ronny Morgan

LAFAYETTE COUNTY

Donnie Hamlin

TAYLOR COUNTY

City of Perry

Alphonso Dowdell

**GUBERNATORIAL APPOINTEES**

ALACHUA COUNTY

Thomas Collett

COLUMBIA COUNTY

James Montgomery

SUWANNEE COUNTY

Sandra Haas

TAYLOR COUNTY

Charles Maultsby



- (3) The Council shall establish its meeting dates at its annual meeting each year, and the May meeting shall be the Annual Meeting.
- (4) At the Annual Meeting, the Council shall elect the Board of Directors, adopt the annual Budget and Work Program, and conduct other business which may be deemed appropriate.
- (5) Special meetings of the Council may be called for any appropriate purpose by the chairman or by written request of any nine (9) voting members of the Council.
- (6) Written notice of Council meetings shall be mailed to each member at the member's address, as it appears on the records of the Council, at least seven (7) days prior to that meeting. The notice shall state the time, place and object of the meeting and the business to be transacted.
- (7) A majority of the Council shall constitute a quorum at any Council meeting. When a quorum is present, the majority of the votes cast shall decide any question, other than amendments to the Strategic Regional Policy Plan, which shall require an affirmative vote of a majority of the total representatives on the Council.
- (8) All regular and special meetings, workshops or hearings of the Council or of any Council Committee shall be open to the general public.

**Section 6: Officers---Duties---Term of Office.**

- (1) The members of the Council shall elect a Chairman, Vice-Chairman and Secretary-Treasurer to serve as officers of both the Council and of the Board of Directors. The officers shall be elected from among the members of the Council and may be elected or non-elected officials, no more than one of who may be from representatives appointed by the same governmental unit. Should a vacancy occur among the officers, the vacancy shall be filled in the same manner in which the preceding officers were originally elected.
- (2) The officers shall perform the duties enumerated below and other duties prescribed by the Council:
  - (a) The Chairman shall preside at meetings of the Council and of the Board; sign, with the counter-signature of the Secretary-Treasurer, or Executive Director, as authorized by the

Council, any contracts or other instruments which is deemed in the Council's best interest; and perform such other duties incident to the office as may be prescribed by the Council.

- (b) The Vice-Chairman shall assist the Chairman in the performance of the Chairman's duties, and either in the absence of the Chairman or in the event of the Chairman's inability or refusal to act, shall have the powers and shall perform the duties of the Chairman.
  - (c) The Secretary-Treasurer shall keep minutes of the meetings and the records of the Council and of the Board; attest the signatures of the Council officers; and see that notices are duly given in accordance with the provisions of these Policies or as required by law.
  - (d) The Secretary-Treasurer shall, with the Finance Committee, periodically review the financial needs of the Council and at least quarterly, report to the Council regarding its fiscal condition. The Secretary-Treasurer shall also monitor and periodically report to the Council as to whether the Executive Committee and staff are complying with policies of the Council in matters relating to: 1) Receiving monies due the Council and depositing them in a depository designated by the Council; and 2) Expending the funds of the Council as authorized by the Council. Further, the Secretary-Treasurer shall, in general, perform all duties that may be assigned to him/her by the Chairman or the Council.
- (3) Each member elected to an office shall serve for one (1) year or until reelected or until a successor is elected, except that the Chairman's term of office shall be limited to two (2) consecutive one-year (1) terms and a past-chairman shall not be eligible again until two (2) additional years have elapsed nor shall a past-chairman be succeeded by a representative appointed by the same governmental unit.
  - (4) Newly elected officers shall be declared installed following the election, and shall assume the duties of office upon adjournment of the Annual Meeting at which they are elected.

**Section 7: Board of Directors.**

(1) The membership of the Board of Directors shall be elected by the whole Council at its Annual Meeting as follows:

- (a) The composition of the Board shall consist of the Executive Committee and ten (10) other Council representatives. Of these fifteen, ten (10) shall be representatives appointed by city and county members, and five (5) shall be selected from among the representatives appointed by the Governor of the State of Florida. At least two-thirds (2/3) of the representatives serving on the Board shall be officials elected to the governing body of local governments or other county elected officials chosen by said governing boards or the Governor.
- (b) The ten (10) non-Executive Committee Members of the Board shall be selected in the following manner. A slate of nominees to fill each of the ten (10) positions shall be presented by the Nominating Committee. In selecting nominees, the Committee shall:
  - 1. Ensure broad and equitable representation throughout the membership, with consideration being given to proper representation: 1) From both counties and cities, 2) From rural as well as urban areas, and 3) According to population distribution; and further, consideration should be given to nominating minority representatives in number sufficient to provide minority representation on the Board in approximately the same proportion as minority population exists in the Region's total population.
  - 2. Select at least one (1) nominee from a sufficient number of counties to ensure that eight counties are represented on the Board, including members of the Executive Committee. Furthermore, there shall be a sufficient number of nominees selected from among the representatives from all counties with more than 75,000 population to ensure that at least three members of the Board represent said county, including members of the Executive Committee.

- (c) Nominations may also be made from the floor providing that such nominees shall challenge specific nominees designated by the Committee, and such nominees shall satisfy the requirements set forth in Paragraphs (b)1. and (b)2.
- (2) Should a vacancy(ies) occur among the directors, the successor(s) shall be filled in the same manner in which the preceding directors were originally filled. Otherwise, all board members shall serve one (1) year or until successor is elected.
- (3) A majority of the Board of Directors shall constitute a quorum for the transaction of business. In the event a member of the Board resigns, or for other reasons is no longer a representative to the Council, then the position vacated by that member shall not be included in the total number of Board positions for the purpose of determining a quorum until such time as the position is filled. When a quorum is present at any meeting, a majority of the directors present shall decide any question under consideration.
- (4) The Board shall keep minutes of its proceedings and records of its official actions, all of which shall be filed in the office of the Council and shall be of public record.
- (5) The Board shall have the duties and responsibilities as may be delegated to it by the Council which will best effectuate and carry out the purposes and functions for which the Council is created and as outlined in these Policies.
- (6) In the event the Council fails to assemble a quorum for the purposes of transacting business at any regular or called meeting, the Board is authorized to act on behalf of the Council with respect to all items. In such instances, all members of the Council who are present may vote on items considered by the Board, and a majority of those voting shall decide any question under consideration. Actions of the Board shall be final.

**Section 8: Executive Director.**

The Executive Director shall be responsible for all personnel and administrative matters as prescribed by the Council through adopted policies and rules. The Executive Director shall function as agency clerk responsible for filing final Council decisions. The Executive Director is also authorized to attest the

NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL  
MEMBERS

May 17, 2012

COUNTY REPRESENTATIVES

- |     |                       |                         |
|-----|-----------------------|-------------------------|
| 1.  | <b>Stephen Bailey</b> | <b>Columbia County</b>  |
| 2.  | Susan Baird           | Alachua County          |
| 3.  | Mike Byerly           | Alachua County          |
| 4.  | Paula DeLaney         | Alachua County          |
| 5.  | Rusty DePratter       | Columbia County         |
| 6.  | <b>Roy Ellis</b>      | <b>Madison County</b>   |
| 7.  | <b>Donnie Hamlin</b>  | <b>Lafayette County</b> |
| 8.  | Jason Holifield       | Dixie County            |
| 9.  | <b>Ronny Morgan</b>   | <b>Hamilton County</b>  |
| 10. | Lee Pinkoson          | Alachua County          |
| 11. | Daniel Riddick        | Bradford County         |
| 12. | James Tallman         | Union County            |
| 13. | <b>Kenrick Thomas</b> | <b>Gilchrist County</b> |
| 14. | Wesley Wainwright     | Suwannee County         |
| 15. | Mark Wiggins          | Taylor County           |

CITY REPRESENTATIVES

- |     |                          |                    |
|-----|--------------------------|--------------------|
| 16. | Bob Barnas               | High Springs       |
| 17. | Susan Bottcher           | Gainesville        |
| 18. | Ben Boukari, Jr.         | Alachua            |
| 19. | LaBarfield Bryant        | Jasper             |
| 20. | Jim Catron               | Madison            |
| 21. | Todd Chase               | Gainesville        |
| 22. | <b>Louie Davis</b>       | <b>Waldo</b>       |
| 23. | Alphonso Dowdell         | Perry              |
| 24. | <b>Thomas Hawkins</b>    | <b>Gainesville</b> |
| 25. | Jordan Marlowe           | Newberry           |
| 26. | <b>Garth Nobles, Jr.</b> | <b>Live Oak</b>    |
| 27. | Frank Ogborn             | Archer             |
| 28. | Eleanor Randall          | Hawthorne          |
| 29. | <b>Carolyn Spooner</b>   | <b>Starke</b>      |
| 30. | Randy Wells              | Gainesville        |
| 31. | Stephen Witt             | Lake City          |
| 32. | Vacant                   | Gainesville        |

GUBERNATORIAL REPRESENTATIVES

- |     |                         |                        |
|-----|-------------------------|------------------------|
| 33. | <b>Thomas Collett</b>   | <b>Alachua County</b>  |
| 34. | <b>Sandra Haas</b>      | <b>Suwannee County</b> |
| 35. | <b>Charles Maulsby</b>  | <b>Taylor County</b>   |
| 36. | <b>James Montgomery</b> | <b>Columbia County</b> |
| 37. | <b>Lorene Thomas</b>    | <b>Dixie County</b>    |
| 38. | Charles Williams        | Hamilton County        |
| 39. | Mike Williams           | Madison County         |
| 40. | Vacant                  | Alachua County         |
| 41. | Vacant                  | Alachua County         |
| 42. | Vacant                  | Alachua County         |
| 43. | Vacant                  | Alachua County         |
| 44. | Vacant                  | Alachua County         |
| 45. | Vacant                  | Bradford County        |
| 46. | Vacant                  | Gilchrist County       |
| 47. | Vacant                  | Lafayette County       |
| 48. | Vacant                  | Union County           |

EX-OFFICIO REPRESENTATIVES

- |    |  |
|----|--|
| 1. | Vacant, Enterprise Florida                                 |
| 2. | Vacant, Florida Department of<br>Transportation            |
| 3. | Vacant, Suwannee River<br>Water Management District        |
| 4. | Kraig McLane, St. Johns River<br>Water Management District |
| 5. | Vacant, Florida Department of<br>Environmental Protection  |

**\* Board Members are Bolded**







## VII.A.


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

May 17, 2012

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Quarterly Financial Report for the Period Ending March 31, 2012

Please find attached a copy of the Financial Report for the Council's activities through March 31, 2012, including a fund balance analysis. The following paragraphs contain an explanation of comparisons of expenditures to the budget for that period. Also, a discussion is provided concerning the fund balance of the Council at the end of the quarter.

### Expenditures

The overall expenditure pattern for the operation of the Council for the six months ending on March 31, 2012 is generally on target when compared to the budgeted figures. In summary, the total expenditure pattern at the end of six months is generally in line with the budgeted amount, although there are some variations within individual programs.

### Fund Balance

As you can see, the fund balance of the Council was \$1,519,688 at the end of the last fiscal year. For the six months ending on March 31, 2012, the fund balance of the Council had increased to \$1,617,064.

### Conclusion

In conclusion, the financial condition of the Council is sound. In those instances where there are variances in expenditures as compared to budget, normal changes in distribution of staff effort and increases and decreases in program budgets will address these variances. It is not anticipated that any occurrences in this fiscal year will change the sound financial condition of the Council.

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  
COMPARISON OF EXPENDITURES: BUDGET VS. ACTUAL  
OCTOBER 1, 2011 THROUGH MARCH 31, 2012

Program Area	Budget Adopted FY 11/12	Expenditures Oct 2011 - March 2012	Budget Percent Expended
Regional	100,000	58,093	58.1
Public Safety & Regulatory Compliance	263,600	130,777	49.6
Local Technical Assistance	498,100	192,659	38.7
Economic Development	166,100	121,438	73.1
Transportation	817,900	372,506	45.5
Program Development	48,600	11,973	24.6
Total	1,894,300	887,446	46.8

RECAP OF FUND BALANCE AS OF MARCH 31, 2012

Restricted Fund Balance, 10/01/11	
Unemployment Claim Fund	30,000
Legal Defense Fund	100,000
Capital Reserve Fund	450,000
Unrestricted Fund Balance, 10/01/11	939,688
Total Fund Balance, 10/01/11	1,519,688
Member Dues, Year to Date	123,675
Misc. Income, Year to Date	
Sales	378
Depreciation Charges	9,436
Interest Income	4,010
Proceeds from Loan Portfolio Sale	2,234
Other	2,214
Expended Regional Support	(18,155)
Expended General Technical Service	(392)
Expended Member Support to Econ Develop.	(14,051)
Expended Program Development	(11,973)
Fund Balance, 03/31/12	1,617,064





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May 17, 2012

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Florida Leaders Organized for Water

As previously reported, the Columbia County Board of County Commissioners hosted a tri-county public meeting and forum in Lake City with the Suwannee County Board of County Commissioners and the Hamilton County Board of County Commissioners to discuss north Florida water issues on November 29, 2011. The Columbia County Board of County Commissioners took action to establish a multi-county work group to engage a hydrologist and discuss what steps need to be taken and what studies need to be conducted to potentially challenge the consumptive water use permit issued to Jacksonville Electric Authority by St. Johns River Water Management District in May 2011. The Columbia County Board of County Commissioners also took action to appropriate \$250,000 to fund the work group and pay for environmental monitoring services and other needed services. The Columbia County Board of County Commissioners also asked other counties and local governments in the region to join in the effort.

On January 23, 2012, the North Florida Water Supply Group held its first meeting in Lake City. The meeting focused on organizational matters. It was agreed to have the Columbia County Attorney would draft an interlocal agreement to form a Section 163.01, Florida Statutes, interlocal agreement agency to address north Florida water issues.

On February 13, 2012, the second meeting of the North Florida Water Supply Group was held in Lake City. The group established the name of the organization as Florida Leaders Organized for Water. They adopted a mission statement as follows: **“Identify and implement measures necessary to permanently secure abundant fresh water supply so adequate levels and flow are assured for the People, Agriculture, Business, Industry, Tourism and Environment of North Florida.”** The group also adopted a resolution urging the Legislature to fund an unbiased, scientific study of the Floridan Aquifer due to its critical implications on statewide water supply; to redesign of the decision-making process used to issue consumptive water use permits for withdrawals from the Floridan Aquifer that includes all stakeholders affected by proposed withdrawals; and to modify the excessive water management district permits granted in 2011 from “approved” to “probationary” status until an unbiased scientific study of the Floridan Aquifer has been completed. Columbia County Commissioner Ronald Williams was elected Chair and White Springs Mayor Helen Miller was elected Vice-Chair of the organization.

On March 12, 2012, the third meeting of the Florida Leaders Organized for Water was held in Lake City. The group heard presentations from the Florida Department of Environmental Protection, St. Johns River Water Management District and Suwannee River Water Management District concerning the foundation of a joint stakeholder group between the two water management districts called the North Central Florida Water Supply Partnership. Six individuals representing water users, local governments and environmental groups from each district will be appointed to the Partnership to provide oversight to the coordinated efforts of the two districts concerning the development of a common water model and water supply plan. The group also heard presentations from the Howard T. Odum Florida Springs Institute, Lake Area Water Alliance, Bradford Soil and Water Conservation District, Santa Fe Lake Dwellers, Save Our Suwannee, Inc., Santa Fe River Spring Basin Working Group, Our Santa Fe River, Inc., North Central Florida Tea Party and Audubon Florida. In addition, I made a presentation to the group concerning the Council and the water resource policies of the recently updated North Central Florida Strategic Regional Policy Plan.

On April 9, 2012, the fourth meeting of the Florida Leaders Organized for Water was held in Lake City. The Board of Directors for Florida Leaders Organized for Water reviewed and approved several technical amendments to the interlocal agreement creating the Florida Leaders Organized for Water. In addition, the Board of Directors established four working groups comprised of Florida Leaders Organized for Water representatives to develop action strategies. The four working groups created are Science, Legislative, Legal and Public Information. Finally, the Board of Directors agreed to add the City of Lake City and the Town of Lee as member local governments of Florida Leaders Organized for Water.

On May 14, 2012, the fifth meeting of the Florida Leaders Organized for Water was held in Lake City. The Board of Directors for the Florida Leaders Organized for Water heard reports from the four working groups established at the April 9, 2012 meeting. The four working groups are Science, Legislative, Legal and Public information.

The current local government members of the Florida Leaders Organized for Water are: Alachua County, Bradford County, Clay County, Columbia County, Dixie County, Gilchrist County, Hamilton County, Lafayette County, Levy County, Suwannee County, Taylor County, Town of Branford, City of Keystone Heights, City of Lake City, Town of Lee, City of MacClenny and Town of White Springs. Council members Commissioner Lee Pinkoson from Alachua County and Commissioner Wesley Wainwright from Suwannee County are serving as representatives for their respective counties to the organization.

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



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

May 17, 2012

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: North Florida Regional Water Supply Partnership

In September 2011, the St. Johns River Water Management District, the Suwannee River Water Management District and the Florida Department of Environmental Protection entered into an agreement that formalizes the coordination of water resource management in north Florida. Ensuring sustainable water supplies and protecting north Florida's waterways and natural systems is a collaborative effort among the water management districts, Florida Department of Environmental Protection, local elected officials and area stakeholders.

The water management districts are working closely together on regulatory programs in north Florida, sharing data and technology, developing joint water resource protection strategies, and focusing more attention on communication with stakeholders across district boundaries. Working together and exchanging scientific data and factual information is critical to an efficient, productive and successful effort. The North Florida Regional Water Supply Partnership seeks to do this in an open, public process involving both water management districts, the Florida Department of Environmental Protection, local governments, concerned residents and other stakeholders throughout the region.

The Stakeholder Committee is structured such that a wide range of public interests are included, while keeping the Committee small enough to be effective and productive. Stakeholder Committee representatives will closely coordinate with the constituencies they represent, as well as being responsive to the interested public. Committee meetings will be open to the public so stakeholders beyond the Committee membership can attend and participate.

The 12 representatives have recently been selected to serve on the North Florida Regional Water Supply Partnership Stakeholder Committee, an advisory body that will share viewpoints of stakeholder groups with the St. Johns River and Suwannee River Water Management Districts and the Florida Department of Environmental Protection.

The committee members are:

<b><u>Stakeholder Group</u></b>	<b><u>St. Johns River Water Management District</u></b>	<b><u>Suwannee River Water Management District</u></b>
Public Water Supply	Ray O. Avery Clay County Utility Authority	David Clanton City of Lake City Utilities
Commercial/Power Generation	Athena T. Mann Jacksonville Electric Authority	James Cornett Cornett's Spirit of the Suwannee, Inc.
Industrial/Mining	J. Michael O'Berry Vulcan Materials Company	Stan Posey PCS Phosphate
Agriculture	Kerry Kates Florida Fruit and Vegetable Association	Thomas Harper Harper Farms
Environmental	Patrick T. Welsh University of North Florida and Save Our Lakes	Jacqui Sulek Audubon Florida
Local Government	Mary Lou Hildreth Keystone Heights Mayor	Gene Higginbotham Dixie County Commissioner

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





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May 17, 2012

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director *SRK*

SUBJECT: Florida Brownfields Redevelopment Workshop

The Brownfield Communities Network is a national network of local communities working to demonstrate how the cleanup and reuse of contaminated property can be an effective tool for community revitalization. The Brownfields Community Network, in association with the National Association of Local Government Environmental Professionals, will be holding a Florida Brownfields Redevelopment Workshop in Alachua, Florida.

The workshop, which will focus on rural communities, will provide useful information to those who are interested in learning about brownfields as well as those who are experts in the field. The one-day event will bring together experts, practitioners, local governments, and others from Florida to discuss their solutions for the cleanup and redevelopment of brownfields with special focus on small sites and rural communities.

The workshop will be held on June 4, 2012 at the Alachua Woman's Club, 14565 Main Street, Alachua, Florida. A copy of the agenda for the workshop is attached for your information.

Attachment

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



## Florida Brownfields Redevelopment Workshop

June 4, 2012

Alachua, Florida

### LOCATION

Alachua Woman's Club  
14565 Main Street  
Alachua, FL 32615

### HOTEL

Best Western Plus Gateway Grand  
4200 NW 97th Boulevard  
Gainesville, FL 32606

For reservations, call  
877-221-0609 (Group name:  
Florida Brownfields Workshop)

**Deadline: May 19**

### REGISTRATION FEE

\$25.00—Pay Now

Join us for a Florida Brownfields Redevelopment Workshop hosted by the Brownfield Communities Network, in association with the National Association of Local Government Environmental Professionals. This workshop, which will focus on rural communities, will provide useful information to those who are interested in learning about brownfields as well as those who are experts in the field. It will also be an opportunity for Florida's brownfield community to come together, share ideas and challenges, and learn from practitioners.

**THE BROWNFIELD COMMUNITIES NETWORK** is a national network of local communities working to demonstrate how the cleanup and reuse of contaminated property can be an effective tool for community revitalization.

### THE WORKSHOP

This one-day event will bring together experts, practitioners, local governments, and others from Florida to discuss their solutions for the cleanup and redevelopment of brownfields. We will have a special focus on small sites and rural communities.

### WHO IS ATTENDING?

Local Municipal Officials • State and Federal Officials • Tribal Officials • Community Groups • Landowners and Developers • Consultants and Attorneys

### STIPENDS AVAILABLE FOR ATTENDEES FROM CHALLENGED COMMUNITIES

The Goldstein Brownfields Foundation and the Environmental Justice Committee of the Florida Brownfields Association have teamed up to provide 10 stipends of up to \$100 to help representatives from challenged communities attend the workshop.

To apply for a stipend, send an email to [mgoldstein@goldbrownfoundation.org](mailto:mgoldstein@goldbrownfoundation.org) with:

- 1) Your name, title, employer, and jurisdiction;
- 2) One paragraph on why your community is considered "challenged"; and
- 3) One paragraph on why this workshop would be useful to your work in the community.

**Deadline to Apply: May 14, 2012.**

Recipients will be notified on May 18.

### SPONSORS:

U.S. EPA

Spiegel & McDiarmid LLP

Florida Brownfields Association,  
Environmental Justice  
Comm.

Goldstein Brownfields  
Foundation

Environmental Consulting &  
Technology, Inc.

Cardno TBE

Florida Planning and Zoning  
Association

Florida Redevelopment  
Association

### WITH ASSISTANCE FROM:

Midwest Assistance Program

U.S. EPA Region 4

Alachua County

North Central Florida Regional  
Planning Council

Enterprise Florida

Lowndes, Drosdick, Doster,  
Kantor & Reed, P.A.

**To register, visit [www.nalgep.org](http://www.nalgep.org)**

## Preliminary Agenda

7:30 – 8:30 AM Registration & Continental Breakfast

### 8:30 AM Welcome

Laura Watchman, NALGEP  
Gib Coerper, Mayor of Alachua  
Mickey Hartnett, Midwest Assistance Program

### 8:45 AM Brownfields Tools and Resources

Kim Walker, Florida DEP  
Barbara Caprita, EPA Region 4  
Anne Keller, EPA Region 4, Partnership for  
Sustainable Rural Communities  
Michael Langston and Joe Mueller, USDA Rural  
Development, Florida Office

10:00 AM Break

### 10:15 AM Improving Access to Healthcare Through Brownfields Redevelopment

Miles Ballogg, Cardno TBE  
Frank Satchel, Mulberry  
Donna Sines, Community Vision of  
Osceola County

### 11:15 AM Case Studies and Success Stories

Anna Long, Lowndes, Drosdick, Doster, Kantor  
& Reed, P.A.  
Danita Andrews, Clay County Chamber of  
Commerce (Green Cove Springs)  
Diane Kramer, Eustis  
Melanie Kendrick, Pasco County  
Charles Howe, Phoenix Commercial Park

12:30 PM Lunch

Rosemary Fagler & Allison Megrath,  
Plum Creek – Envision Alachua

### 1:45 PM Economic Development

Teri Hasbrouck, Environmental Consulting  
& Technology, Inc.  
Joseph Bell, Enterprise Florida  
Lara Diettrich, Diettrich Planning, LLC  
(Florida Redevelopment Association)  
Greg Vaday, Treasure Coast Regional Planning  
Council

### 2:45 PM Liability: A Roadmap and Tools for Local Governments

Michael Goldstein, The Goldstein  
Environmental Law Firm

3:15 PM Break

### 3:30 PM Innovative Reuse: Renewable Energy Development

Anjali Patel, Spiegel & McDiarmid LLP  
Ed Regan, Gainesville Regional  
Utilities (solar feed-in tariff, biomass)  
Fred Hilliard, Fort Meade (biomass on reclaimed  
phosphate mines)

### 4:30 PM EPA Brownfields Grant Applications: Secrets of Success

Barbara Caprita, EPA Region 4  
Mickey Hartnett, Midwest Assistance Program

5:00 PM Conclude

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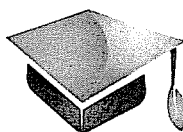
**ECT** Environmental  
Consulting &  
Technology, Inc.



**Cardno  
TBE**



**FLORIDA  
REDEVELOPMENT  
ASSOCIATION**



**GOLDSTEIN  
BROWNFIELDS  
FOUNDATION**



**VII.E.**

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May 17, 2012

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.

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promoting economic development and providing technical services to local governments.

