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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 28, 2015**. 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 [strong@ncfrpc.org](mailto:strong@ncfrpc.org) by May 26, 2015 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)

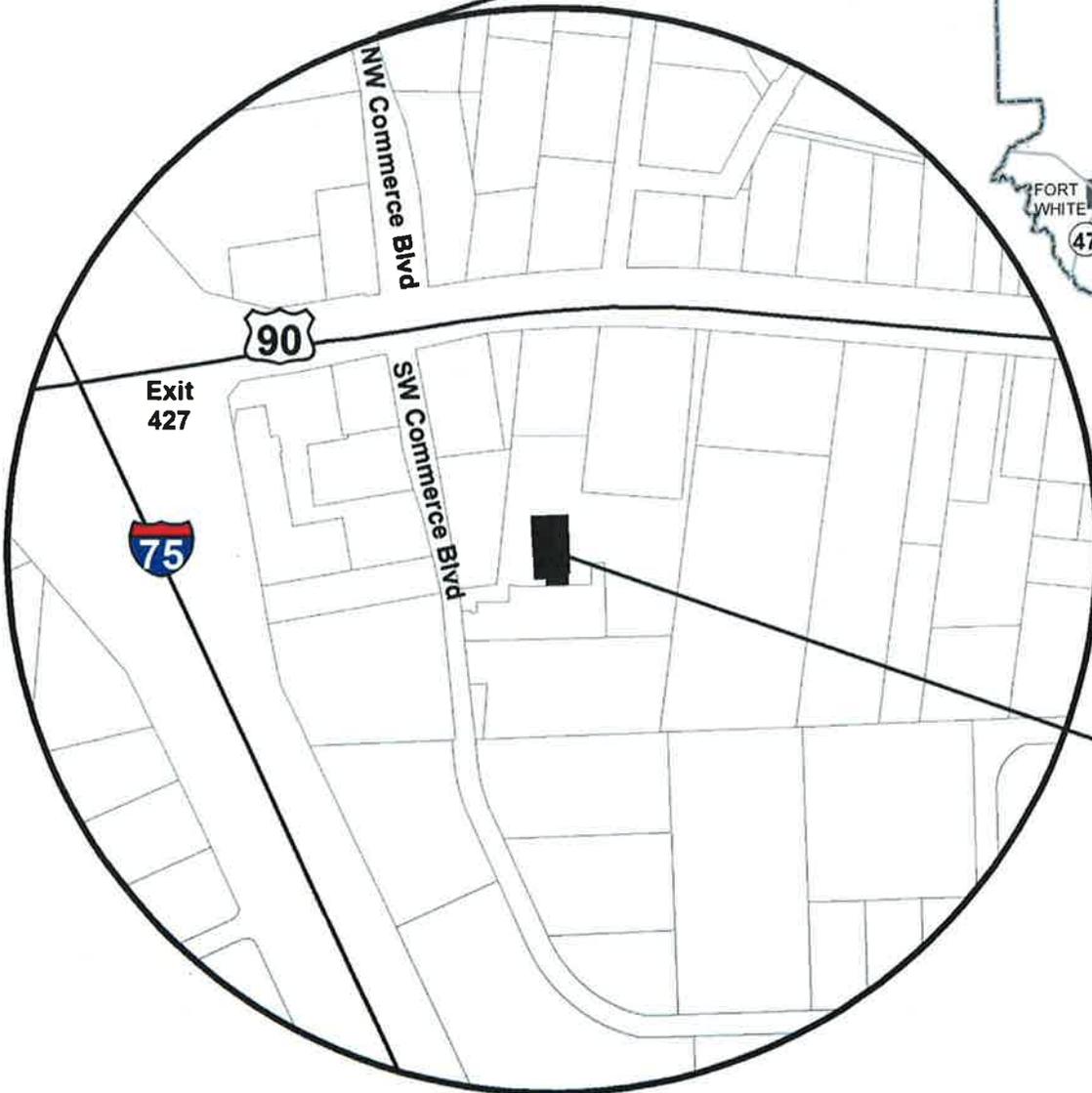
*Please be advised that the Council meeting packet is posted on the Council website at <http://ncfrpc.org> (click on Upcoming Meetings and Meeting Packets, then click on North Central Florida Regional Planning Council Full Packet.)*

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.

# 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.



1 inch = 500 feet

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## AGENDA

### NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

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

May 28, 2015  
 7:30 p.m.

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NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL  
MINUTES

Holiday Inn Hotel & Suites  
Lake City, Florida

April 23, 2015  
7:30 p.m.

MEMBERS PRESENT

**LaBarfield Bryant, City of Jasper**  
Beth Burnam, Hamilton County  
Jim Catron, City of Madison  
**Louie Davis, City of Waldo**  
**Rick Davis, Madison County**  
*Sandra Haas, Suwannee County*  
**Donnie Hamlin, Lafayette County**  
Jason Holifield, Dixie County  
Bill Hunter, White Springs  
Doug Jones, City of Archer  
**Garth Nobles, Jr., City of Live Oak**  
Patricia Patterson, Taylor County  
Everett Phillips, Columbia County  
Lauren Poe, City of Gainesville  
**Daniel Riddick, Bradford County**  
DeLoris Roberts, City of Hawthorne  
Larry Sessions, Suwannee County  
**Carolyn Spooner, City of Starke**  
James Tallman, Union County  
**Kenrick Thomas, Gilchrist County**  
*Lorene Thomas, Dixie County*  
Daniel Webb, Union County  
Robert Wilford, City of Alachua  
Stephen Witt, City of Lake City

NON-VOTING DELEGATE PRESENT

Ginger Travers

EX-OFFICIO MEMBER REPRESENTATIVES  
PRESENT

Carlos Herd, Suwannee River Water Management  
District

MEMBERS ABSENT

Ed Braddy, City of Gainesville  
Craig Carter, City of Gainesville  
**Charles Chestnut IV, Alachua County**  
Ken Cornell, Alachua County  
Jason Evans, City of High Springs  
Scarlet Frisina, Columbia County  
Robert Hutchinson, Alachua County  
Timothy Marden, City of Newberry  
*James Montgomery, Columbia County*  
Lee Pinkoson, Alachua County  
David Sullivan, City of Perry  
Helen Warren, City of Gainesville  
Randy Wells, City of Gainesville  
*Mike Williams, Madison County*

OTHERS PRESENT

Tim Bennett  
Sandra Buck-Camp  
Susan Davenport  
Diana Davis  
Glenn Hunter

STAFF PRESENT

Steven Dopp  
Carmelita Franco  
Scott Koons  
Jean Strong

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

I. INVOCATION, PLEDGE OF ALLEGIANCE AND INTRODUCTIONS

Chair Spooner called the meeting to order at 7:30 p.m. with an invocation given by Commissioner Wilford and a pledge of allegiance to the flag. Chair Spooner stated that there was a quorum.

Chair Spooner welcomed and introduced Tim Bennett, City Manager from the City of Madison; Glenn Hunter, Columbia County Economic Development Director and Comprehensive Economic Development Strategy Committee member; Sandra Buck-Camp member of the Columbia, Hamilton, Suwannee Transportation Disadvantaged Local Coordinating Board; and Diana Davis, wife of Council member Louis Davis.

II. GUEST SPEAKER - Susan Davenport, Vice-President for Economic Development  
Gainesville Area Chamber of Commerce

Scott Koons, Executive Director, introduced Susan Davenport, Vice-President for Economic Development from the Gainesville Area Chamber of Commerce. Ms. Davenport gave a presentation on concerning economic development initiatives in Gainesville and surrounding areas. Chair Spooner thanked Ms. Davenport for her comments.

III. APPROVAL OF MINUTES - March 26, 2015

Chair Spooner asked that the minutes of the March 26, 2015 meeting be approved as written.

**ACTION: Commissioner Roberts made the motion, with a second by Councilman Bryant to approve the minutes of the March 26, 2015 meeting as written. The motion carried unanimously.**

IV. CONSENT AGENDA

- A. Monthly Financial Report - March 2015
- B. Amendment to Memorandum of Agreement with Tampa Bay Regional Planning Council Concerning Regional Economic Modeling, Inc.
- C. Transportation Disadvantaged Program Local Coordinating Board Appointment for Andrew Singer

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

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

V. CHAIR'S REPORT

Introduction of New Member

Chair Spooner introduced new Council member, Mayor Doug Jones from the City of Archer.

- A. Transportation Disadvantaged Program Resolutions of Appreciation  
Alana McKay  
Jerry Pratter

**ACTION:** Commissioner Roberts made the motion, with a second by Councilman Bryant, to approve the Transportation Disadvantaged Program Resolutions of Appreciation for the past services for Alana McKay and Jerry Pratter. The motion carried unanimously.

VI. COMMITTEE REPORTS

- A. Executive Committee - Proclamation Declaring May 2-10, 2015 as  
Travel and Tourism Week

Mr. Koons stated that the Original Florida Tourism Task Force was created as a task force of the Council 23 years ago. It is now a 11-county independent tourism marketing interlocal agreement organization. The mission of the Original Florida Tourism 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.” Mr. Koons further stated that the week of May 2-10, 2015 is *National Travel and Tourism Week* as declared by the Travel Industry Association. He also 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 2-10, 2015 as Travel and Tourism Week in north central Florida.

**ACTION:** Councilman Bryant made the motion, with a second by Commissioner Roberts, to adopt the proclamation which is attached to these minutes declaring the week of May 2-10, 2015 as Travel and Tourism Week in north central Florida which is attached hereto and made a part of these minutes. The motion carried unanimously.

- B. Clearinghouse Committee

Chair Sandra Haas, gave the Clearinghouse Committee report. She stated that the Clearinghouse Committee met earlier in the evening and reviewed three local government comprehensive plan amendments.

- #40 - City of Gainesville Comprehensive Draft Amendment
- #41 - Suwannee County Comprehensive Draft Amendment
- #42 - City of Archer Comprehensive Draft Amendment

She noted that the Committee finds that the local government comprehensive plans, as amended, are not anticipated to result in significant adverse impacts to regional facilities, Natural Resources of Regional Significance or adjoining local governments. Ms. Haas also stated that the Committee recommends forwarding these findings to the respective local governments, and the Florida Department of Economic Opportunity.

**ACTION:** Ms. Haas made the motion, with a second by Commissioner Patterson to approve the Clearinghouse Committee recommendation concerning #40 - City of Gainesville Comprehensive Draft Amendment, #41 - Suwannee County Comprehensive Draft Amendment and 42 - City of Archer Comprehensive Draft Amendment. The motion carried unanimously.

C. Regional Planning Committee - Evaluation and Appraisal Report of  
North Central Florida Regional Planning Policy Plan

Commissioner Burnam, Regional Planning Committee Vice-Chair, reported that, every five years the North Central Florida Regional Planning Council is required by State law to prepare an Evaluation and Appraisal Report on its regional plan. She also stated that the Report is due by the end of 2015.

Commissioner Burnam reported that the purpose of an Evaluation and Appraisal Report is to evaluate the successes and failures of the regional plan and to identify possible future amendments, revisions or updates to the plan. She also stated that to report serves as a basis for future amendments to the regional plan.

Commissioner Burnam stated that the Regional Planning Committee met tonight and continued its review of the regional plan focusing on the Emergency Preparedness Element of the Regional Plan

VII. EX-OFFICIO MEMBER REPORTS

Carlos Herd, Suwannee River Water Management District, reported that Water Management District is monitoring the water resources bill, Senate Bill 918 being considered by the Legislature.

VIII. CITIZEN COMMENTS - None

IX. EXECUTIVE DIRECTOR'S REPORT

A. Florida Regional Councils Association Monthly Activity Report

Mr. Koons reported that the Florida Regional Councils Association is the statewide organization of the 11 regional planning councils. The Association strengthens Florida's regional planning councils, partners with government and the business community to enhance regional economic prosperity and improves the consistency and quality of regional planning councils programs to ensure they add value to state, regional and local initiatives. He stated that the accomplishments of the Association's Director of Intergovernmental Affairs, Sheri Coven, are reported each month to the Council. He also highlighted several of the accomplishments listed in the March 2015 monthly review report included in the Council meeting packet.

B. Chamber Scorecard

Mr. Koons stated that the Florida Chamber Foundation has developed the Florida Scorecard™ to provide Florida leaders the metrics needed to secure Florida's future. The Florida Chamber Foundation's objective to develop a 20-year, statewide strategic plan requires a commitment to measuring our current status and progress toward the stated goals of the Six Pillars 20-year Strategic Plan. He further stated that the Scorecard reports metrics for each of the Six Pillars benchmarked to the other 49 states. The Six Pillars are 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. He reviewed the April 2015 Scorecard™ included in the Council meeting packet.

C. Legislative Report

Mr. Koons reported that the 2015 Legislative Session convened on March 3, 2015 and is scheduled to adjourn on May 1, 2015. He reported that Senate Bill 1216 had passed the Senate. The bill includes the provisions concerning regional planning councils formerly contained in Senate Bill 484 by Senator Simpson and deletes certain references to regional planning councils in state statutes. He also reported that the House of Representatives passed Senate Bill 1216 on First Reading. In addition, he reported Senate Bill 1216 also included the provisions formerly contained in Senate Bill 562 by Senator Simpson that would have new proposed developments that would qualify as developments of regional impact only be subject to the state coordinated review process for comprehensive plan amendments as well as Senate Bill 832 by Senator Simpson that would reduce the amount of information required by an applicant submitting a long-range master plan for a sector plan.

D. Check Fraud Status Report

Mr. Koons reported that on March 20, 2013, a fraudulent check in the amount of \$49,523.00 that was written on the Council's bank account was processed and paid by Wells Fargo. Also on March 20, 2013, Council staff filed an affidavit of check fraud concerning this matter with Wells Fargo. On March 25, 2013, Council staff filed a crime report concerning this matter with the Gainesville Police Department. On April 18, 2013, the Council Attorney sent a letter to Wells Fargo requesting that Wells Fargo remit to the Council within 30 days the unauthorized \$49,523.00 released by Wells Fargo from the Council's account. He added that on June 3, 2013, attorneys for Wells Fargo responded via letter stating that Wells Fargo will not reimburse the Council for the \$49,523.00 released from the Council's account by Wells Fargo.

Mr. Koons stated that at their meeting on July 25, 2013, the Council authorized the Council Attorney to file a lawsuit against Wells Fargo to recover the unauthorized \$49,523.00, to engage Stanley Cushman from the law firm of Scruggs and Carmichael to serve as co-counsel for the lawsuit and to designate Scott Koons, Executive Director, as the Council's representative concerning all matters related to such lawsuit. He stated that on August 6, 2013, a lawsuit was filed against Wells Fargo to recover the Council's funds.

Mr. Koons further reported that on September 9, 2013, Wells Fargo responded to the complaint by filing a Motion to Compel Arbitration. Council Attorney Wershow and Co-Counsel Stanley Cushman responded to the motion stating that arbitration does not apply to the dispute and have filed a motion for a hearing on the motion to compel arbitration. A hearing originally scheduled for October 30, 2013 in the Circuit Court of the Eighth Judicial Circuit in and for Alachua County, Florida on the Motion to Compel Arbitration filed by Wells Fargo to resolve the dispute between the Council and Wells Fargo was rescheduled for January 24, 2014. Mr. Koons reported that at the conclusion of the hearing, the Circuit Court granted the Motion to Compel Arbitration.

Mr. Koons reported that a letter was sent to Wells Fargo on May 13, 2014 requesting additional information concerning the disputed check. On September 24, 2014 a Notice of Arbitration and Statement of Claim was filed with the American Arbitration Association by Co-Counsel Stanley Cushman on behalf of the Council. On October 14, 2014 attorneys from Wells Fargo filed a Respondent's Answering Statement to the Statement of Claim.

Council Attorney Wershow reported that an agreement has been reached with Wells Fargo concerning a mutually acceptable arbitrator, Robert Cowles from Jacksonville, FL. He further reported that a preliminary arbitration conference was held on February 2, 2015 and that the parties have agreed to schedule the arbitration hearing for May 11, 2015 in Gainesville.

Mr. Koons reported that a press release was sent to state and regional news media on March 3, 2015 concerning the fraudulent check matter.

Chair Spooner informed the Council that the next Council meeting will be held on May 28, 2015 at the Holiday Inn Hotel & Suites in Lake City. The meeting was adjourned at 8:32 p.m.

\_\_\_\_\_  
Carolyn B. Spooner, Chair

5/28/15  
Date



# PROCLAMATION

## DECLARING MAY 2-10, 2015 AS TRAVEL AND TOURISM WEEK

WHEREAS, tourism brings over 97 million visitors annually to the State of Florida, generates over \$4.6 billion in annual sales tax revenues and employs over 1.1 million persons;

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 2-10, 2015 as Travel and Tourism Week throughout the north central Florida region.

DULY ADOPTED AND PROCLAIMED this 23rd day of April 2015.

ATTEST:

Rick Davis, Secretary-Treasurer

Carolyn B. Spooner, Chair

SEAL:





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May 21, 2015

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Monthly Financial Report - April 2015

Please find attached a copy of the Monthly Financial Report for the Council's activities for April 2015. The following paragraphs discuss revenues and expenditures to the budget for the month and year to date.

### **Revenue**

The total revenue for the Council for year to date is within budgeted figures. Revenue at the end of seven months is 43 percent of budget.

### **Expenditures**

The total expenditures for the Council for year to date are within budgeted figures. Total expenditures at the end of seven months is 54 percent of budget. It is anticipated that the year should end with revenues exceeding expenditures.

### **Conclusion**

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

Overall, as is regularly reported, the financial condition of the Council is sound. Staff is not aware of anything in the current fiscal year that will change this situation. If you have any questions concerning this matter, please do not hesitate to contact me.

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

Attachment

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**NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL**  
**Summary Financial Statement (Unaudited)**  
**April 30, 2015**

**BALANCE SHEET**

**ASSETS**

Current Assets	
Checking / Savings	854,486
Accounts Receivable	333,927
Other Current Assets	11,701
Total Current Assets	<u>1,200,114</u>
<b>TOTAL ASSETS</b>	<u><u>1,200,114</u></u>

**LIABILITIES & EQUITY**

Liabilities	
Current Liabilities	
Accounts Payable	0
Other Current Liabilities	58,268
Total Liabilities	<u>58,268</u>
Equity	<u>1,141,846</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,200,114</u></u>

**NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL**  
**Summary Financial Statement (Unaudited)**  
**April 30, 2015**

**SUMMARY STATEMENT**

	<b>Adopted Budget FY 2014 - 15</b>	<b>April 2015</b>	<b>Year to Date</b>	<b>Percent of Budget</b>
<b>Revenue</b>	1,688,600	0	730,161	43%
<b>Expenses</b>	1,688,600	153,285	919,299	54%

**NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL**  
**Summary Financial Statement (Unaudited)**  
**April 30, 2015**

**REVENUE**

<b>Account</b>	<b>Adopted Budget FY 2014 - 15</b>	<b>April 2015</b>	<b>Year to Date</b>	<b>Percent of Budget</b>
Program Development	24,800	0	23,877	96%
Regional Planning				
Regional Planning & Review	40,000	0	40,017	100%
Public Safety & Regulatory Compliance				
Homeland Security Activities	23,700	0	0	0%
Hazardous Waste Monitoring	42,400	0	4,694	11%
Local Emergency Planning Committee	93,500	0	20,598	22%
Hazards Analyses	9,100	0	0	0%
Transportation				
Gainesville Urbanized Area Transportation Planning	502,000	0	112,911	22%
Gainesville Urbanized Area Mass Transit	212,300	0	105,153	50%
Transportation Disadvantaged - Alachua County	24,200	0	14,996	62%
Transportation Disadvantaged - Region	173,700	0	108,407	62%
Economic Development				
Comp Econ Development Strategy & Tech Assistance	108,000	0	76,520	71%
Original Florida Tourism Task Force Staffing	35,000	0	14,820	42%
Original Florida Tourism Task Force	39,000	0	38,000	97%
Vision North Central Florida			2,500	
Local Government Assistance				
General Technical Services	10,000	0	10,004	100%
City & County Planning Services	291,700	0	151,643	52%
Community Development Block Grant Administration	59,200	0	6,021	10%
<b>Total Revenue</b>	<b>1,688,600</b>	<b>0</b>	<b>730,161</b>	<b>43%</b>

**NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL**  
**Summary Financial Statement (Unaudited)**  
**April 30, 2015**

**EXPENDITURES**

<b>Account</b>	<b>Adopted Budget FY 2014 - 15</b>	<b>April 2015</b>	<b>Year to Date</b>	<b>Percent of Budget</b>
Audit	15,000	0	0	0%
Building Occupancy & Grounds	31,000	3,616	24,599	79%
Contractual Services	20,000	7,162	43,204	216%
Dues, Publications & Subscriptions	50,000	1,407	47,113	94%
Furniture & Equipment	15,000	0	4,077	27%
Insurance and Bonding	18,000	0	12,373	69%
Legal Costs	14,000	4,628	18,876	135%
Machine Rental/Maintenance	5,000	0	3,059	61%
Meeting Expenses	19,000	4,174	10,560	56%
Moving Expense	2,000	0	0	0%
Office Supplies	21,000	2,100	10,357	49%
Personnel Costs	1,270,700	118,054	689,968	54%
Postage	8,000	353	2,897	36%
Printing	2,000	65	507	25%
Recruiting	2,000	0	60	3%
Reproduction	13,000	1,312	6,985	54%
Telephone	7,000	954	4,652	66%
Travel	98,000	9,460	40,012	41%
Original Florida Tourism Task Force	39,000	0	0	0%
Contingency	38,900	0	0	0%
<b>Total Expenses</b>	<b>1,688,600</b>	<b>153,285</b>	<b>919,299</b>	<b>54%</b>



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May 21, 2015

TO: Council Members  
FROM: Scott R. Koons, AICP, Executive Director  
SUBJECT: Meeting Schedule Program Year 2015-16

RECOMMENDATION:

**Approve the attached Council Meeting Schedule for 2015-16.**

BACKGROUND:

Please find attached the Council meeting schedule for 2015-16. Generally, Council meetings are held on the fourth Thursday of each month. Please note that there is no meeting in November and the December meeting will be held on the second Thursday, December 10, 2015.

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

2015-16

June 25, 2015	Holiday Inn Hotel & Suites, Lake City, FL
July 23, 2015	Holiday Inn Hotel & Suites, Lake City, FL
August 27, 2015	Holiday Inn Hotel & Suites, Lake City, FL
September 24, 2015	Holiday Inn Hotel & Suites, Lake City, FL
October 22, 2015	Holiday Inn Hotel & Suites, Lake City, FL
December 10, 2015	Holiday Inn Hotel & Suites, Lake City, FL
January 28, 2016	Holiday Inn Hotel & Suites, Lake City, FL
February 25, 2016	Holiday Inn Hotel & Suites, Lake City, FL
March 24, 2016	Holiday Inn Hotel & Suites, Lake City, FL
April 28, 2016	Holiday Inn Hotel & Suites, Lake City, FL
May 26, 2016	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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Dedicated to improving the quality of life of the Region's citizens,  
by coordinating growth management, protecting regional resources,  
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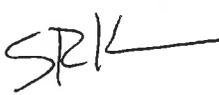
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May 21, 2015

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Amendment to Research Agreement - University of Florida

**RECOMMENDATION:**

Authorize the Chair to execute an amendment to a research agreement with the University of Florida to continue providing a graduate student to conduct research concerning the development of transportation plans for the Gainesville Urbanized Area by extending the agreement for an additional one year to expire June 30, 2016.

**BACKGROUND:**

For the past several years a graduate student has conducted research to compile information for the development of transportation plans for the Gainesville Urbanized Area through a research agreement between the Council and the University of Florida. The University of Florida graduate studies program in urban and regional planning has proposed to amend an existing research agreement for an additional one-year period ending June 30, 2016. The agreement provides for the graduate student to work 20 hours a week during the academic year and 40 hours a week during the summer.

The scope of services includes conducting research concerning the development of transportation plans for the Gainesville Urbanized Area. The costs of this research are paid with funds that the Council receives from the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area. The Council provides staff services to this organization through an existing staff services agreement. This amendment does not require additional funds to be added to the research agreement.

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

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May 21, 2015

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 2015-16

RECOMMENDATION:

**Authorize the Chair to execute an agreement with the Florida Division of Emergency Management for Fiscal Year 2015-16 to provide the services to the North Central Florida Local Emergency Planning Committee as described below for an anticipated amount not to exceed \$48,000.**

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.





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May 21, 2015

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Agreement with Florida Division of Emergency Management  
to Update Hazards Analyses - Fiscal Year 2015-16

RECOMMENDATION:

**Authorize the Chair to execute an agreement with the Florida Division of Emergency Management to update hazards analyses for Columbia, Dixie, Hamilton, Lafayette, Levy, Madison, Marion and Taylor Counties for an estimated amount of \$10,675.**

BACKGROUND:

Each year, the Florida Division of Emergency Management provides funding to the Council to update hazards analyses for locations that contain extremely hazardous substances that if released could cause off-site injuries.

Sites located in the following counties will be included in the hazard analyses update: Columbia, Dixie, Hamilton, Lafayette, Levy, Madison, Marion and Taylor Counties. The estimated amount of the agreement will be \$10,675,

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





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May 21, 2015

TO: Council Members  
FROM: Scott R. Koons, AICP, Executive Director   
SUBJECT: Transportation Disadvantaged Program  
Designated Official Planning Agency - Levy County

RECOMMENDATION:

**Adopt the attached resolution requesting the Florida Commission for the Transportation Disadvantaged designate the Council the Designated Official Planning Agency for Levy County for the Transportation Disadvantaged Program.**

BACKGROUND:

Pursuant to Rule 41-2.009, Florida Administrative Code, in areas not covered by a metropolitan planning organization, agencies eligible for designation as official planning agencies for the Florida Transportation Disadvantaged Program include regional planning councils.

As you know, Senate Bill 1216 has reduced the number of regional planning councils from 11 to ten by eliminating the Withlacoochee Regional Planning Council. The Withlacoochee Regional Planning Council served as the Designated Official Planning Agency for Levy County for the Transportation Disadvantage Program. Since Levy County has been assigned to the north central Florida region, the Council needs to request designation as the Designated Official Planning Agency for Levy County pursuant to Rule 41-2.009 Florida Administrative Code.

The responsibilities of a designated official planning agency include Transportation Disadvantaged Program planning and providing the local transportation disadvantaged coordinating board with staff support and resources to enable them to fulfill their responsibilities. The Council will receive \$19,606 to provide these services for Fiscal Year 2015-16.

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

Attachment

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RESOLUTION NO. 2013-03

A RESOLUTION OF THE NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL REQUESTING DESIGNATION AS THE DESIGNATED OFFICIAL PLANNING AGENCY FOR LEVY COUNTY, FLORIDA FOR THE TRANSPORTATION DISADVANTAGED PROGRAM

WHEREAS, in areas not covered by metropolitan planning organizations, agencies eligible for designation as designated official planning agencies for the Florida Transportation Disadvantaged Program include regional planning councils;

WHEREAS, Levy County, Florida has been assigned to the north central Florida region;

WHEREAS, the North Central Florida Regional Planning Council has the authority to serve as the Designated Official Planning Agency for Levy County, Florida; and

WHEREAS, the North Central Florida Regional Planning Council has the authority to undertake a transportation disadvantaged service project as authorized by Section 427.015, Florida Statutes and Rule 41-2.009, Florida Administrative Code.

NOW, THEREFORE, BE IT RESOLVED BY THE NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL THAT:

In accordance with Section 427.015, Florida Statutes, and Rule 41-2.009, Florida Administrative Code, the North Central Florida Regional Planning Council requests the Florida Commission for the Transportation Disadvantaged designate the North Central Florida Regional Planning Council the Designated Official Planning Agency for Levy County, Florida for the Transportation Disadvantaged Program effective July 1, 2015.

APPROVED AND ADOPTED by the North Central Florida Regional Planning Council this 28th day of May 2015.

NORTH CENTRAL FLORIDA  
REGIONAL PLANNING COUNCIL

ATTEST:

\_\_\_\_\_  
Scott R. Koons, Executive Director

\_\_\_\_\_  
Carolyn B. Spooner, Chair





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May 21, 2015

TO: Council Members  
 FROM: Scott R. Koons, AICP, Executive Director *SRK*  
 SUBJECT: Agreement with the City of Live Oak- Fiscal Year 2015

RECOMMENDATION:

**Authorize the Chair to execute an agreement with the City of Live Oak to provide community redevelopment planning assistance services in the amount of \$7,500.**

BACKGROUND:

The Council proposes to enter into a technical assistance agreement with the City of Live Oak to provide planning assistance to prepare a finding of necessity study to determine if certain areas meet statutory requirements as slum and blighted areas for possible addition to the existing Community Redevelopment Area in the City. The amount of the agreement will be \$7,500.

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

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May 21, 2015

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Local Government Local Mitigation Strategy Update Services Agreement -  
Levy County

RECOMMENDATION:

**Authorize the Chair to execute an agreement with Levy County to complete Phase 1 of the update of their Local Mitigation Strategy for an amount of \$12,000.**

BACKGROUND:

Counties are required by state law to prepare and adopt a local mitigation strategy. In addition, the local mitigation strategy is required to be updated every five years.

The Council proposes to enter into a local mitigation strategy update services agreement with Levy County. The update will be completed in two phases. Phase 1 will be completed during Fiscal Year 2014-15 and consist of the data and analysis portion of the local mitigation strategy. Phase 2 of the update will be completed during Fiscal Year 2015-16 and will consist of the coordination, review and adoption of the local mitigation strategy. The amount of the Phase 1 update will be \$12,000.

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





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May 21, 2015

TO: Council Members  
FROM: Carolyn B. Spooner, Chair  
SUBJECT: Resolution of Appreciation - Lauren Poe

RECOMMENDATION:

**Approve the attached resolution of appreciation for Lauren Poe.**

BACKGROUND:

As a token of appreciation for his service on the Council since May 2012 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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# Resolution

## OF APPRECIATION

WHEREAS, Lauren Poe has served as a representative from the City of Gainesville on the North Central Florida Regional Planning Council since May 2012;

WHEREAS, Lauren Poe 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 Lauren Poe 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 Lauren Poe.

\_\_\_\_\_  
Carolyn B. Spooner, Chair

ATTEST:

\_\_\_\_\_  
Rick Davis, Secretary-Treasurer

ADOPTED BY THE NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL AT THEIR MEETING  
OF May 28, 2015.







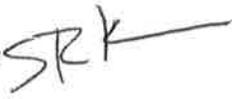
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May 21, 2015

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Proposed Interlocal Agreement Amendments

RECOMMENDATION:

**Request member local governments to amend the interlocal agreement creating the Council.**

BACKGROUND:

As you know, Senate Bill 1216 (Chapter 2015-30, Laws of Florida) recently enacted by the Legislature eliminated the Withlacoochee Regional Planning Council and transferred Levy County and Marion County to the north central Florida region. The North Central Florida Regional Planning Council was created by an interlocal agreement pursuant to Section 163.01, Florida Statutes, entered into by counties and municipalities located in the north central Florida region. In order to add Levy County and Marion County to the membership of the Council, the existing member local governments will need to amend the interlocal agreement.

The Council should consider recommending several amendments to the interlocal agreement to the member local governments. These amendments should include the following provisions.

1. Geographic area;
2. Governance structure;
3. Additional representatives; and
4. Dues credit.

The first interlocal agreement would add Levy County and Marion County to the list of counties within the geographic area of the north central Florida region.

The second amendment would change the governance structure. The current governance structure provides for representation by member local governments on a population basis. Based on the current structure, Levy County would be entitled to two local elected representatives and Marion County would be entitled to ten local elected official representatives. Along with one additional gubernatorial representative from Levy County and five additional gubernatorial representatives from Marion County, the total number of representatives to the Council would increase from 48 to 66.

Please find attached three options concerning governance structure. Option 1 is the current population-based system resulting to 66 representatives. Option 2 eliminates the population-based system and limits the number of municipal representatives to the county seat municipality resulting in 39 representatives.

Council Members  
May 21, 2015  
Page 2

Option 2 would also result in counties paying dues for all municipalities within each respective county. Option 3 only eliminates the population-based system and also results in 39 representatives.

The third amendment would delete the additional representatives provision. The current interlocal agreement provides for a member local government to appoint additional representatives if requested by the Council to insure representation of minority population and to maintain the required proportion of local elected officials.

The fourth amendment would delete the dues credit provision. The current interlocal agreement includes a provision for a dues credit to certain local governments of an amount equal to one percent of funds expended on planning activities during the preceding fiscal year. However, the dues credit cannot lower the dues assessment to an amount less than \$20,000. Currently, only Alachua County and the City of Gainesville are eligible for this dues credit. For Fiscal Year 2015-16, the dues credit for Alachua County is (\$10,268) and the City of Gainesville is (\$15,735). In addition, Marion County would also be eligible for a dues credit of (\$12,953).

Finally, the interlocal agreement should be amended to make administrative and technical changes such as statutory and administrative code citations. If you have questions concerning this matter, please do not hesitate to contact me.

Attachment

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NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL  
GOVERNANCE STRUCTURE  
May 21, 2015

OPTION 1: Existing Governance Structure

Existing Council	32 Local Government 16 Gubernatorial
Levy County	2 Local Government 1 Gubernatorial
Marion County	10 Local Government <u>5</u> Gubernatorial 66 Total

OPTION 2: New Government Structure  
(Eliminate population-based representation and limit municipal members to the county seat municipality)

Existing Council	11 Local Government- County 11 Local Government - Municipal 11 Gubernatorial
Levy County	1 Local Government - County 1 Local Government - Municipal 1 Gubernatorial
Marion County	1 Local Government - County 1 Local Government - Municipal <u>1</u> Gubernatorial 39 Total

Note: Option 2 would result in City of Alachua, Archer, Hawthorne, High Springs, Newberry and Waldo, no longer being members of the Council and add Bronson, Cross City, Lake Butler, Mayo, Ocala and Trenton as members of the Council.

Option 2 would also reduce Gainesville representatives from five to one, Alachua County representatives from four to one and Columbia County representatives from two to one.

Option 2 would also reduce Gubernatorial appointees from 16 to 13.

OPTION 3: Existing Government Structure  
(Eliminate population based representation)

Existing Council	11 Local Government- County 13 Local Government - Municipal 11 Gubernatorial
Levy County	1 Local Government - County 1 Gubernatorial
Marion County	1 Local Government - County <u>1</u> Gubernatorial 39 Total

Note: Option 3 would reduce Gainesville representatives from five to one, Alachua County representatives from four to one and Columbia County representatives from two to one.

Option 3 would also reduce Gubernatorial appointees from 16 to 13.

**North Central Florida Regional Planning Council  
Governance Structure  
May 21, 2015**

	<b>Local Government</b>			<b>Gubernatorial</b>			<b>Total</b>					
	11 Counties	Levy	Marion	Total	11 Counties	Levy	Marion	Total	11 Counties	Levy	Marion	Total
Option 1	32	2	10	44	16	1	5	22	48	3	15	66
Option 2	22	2	2	26	11	1	1	13	33	3	3	39
Option 3	24	1	1	26	11	1	1	13	35	2	2	39

Notes: Option 2 would result in City of Alachua, Archer, Hawthorne, High Springs, Newberry and Waldo, no longer being members of the Bronson, Cross City, Lake Butler, Mayo, Ocala, and Trenton as members of the Council

Option 2 would also reduce Gainesville representatives from five to one, Alachua County representatives from four to one and Columbia County representative from two to one.

Option 2 would also reduce Gubernatorial appointees from 16 to 13.

Option 3 would reduce Gainesville representatives from five to one, Alachua County representatives from four to one and Columbia County representatives from two to one.

Option 3 would also reduce Gubernatorial appointees from 16 to 13.





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May 21, 2015

TO: Council Members

FROM: Sandra Haas, Chair  
 Clearinghouse Committee

RE: Chair's Report

I. COMMITTEE-LEVEL REVIEW ITEMS

The next regularly-scheduled meeting of the Clearinghouse Committee is 6:00 p.m., May 28, 2015 at the Holiday Inn and Suites, 213 SW Commerce Boulevard, Lake City. At its meeting, the Committee will review the following Committee-level item which requires Council action. I will present an oral report on the Committee's actions and recommendations at the Council meeting held later that evening.

Local Government Comprehensive Plan Amendment

#49 - Dixie County Comprehensive Plan Adopted Amendment (DEO No. 15-1ER)

***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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 promoting economic development and providing technical services to local governments.





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May 21, 2015

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: North Central Florida Strategic Regional Policy Plan Evaluation and Appraisal Report

In a manner similar to the process required by local governments, every five years each regional planning council is required to perform an evaluation and appraisal of its Strategic Regional Policy Plan.

The evaluation and appraisal process is a two-step process. The first step involves the preparation and adoption of the Evaluation and Appraisal Report. The second step involves the preparation and adoption of amendments to the Strategic Regional Policy Plan.

The purpose of the Evaluation and Appraisal Report is to evaluate the progress of the regional plan at achieving the goals and at implementing the policies contained in the plan. The Evaluation and Appraisal Report should identify those areas of the plan in need of revision based on new information, changes to Florida Statutes, or changing regional trends and conditions. Subsequent to the adoption of the Evaluation and Appraisal Report, amendments may need to be prepared and considered by the Council for adoption based upon the recommendations contained in the Evaluation and Appraisal Report.

The Regional Planning Committee met on April 23, 2015 to continue its review of the plan focusing on the Emergency Preparedness Element. The Committee will meet on May 28, 2015 to discuss the Natural Resources of Regional Significance Element.

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

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May 21, 2015

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Fiscal Year 2015-16 Overall Program Design

RECOMMENDATION:

**Approve the Fiscal Year 2015-16 Overall Program Design as recommended by the Program Committee.**

BACKGROUND:

The Program Committee met on March 26, 2015 to develop and recommend for your consideration an Overall Program Design for Fiscal Year 2015-16. 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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by coordinating growth management, protecting regional resources,  
promoting economic development and providing technical services to local governments.



# Overall Program Design Fiscal Year 2015-16



North Central Florida  
Regional Planning Council



May 28, 2015

# Overall Program Design Fiscal Year 2015-16

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

May 28, 2015



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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 42nd annual update of the work program.

The Program Committee is responsible for reviewing and evaluating the overall work program of the organization 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 current 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

Daniel Riddick, Chair  
Scarlet Frisina, Vice-Chair  
LaBarfield Bryant  
Jim Catron  
James Montgomery  
Patricia Patterson  
DeLoris Roberts  
Lorene Thomas  
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 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 1982, 1992 and again in 1993, 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 1995-96 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 1993 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 continuing, cooperative and comprehensive transportation system development program that is in accordance with the 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.

- Bicycle Usage Trends Report
- Continuity of Operations Plan
- List of Priority Projects
- Long Range Transportation Plan
- Multi-Modal Level of Service Report
- Public Participation Plan
- Regional Transportation Plan
- Transit Monitoring Ridership Report
- Unified Planning Work Program



## **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.

---

# North Central Florida Regional Planning Council

## *Overall Program Design Team*

- \* Scott R. Koons, AICP, Executive Director
- \*\* Jean Strong, Executive Assistant to the Executive Director

- \* Primary Responsibility
- \*\* Secondary Responsibility



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## North Central Florida Regional Planning Council

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



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

May 21, 2015

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Review of Fiscal Year 2013-14 Annual Audit

RECOMMENDATION:

**Accept the Fiscal Year 2013-14 audit and authorize payment of auditor.**

BACKGROUND:

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

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

More specific comments relating to the report are given in sequence as they appear in the document. On Page 5, you can see that the auditor's report indicates that the records audited "...present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the North Central Florida Regional Planning Council, as of September 30, 2014, and the changes in financial position and the respective budgetary comparisons for the year then ended in accordance with accounting principles generally accepted in the United States of America."

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

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

Council Members  
May 21, 2015  
Page 2

Page 16 is a "Statement of Revenues, Expenditures and Changes in General Fund Balance." Please note that with respect to revenues collected versus those budgeted, revenues received were (2.1) percent less than budgeted amounts. With respect to expenditures, funds expended were (2.4) percent less than budgeted amounts. The difference in the revenues received and the expenditures made are reflected in the increase in the Council's "General Fund Balance" of \$5,237.

The auditor's notes begin on page 20. Note 1, Summary of Significant Accounting Policies and Note 2, Reconciliation of Government-wide and General Fund Financial Statements, deal with the Governmental Accounting Standards Board Statement 34 requirements, Note 3, Deposits and Investments, describes the deposits of the Council and the funds invested in the State Board of Administration Local Government Surplus Funds Trust Fund Investment Pool, Note 4, Accounts Receivable, describes the outstanding accounts receivable for the forged check that was processed through the Council's operating bank account, Note 6, Fund Balances - Governmental Funds, describes the categories of the fund balance in accordance with the Governmental Accounting Standards Board Statement 54 requirements and Note 11, Long-Term Debt, relates to the debt service associated with the purchase of the Council office building.

The audit also contains various reports on compliance, internal control and management on Pages 38 through 44. In these reports, no material weaknesses or problems were cited. Consequently, there were no findings of non-compliance or reportable conditions (see Page 40).

Overall, management and financial staff are pleased with the audit report. Staff will be available at the meeting to answer any questions that you may have concerning the audit. In the meantime, if you would like additional information concerning the audit before the meeting, please do not hesitate to contact me.

Attachment

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**NORTH CENTRAL FLORIDA  
REGIONAL PLANNING COUNCIL**

**ANNUAL FINANCIAL REPORT**

**For the Fiscal Year Ended September 30, 2014**

**NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL**

**ANNUAL FINANCIAL REPORT**

For the Fiscal Year Ended September 30, 2014

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**FINANCIAL SECTION**



**Powell & Jones**  
 Certified Public Accountants

Monard S. Powell, CPA  
 Managing Partner, CPA

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 Lake City, Florida 32025  
 386-735-4300  
 Fax: 386-735-3504

**INDEPENDENT AUDITOR'S REPORT**

To North Central Florida  
 Regional Planning Council  
 Gainesville, Florida

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the North Central Florida Regional Planning Council (the Council), as of and for the year ended September 30, 2014, and the related notes to the financial statements, which collectively comprise the Council's basic financial statements as listed in the table of contents. Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the North Central Florida Regional Planning Council's basic financial statements.

**Management's Responsibility for the Financial Statements**

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

**Auditor's Responsibility**

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

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

significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

### **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund and the aggregate remaining fund information of the North Central Florida Regional Planning Council as of September 30, 2014, and the changes in financial position and the respective budgetary comparisons for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### **Other Matters**

#### *Required Supplementary Information*

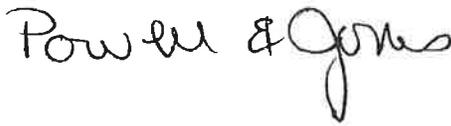
Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 7 - 10 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### *Other Information*

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

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated April 17, 2015 on our consideration of the North Central Florida Regional Planning Council's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the North Central Florida Regional Planning Council's internal control over financial reporting and compliance.

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

**POWELL & JONES**  
Certified Public Accountants  
April 17, 2015

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

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

### **Report Layout**

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

### *Basic Financial Statements*

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

- The MD&A is intended to serve as an introduction to the Council's basic financial statements and to explain the significant changes in financial position and differences in operations between the current and prior years.

**Council as a Whole**

*Government-wide Financial Statements*

A condensed version of the Statement of Net Position at September 30, 2014 and 2013 follows:

**Net Position at September 30, 2014 and 2013**

	Governmental Activities/ Total Government	
	2014	2013
Cash and investments	\$ 1,215,319	\$ 1,399,316
Receivables	696,870	637,305
Capital assets	157,850	193,053
Other assets	105,180	26,741
<b>Total assets</b>	<b>2,175,219</b>	<b>2,256,415</b>
Accounts payable	42,163	39,415
Other current liabilities	258,053	293,718
Long term liabilities	-	10,491
	<b>300,216</b>	<b>343,624</b>
<b>Net position:</b>		
Invested in capital assets, net of related debt	157,850	182,562
Restricted	727,641	745,954
Unrestricted	899,512	984,275
<b>Total net position</b>	<b>\$ 1,785,003</b>	<b>\$ 1,912,791</b>

During the year ended September 30, 2014, net position decreased by \$37,788 primarily through depreciation of capital assets.

A condensed version of the Statement of Activities follows:

**Change in Net Position  
For the Fiscal Years Ended September 30, 2014 and 2013**

	Governmental Activities/ Total Government	
	2014	2013
<b>Revenues</b>		
Program revenues		
Charges for services	\$ 997,597	\$ 1,341,242
Operating grants	447,570	394,748
General revenues		
Member dues	152,904	152,962
Miscellaneous	5,095	11,417
<b>Total revenues</b>	<u>1,603,166</u>	<u>1,900,369</u>
<b>Expenses</b>		
Comprehensive planning services	1,544,572	1,788,901
Tourism development	96,310	57,726
Interest on long-term debt	72	1,508
<b>Total expenses</b>	<u>1,640,954</u>	<u>1,848,135</u>
<b>Change in net position</b>	(37,788)	52,234
<b>Beginning net position</b>	<u>1,912,791</u>	<u>1,860,557</u>
<b>Ending net position</b>	<u>\$ 1,875,003</u>	<u>\$ 1,912,791</u>

**Governmental activities**

Comprehensive planning program expenses decreased by \$244,329, or 14%, revenues decreased by \$297,203, or 16%. Total General Fund expenditures were \$37,568 less than the final budget and revenues were \$32,331 less than the final budget.

**Capital Assets and Debt Administration**

**Capital Assets**

At September 30, 2014, the Council has \$157,850 invested in capital assets, consisting primarily of its administrative headquarters and associated furniture and equipment. Changes in capital assets during the year consisted of additions of office and computer equipment and deletions of obsolete equipment.

### Capital Assets at September 30, 2014 and 2013

	Totals	
	2014	2013
Land	\$ 119,985	\$ 119,985
Buildings	393,000	393,000
Equipment	170,554	167,733
Subtotal	683,539	680,718
Accumulated depreciation	(525,689)	(487,665)
Capital assets, net	\$ 157,850	\$ 193,053

#### Debt Outstanding

At year-end, the Council had \$-0- in debt outstanding versus \$10,491 last year. This debt consisted of the note payable on its administrative headquarters, which was fully paid during the current year.

#### Reporting the Council's Most Significant Funds

##### Fund Financial Statements

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

##### Financial Contact

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

**NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL**

**STATEMENT OF NET POSITION**

September 30, 2014

	Primary Government Governmental Activities
<b>ASSETS</b>	
Current assets	
Cash and cash equivalents	\$ 763,128
Cash, invested	452,191
Accounts receivable	696,870
Prepaid expenses	105,180
Total current assets	<u>2,017,369</u>
Noncurrent assets	
Capital assets, net of accumulated depreciation	157,850
Total assets	<u>\$ 2,175,219</u>
 <b>LIABILITIES</b>	
Current liabilities	
Accounts payable	\$ 42,163
Accrued payroll liabilities	65,147
Accrued compensated absences	114,552
Deferred revenues	78,354
Total current liabilities	<u>300,216</u>
Total liabilities	<u>300,216</u>
 <b>NET POSITION</b>	
Invested in capital assets, net of related debt	157,850
Restricted for:	
Unemployment compensation	30,000
Capital improvements	500,000
Legal costs	100,000
Original Florida Tourism Fund	97,641
Unrestricted	989,512
Total net position	<u>\$ 1,875,003</u>

See notes to financial statements.

**NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL**

**STATEMENT OF ACTIVITIES**

For the Fiscal Year Ended September 30, 2014

	<u>Expenses</u>	<u>Program Revenues</u>		<u>Net (Expense) Revenue and Change in Net Position Governmental Activities Total</u>
		<u>Charges for Services</u>	<u>Operating Grants</u>	
<b>Governmental activities:</b>				
<b>General government</b>				
Comprehensive planning services	\$ 1,544,572	\$ 992,597	\$ 408,573	\$ (143,402)
<b>Economic environment</b>				
Tourism development	96,310	5,000	38,997	(52,313)
<b>Interest on long-term debt</b>	72	-	-	(72)
<b>Total governmental activities</b>	<u>\$ 1,640,954</u>	<u>\$ 997,597</u>	<u>\$ 447,570</u>	<u>(195,787)</u>
 <b>General revenues:</b>				
Member dues				152,904
Miscellaneous				5,095
				<u>157,999</u>
 <b>Decrease in net position</b>				(37,788)
<b>Net position - October 1, 2013</b>				1,912,791
<b>Net position - September 30, 2014</b>				<u>\$ 1,875,003</u>

See notes to financial statements.

**NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL**

**BALANCE SHEET  
GOVERNMENTAL FUNDS**

September 30, 2014

	General Fund	Original Florida Tourism Fund	Total Governmental Funds
<b>ASSETS</b>			
Cash and cash equivalents	\$ 652,652	\$ 110,476	\$ 763,128
Cash, invested	452,191	-	452,191
Accounts receivable	683,110	13,760	696,870
Prepaid expenses	105,180	-	105,180
<b>Total assets</b>	<b>\$ 1,893,133</b>	<b>\$ 124,236</b>	<b>\$ 2,017,369</b>
<b>LIABILITIES AND FUND BALANCE</b>			
<b>Liabilities</b>			
Accounts payable	\$ 15,568	\$ 26,595	\$ 42,163
Accrued payroll liabilities	65,147	-	65,147
Accrued compensated absences	114,552	-	114,552
Deferred revenues	78,354	-	78,354
<b>Total liabilities</b>	<b>273,621</b>	<b>26,595</b>	<b>300,216</b>
<b>Fund Balances</b>			
<b>Nonspendable:</b>			
Prepays	105,180	-	105,180
<b>Restricted:</b>			
Padding guide publication	-	17,562	17,562
Tourism promotion	-	80,079	80,079
	-	97,641	97,641
<b>Assigned to:</b>			
Unemployment compensation benefits	30,000	-	30,000
Capital improvements	500,000	-	500,000
Legal expenses	100,000	-	100,000
	630,000	-	630,000
Unassigned	884,332	-	884,332
<b>Total fund balances</b>	<b>1,619,512</b>	<b>97,641</b>	<b>1,717,153</b>
<b>Total liabilities and fund balance</b>	<b>\$ 1,893,133</b>	<b>\$ 124,236</b>	<b>\$ 2,017,369</b>
<b>Total fund balances reported above</b>			<b>\$ 1,717,153</b>
Amounts reported for governmental activities in the statement of net position are different because:			
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental funds.			157,850
<b>Net position of governmental activities</b>			<b>\$ 1,875,003</b>

See notes to financial statements.

**NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL**

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

For the Fiscal Year Ended September 30, 2014

	<u>General Fund</u>	<u>Original Florida Tourism Fund</u>	<u>Total Governmental Funds</u>
<b>REVENUES</b>			
Member dues	\$ 118,904	\$ 34,000	\$ 152,904
State and federal grants	408,573	38,997	447,570
Contracts earned	992,597	5,000	997,597
Miscellaneous revenues	5,095	-	5,095
<b>Total revenues</b>	<u>1,525,169</u>	<u>77,997</u>	<u>1,603,166</u>
<b>EXPENDITURES</b>			
<b>Current expenditures</b>			
General government	1,500,695	-	1,500,695
Economic environment	-	96,310	96,310
<b>Capital outlay</b>			
General government	8,674	-	8,674
<b>Debt service</b>			
General government	10,563	-	10,563
<b>Total expenditures</b>	<u>1,519,932</u>	<u>96,310</u>	<u>1,616,242</u>
 Excess of revenues over (under) expenditures	 5,237	 (18,313)	 (13,076)
 Fund balances, October 1, 2013	 <u>1,614,275</u>	 <u>115,954</u>	 <u>1,730,229</u>
 Fund balances, September 30, 2014	 <u>\$ 1,619,512</u>	 <u>\$ 97,641</u>	 <u>\$ 1,717,153</u>

See notes to financial statements.

**NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL**

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

**For the Fiscal Year Ended September 30, 2014**

Net change in fund balances - Total Governmental Funds		\$ (13,076)
Amounts reported for governmental activities in the statement of activities are different because:		
Governmental funds report capital outlay as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense.		
Expenditures for capital assets	8,674	
Less current year depreciation	<u>(43,877)</u>	(35,203)
Repayment of debt principal are expenditures in the governmental funds, but the repayment reduces long-term liabilities in the statement of net assets.		
Note principal payments		<u>10,491</u>
Change in net assets of governmental activities		<u>\$ (37,788)</u>

**NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL**

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

For the Fiscal Year Ended September 30, 2014

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
<b>REVENUES</b>				
Member dues	\$ 118,900	\$ 118,900	\$ 118,904	\$ 4
State and federal grants	374,800	411,400	408,573	(2,827)
Other grants and contracts earned	1,422,600	1,022,200	992,597	(29,603)
Miscellaneous revenues	10,000	5,000	5,095	95
<b>Total revenues</b>	<b>1,926,300</b>	<b>1,557,500</b>	<b>1,525,169</b>	<b>(32,331)</b>
<b>EXPENDITURES</b>				
General government services				
Personal services				
Salaries and benefits	1,397,200	1,162,100	1,144,572	17,528
Operating expenses				
Building occupancy	40,000	28,000	27,987	13
Contractual services	72,000	86,000	83,268	2,732
Legal costs	12,000	31,000	30,680	320
Meeting expenses	20,000	17,000	15,092	1,908
Postage	8,000	8,000	7,135	865
Subscriptions, dues, and training	47,000	36,000	39,614	(3,614)
Supplies	30,000	24,000	22,570	1,430
Travel	97,000	74,000	74,599	(599)
Other	176,900	71,800	55,178	16,622
	502,900	375,800	356,123	19,677
Capital outlay				
Machinery and equipment	15,000	9,000	8,674	326
Debt service				
Principal	11,000	10,500	10,491	9
Interest	200	100	72	28
	11,200	10,600	10,563	37
<b>Total expenditures</b>	<b>1,926,300</b>	<b>1,557,500</b>	<b>1,519,932</b>	<b>37,568</b>
Net change in fund balance	-	-	5,237	5,237
Fund balance, October 1, 2013	1,614,275	1,614,275	1,614,275	-
Fund balance, September 30, 2014	\$ 1,614,275	\$ 1,614,275	\$ 1,619,512	\$ 5,237

See notes to financial statements.

**NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL**

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

For the Fiscal Year Ended September 30, 2014

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
<b>REVENUES</b>				
Member dues	\$ 34,000	\$ 34,000	\$ 34,000	\$ -
State and federal grants	50,000	25,200	38,997	13,797
Contracts earned	-	5,000	5,000	-
Miscellaneous revenue	-	-	-	-
<b>Total revenues</b>	<u>84,000</u>	<u>64,200</u>	<u>77,997</u>	<u>13,797</u>
<b>EXPENDITURES</b>				
Economic environment				
Operating expenses				
Contractual services	35,000	10,200	29,600	(19,400)
Marketing	82,263	59,700	58,223	1,477
Postage	500	300	216	84
Subscriptions, dues, and training	600	2,100	1,995	105
Other	2,500	7,700	6,276	1,424
<b>Total expenditures</b>	<u>120,863</u>	<u>80,000</u>	<u>96,310</u>	<u>(16,310)</u>
Net change in fund balance	(36,863)	(15,800)	(18,313)	(2,513)
Fund balance, October 1, 2013	<u>115,954</u>	<u>115,954</u>	<u>115,954</u>	<u>-</u>
Fund balance, September 30, 2014	<u>\$ 79,091</u>	<u>\$ 100,154</u>	<u>\$ 97,641</u>	<u>\$ (2,513)</u>

See notes to financial statements.

**NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL**

**EMPLOYEE PENSION PLAN TRUST FUND**

**STATEMENT OF FIDUCIARY NET POSITION**

**September 30, 2014**

	<u>Pension Trust Fund</u>
<b>Assets</b>	
Cash	\$ 11,328
Investments at fair value	<u>4,496,775</u>
Total assets	<u>4,508,103</u>
<b>Liabilities</b>	<u>-</u>
Total Net Position	<u><u>\$ 4,508,103</u></u>

See notes to financial statements.

**NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL**

**EMPLOYEE PENSION PLAN TRUST FUND**

**STATEMENT OF CHANGES IN FIDUCIARY NET POSITION**

**For the Fiscal Year Ended September 30, 2014**

	<u>Pension Trust Fund</u>
<b>Additions:</b>	
<b>Contributions:</b>	
Employer	\$ 145,433
Total contributions	<u>145,433</u>
<b>Investment income:</b>	
Interest and dividends	98,824
Net appreciation in fair value of investments	<u>147,522</u>
Net investment income	<u>246,346</u>
Total additions	<u>391,779</u>
<b>Deductions:</b>	
Pension benefit payments	(33,969)
Bank charges	<u>(268)</u>
Total deductions from net position	<u>(34,237)</u>
Increase in fiduciary net position	357,542
<b>Net position reserved for pension benefits</b>	
October 1, 2013	<u>4,150,561</u>
September 30, 2014	<u>\$ 4,508,103</u>

See notes to financial statements.

**NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL**  
**NOTES TO FINANCIAL STATEMENTS**  
September 30, 2014

**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The North Central Florida Regional Planning Council (the Council), located in Gainesville, Florida, was established on June 29, 1969, as a political subdivision of the State of Florida under Section 163.01 *Florida Statutes*. The Council is not currently subject to state or federal income taxes.

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

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

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

The Original Florida Tourism Task Force

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

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

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

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

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

**C. Measurement focus, basis of accounting, and basis of presentation** - The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

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

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

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

The Council reports the following governmental funds:

***General Fund***

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

***Original Florida Tourism Fund***

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

***Fiduciary Fund***

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

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

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

Investments in the General Fund consist of amounts placed with the State Board of Administration for participation in the Local Government Surplus Funds Trust Fund investment pool created by Sections

218.405 and 218.417, *Florida Statutes*. On December 4, 2007, the State Board of Administration restructured the Local Government Surplus Funds Trust Fund (Pool) to also establish the additional Fund B Surplus Funds Trust Fund. At year end all remaining Council funds in the Fund B account were transferred to the Pool account. The Council's investments in the Pool, which the State Board of Administration indicates is a Securities and Exchange Commission Rule 2a7-like external investment pool, as of September 30, 2014, are similar to money market funds in which shares are owned in the fund rather than the underlying investments. These investments are reported at fair value, which is amortized cost.

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

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

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

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

Buildings and improvements	15 years
Equipment	50 months

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

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

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

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

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

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

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

"Total fund balances" of the Council's Governmental Funds \$1,717,153 differs from "net assets" of governmental activities \$1,875,003 reported in the statement of net assets. This difference primarily results from the long-term economical focus of the statement of net assets versus the current financial resources focus of the governmental fund balance sheet.

Capital related items

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

Cost of capital assets	\$ 683,539
Accumulated depreciation	<u>(525,689)</u>
Total	<u><u>\$ 157,850</u></u>

**NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL**

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

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

	<u>Total Governmental Funds</u>	<u>Capital Related Items</u>	<u>Long-Term Debt Transactions</u>	<u>Elimination of Interfund Receivables/ Payables</u>	<u>Statement of Net Position</u>
<b>ASSETS</b>					
Cash and cash equivalents	\$ 763,128	\$ -	\$ -	\$ -	\$ 763,128
Cash, invested	452,191	-	-	-	452,191
Accounts receivable	696,870	-	-	-	696,870
Prepaid expenses	105,180	-	-	-	105,180
Capital assets - net	-	157,850	-	-	157,850
<b>Total assets</b>	<u><u>\$ 2,017,369</u></u>	<u><u>\$ 157,850</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 2,175,219</u></u>
<b>LIABILITIES AND FUND BALANCES</b>					
<b>Liabilities:</b>					
Accounts payable	\$ 42,163	\$ -	\$ -	\$ -	\$ 42,163
Accrued payroll liabilities	65,147	-	-	-	65,147
Accrued compensated absences	114,552	-	-	-	114,552
Deferred revenues	78,354	-	-	-	78,354
<b>Total liabilities</b>	<u>300,216</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>300,216</u>
<b>Fund balance/net position</b>	<u>1,717,153</u>	<u>157,850</u>	<u>-</u>	<u>-</u>	<u>1,875,003</u>
<b>Total liabilities and fund balance/net position</b>	<u><u>\$ 2,017,369</u></u>	<u><u>\$ 157,850</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 2,175,219</u></u>

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

The "net change in fund balances" for the governmental funds of (\$13,076) differs from the "change in net assets" for governmental activities of (\$37,788) reported in the statement of activities. The differences arise primarily from the long-term economic focus of the statement of activities versus the current financial resources focus of the governmental funds. The effect of the differences is illustrated below.

Capital related items

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

Capital outlay	\$ 8,674
Depreciation expense	<u>(43,877)</u>
Difference	<u>\$ (35,203)</u>

Long-term debt transactions

Repayment of debt principal are reported as an expenditure in the General Fund and, thus, have the effect of reducing fund balance because current financial resources have been used. However, the principal payments reduce the liabilities in the statement of net assets and do not result in an expense in the statement of activities.

Debt principal payments made	<u>\$ 10,491</u>
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**NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL**

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

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

	Total Governmental Funds	Capital Related Items	Long-Term Debt Transactions	Statement of Activities
<b>REVENUES</b>				
Member dues	\$ 152,904	\$ -	\$ -	\$ 152,904
State and federal grants	447,570	-	-	447,570
Other grants and contracts earned	997,597	-	-	997,597
Miscellaneous revenues	5,095	-	-	5,095
<b>Total revenues</b>	<b>1,603,166</b>	<b>-</b>	<b>-</b>	<b>1,603,166</b>
<b>EXPENDITURES</b>				
Current expenditures				
General government	1,500,695	43,877	-	1,544,572
Economic environment	96,310	-	-	96,310
Capital outlay				
General government	8,674	(8,674)	-	-
Debt service				
Principal	10,491	-	(10,491)	-
Interest	72	-	-	72
<b>Total expenditures</b>	<b>1,616,242</b>	<b>35,203</b>	<b>(10,491)</b>	<b>1,640,954</b>
Excess of revenues (under) expenditures	(13,076)	(35,203)	10,491	(37,788)
Fund balance, October 1, 2013	1,730,229	193,053	(10,491)	1,912,791
Fund balance, September 30, 2014	\$ 1,717,153	\$ 157,850	\$ -	\$ 1,875,003

**NOTE 3. DEPOSITS AND INVESTMENTS**

**1. Deposits**

At September 30, 2014, the carrying amount of the Council's bank deposits was \$763,128. All deposits with financial institutions were 100% insured by federal depository insurance or by collateral provided by qualified public depositories to the State Treasurer pursuant to the Public Depository Security Act of the State of Florida. The Act established a Trust Fund, maintained by the State Treasurer, which is a multiple financial institution pool with the ability to assess its member financial institutions for collateral shortfalls if a member fails.

**2. Investments**

**General Fund**

As of September 30, 2014, the Council's general fund had the following investments and maturities:

<u>Investment</u>	<u>Maturities</u>	<u>Fair Value</u>
State Board of Administration Local Government Surplus Funds Trust Fund Investment Pool	39 Day Average	\$ 452,191
Total Investments		<u>\$ 452,191</u>

As of September 30, 2014, the Council's investment in the Local Government Surplus Funds Trust Fund investment pool is rated AAAM by Standard & Poors.

**Pension Trust Fund**

The investments held by the Council's Employee Pension Plan Trust at September 30, 2014 consist of the following:

<u>Types of Investments</u>	<u>Fair Value</u>	<u>Cost</u>
Money market accounts	2,094,875	2,094,875
Equity mutual funds	1,571,060	1,571,606
Bond mutual funds	23,748	23,748
Stocks and corporate bonds	807,092	807,092
	<u>\$ 4,496,775</u>	<u>\$ 4,497,321</u>

As of September 30, 2014, the Council's Employee Pension Plan Trust had the following investments that represent 5% or more of its net assets:

	<u>Fair Value</u>
Greater than 5%	
Schwab Money Market Funds 2,095,307 shares	\$ 2,095,307
Schwab S&P 500 Index Fund 8,539 shares	266,679
Gabelli Small Cap Growth Equity Fund 5,330 shares	250,011
Other investments	<u>1,884,778</u>
Total investments	<u>\$ 4,496,775</u>

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

During 2014, the Trust's investments (including gains and losses on investments bought and sold, as well as held during the year) appreciated in value by \$147,522.

#### **Interest Rate Risk**

- Section 218.415(17), *Florida Statutes*, limits investment maturities to provide sufficient liquidity to pay obligations as they come due.
- The maturity of the State Board of Administration Local Government Investment Pool is based on the weighted average of days to maturity (WAM). A portfolio's WAM reflects the average maturity in days based on final maturity or reset date, in the case of floating rate instruments. WAM measures the sensitivity of the portfolio to interest rate changes. The maturity of the State Board of Administration Fund B Surplus Funds Trust Fund is based on the weighted average life (WAL). A portfolio's WAL is the dollar weighted average length of time until securities held reach maturity. WAL is based on legal final maturity dates as of September 30, 2014.

#### **Custodial Credit Risk**

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

#### **NOTE 4. ACCOUNTS RECEIVABLE**

During the prior year a forged check from an outside party in the amount of \$49,513 was processed through the Council's operating bank account. The Council is aggressively seeking reimbursement from the related bank through the legal system. Management believes that the Council will prevail in this action and recover the fraudulently disbursed funds. At year end, this amount is included in the accounts receivable balance in the financial statements.

All other accounts receivable totaling \$647,357 represent amounts due the Council from other governmental units for services and grant contracts, and are considered by management to be fully collectable.

## **NOTE 5. EMPLOYEE RETIREMENT SYSTEM**

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

There are no mandatory employee contributions. However, plan members may voluntarily make contributions during the fiscal year. Voluntary contributions were not made in the current year. Current Council contributions for, and interest forfeited by, employees who terminate their employment before becoming fully vested are used to reduce the amount of the Council's future monthly contributions.

The Council's total payroll for the fiscal year ended September 30, 2014, was \$884,090. The Council's contributions were made using a base eligible salary amount of \$884,090. Total required contributions of 16.45% on base pay of \$884,090, amounted to \$145,433. The Council made the required contributions during the fiscal year. Other than payment of contributions, there were no transactions between the Council and the Trust during the year.

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

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

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

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

The Plan obtained its latest determination letter on January 11, 2002, in which the Internal Revenue Service stated that the Plan, as then designed, was in compliance with the applicable requirements of the Internal Revenue Code. The Plan has not been amended since receiving the determination letter. However, the Plan administrator and the Plan's tax counsel believe the Plan is currently designed and

being operated in compliance with the applicable requirements of the Internal Revenue Code. Therefore, no provision for income taxes has been included in the Plan's financial statements.

**NOTE 6. FUND BALANCES – GOVERNMENTAL FUNDS**

As of September 30, 2014, fund balances of the governmental funds are classified as follows:

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

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

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

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

**Unassigned** – all other spendable amounts.

As of September 30, 2014, fund balances are composed of the following:

	General Fund	Original Florida Tourism Fund	Total Governmental Funds
Nonspendable:			
Prepays	\$ 105,180	\$ -	\$ 105,180
Restricted for:			
Paddling guide publication	-	17,562	17,562
Tourism marketing	-	80,079	80,079
Assigned to:			
Unemployment compensation benefits	30,000	-	30,000
Capital improvements	500,000	-	500,000
Legal expenses	100,000	-	100,000
Unassigned	884,332	-	884,332
<b>Total fund balances</b>	<b><u>\$ 1,619,512</u></b>	<b><u>\$ 97,641</u></b>	<b><u>\$ 1,717,153</u></b>

A description of the restricted fund balances follows:

**Paddling Guide Publication** – The Original Florida Tourism Task Force has established a reserve of \$17,562 in the Original Florida Tourism Fund to provide funding for the eventual reprinting of the Suwannee River Paddling Guide.

**Tourism Promotion** – The remaining fund balance of the Original Florida Tourism Fund is classified as restricted due to the fact that it is fully controlled by the Original Florida Tourism Task Force, an entity that is independent of the Council.

A description of the assigned fund balances follows:

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

**Capital Improvements** – The Council maintains a reserve of \$500,000 to provide funding for future building and equipment replacements.

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

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

**NOTE 7. CAPITAL ASSETS**

Capital asset activity for the fiscal year ended September 30, 2014, follows:

	Beginning Balances	Increases	Decreases	Ending Balances
Land	\$ 119,985	\$ -	\$ -	\$ 119,985
Depreciable capital assets:				
Buildings	393,000	-	-	393,000
Furniture, fixtures and equipment	167,733	8,674	(5,853)	170,554
Total depreciable	560,733	8,674	(5,853)	563,554
Accumulated depreciation:				
Buildings	(366,800)	(26,200)	-	(393,000)
Furniture, fixtures and equipment	(120,865)	(17,677)	5,853	(132,689)
Total accumulated depreciation	(487,665)	(43,877)	5,853	(525,689)
Capital assets, net	\$ 193,053	\$ (35,203)	\$ -	\$ 157,850

Total depreciation of \$43,877 was charged to the General Government function of the Council's General Fund.

**NOTE 8. BUDGETARY PROCESS**

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

1. In March, the Finance Committee begins preparing a budget for the fiscal year commencing the following October 1, based on work desired in the Overall Planning Design (OPD) prepared by the Program Committee.

2. In May, the Council adopts and approves the budget. The budget is adopted on a basis that does not materially differ from the modified accrual basis of accounting.
3. Actual contracts entered into by the Council throughout the year necessarily have an impact on approved budgetary operating levels. Should any major changes be needed due to unforeseen contracts or the need to appropriate additional Council funds, the budget is amended during the year and subsequently approved by the Council.
4. The legal level of budgetary control is the fund total level.
5. The Council approved one budget amendment for the year ended September 30, 2014. The amendment is reflected in budget amounts disclosed in the financial statements.
6. There were no material violations of legal and contractual provisions requiring disclosure.

#### **NOTE 9. RISK MANAGEMENT**

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

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

#### **NOTE 10. CONCENTRATIONS OF CREDIT RISK**

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

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

**NOTE 11. LONG-TERM DEBT**

The following is a summary of changes in the general long-term debt for the year ended September 30, 2014:

	Balance October 1, 2013	Additions	Reductions	Balance September 30, 2014	Due Within One Year
Note payable	\$ 10,491	\$ -	\$ (10,491)	\$ -	\$ -

Interest expense for the year ended September 30, 2014, was \$72. All debt service payments are made from the General Fund.

**NOTE 12. INVENTORIES**

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

**NOTE 13. CONTINGENCIES**

There is a contingent liability due to the fact that all possible regulatory audits of the Council's operations have not been completed for the fiscal year ended September 30, 2014. Any eventual expenditures determined to not be in compliance with grant regulations could be subject to repayment by the Council. The Council's management believes that all expenditures were significantly in compliance with appropriate grant regulations.

**NOTE 14. SUBSEQUENT EVENTS**

In preparing these financial statements, the Council has evaluated events and transactions for potential recognition or disclosure through April 17, 2015, the date the financial statements were available to be issued.

**NOTE 15. OPERATING LEASES**

The Council has an operating lease agreement for equipment with Pitney Bowes. The future minimum lease payments under this agreement at September 30, 2014 is as follows:

<u>September 30,</u>	<u>Minimum Lease Payment</u>
2015	\$ 4,344
2016	4,344
	<u>\$ 8,688</u>

**COMPLIANCE SECTION**

**NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL**  
**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS AND STATE FINANCIAL ASSISTANCE**  
For the Fiscal Year Ended September 30, 2014

Grantor/Pass-Through Grantor	CFDA/CSFA Number	Contract Number	Award Amount	Received FY 2014	Expended FY 2014
<b>FEDERAL AWARDS</b>					
<b>Non Major Programs</b>					
<b>U.S. Department of Commerce</b>					
Economic Development Support for Planning Organizations					
Planning Grant, Section 203 11/12/13	11.302	04-83-06491	\$ 189,000	\$ 15,750	\$ 15,750
Planning Grant, Section 203 14/15/16	11.302	04-83-06901	189,000	47,281	47,281
Planning Grant, Section 203 11/12-13/14	11.302	04-88-06598	200,000	31,114	31,114
			<u>578,000</u>	<u>94,145</u>	<u>94,145</u>
<b>U.S. Department of Transportation</b>					
Metropolitan Transportation Planning and State and Non-Metropolitan Planning and Research					
	20.505	AQY17	25,000	14,258	14,258
Interagency Hazardous Materials Public Sector Training and Planning Hazardous Materials Emergency Preparedness 13/14					
	20.703	14-DT-75-13-00-21-187	65,755	47,614	47,614
			<u>90,755</u>	<u>61,872</u>	<u>61,872</u>
<b>Total federal awards</b>					
			<u>\$ 668,755</u>	<u>\$ 156,017</u>	<u>\$ 156,017</u>
<b>STATE FINANCIAL ASSISTANCE</b>					
<b>Non Major Programs</b>					
<b>Department of Economic Opportunity</b>					
Growth Management Implementation					
	40.024	P0072	25,000	25,000	25,000
<b>Division of Emergency Management</b>					
Florida Hazardous Materials Planning and Prevention 13/14					
	31.067	14-CP-11-13-00-21-164	40,909	30,270	30,270
Florida Hazardous Materials Planning and Prevention 14/15					
	31.067	15-CP-11-13-00-21-164	42,000	10,902	10,902
Florida Hazardous Materials Planning and Prevention - Hazards Analysis 13/14					
	31.067	14-CP-11-13-00-21-215	9,119	9,119	9,119
			<u>92,028</u>	<u>50,291</u>	<u>50,291</u>
<b>Department of Transportation</b>					
Transportation Disadvantaged 13/14					
	55.002	AR270	173,760	133,795	133,795
Transportation Disadvantaged 14/15					
	55.002	ARH93	173,620	43,470	43,470
			<u>347,380</u>	<u>177,265</u>	<u>177,265</u>
<b>Executive Office of the Governor</b>					
Governor's Office on Tourism, Trade, and Economic Development Rural Development Grant 13/14					
	40.007	RDG 13-05	35,000	23,997	23,997
<b>Florida Commission on Tourism</b>					
Image Development Grant 13/14					
	31.006		5,000	5,000	5,000
Tourism Marketing Grant 13/14					
	31.006		5,000	5,000	5,000
Small Business Partner Grant 13/14					
	31.006		5,000	5,000	5,000
			<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
<b>Total state financial assistance</b>					
			<u>514,408</u>	<u>291,553</u>	<u>291,553</u>
<b>Total federal and state financial assistance</b>					
			<u>\$ 1,183,163</u>	<u>\$ 447,570</u>	<u>\$ 447,570</u>

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

## **NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL**

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

**For the Fiscal Year Ended September 30, 2014**

#### **NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accounting policies and presentation of the Schedule of Expenditures of Federal Awards and State Financial Assistance of North Central Florida Regional Planning Council (Council) have been designed to conform to generally accepted accounting principles as applicable to governmental units, including the reporting and compliance requirements of the Audits of States, Local Governments, and Non-Profit Organizations and Office of Management and Budget Circular A-133.

##### **C. Reporting Entity**

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

##### **D. Basis of Accounting**

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

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

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

To North Central Florida Regional Planning Council  
Gainesville, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the North Central Florida Regional Planning Council, as of and for the year ended September 30, 2014, and the related notes to the financial statements, which collectively comprise North Central Florida Regional Planning Council's basic financial statements, and have issued our report thereon dated April 17, 2015.

**Internal Control Over Financial Reporting**

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

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

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

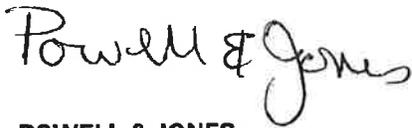
**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the North Central Florida Regional Planning Council's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial

statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

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



**POWELL & JONES**  
Certified Public Accountants  
April 17, 2015

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

To North Central Florida  
Regional Planning Council  
Gainesville, Florida

We have audited the basic financial statements of the North Central Florida Regional Planning Council (the Council) as of and for the year ended September 30, 2014, and have issued our report thereon dated April 17, 2015.

We have issued our Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards dated April 17, 2015. Disclosures in that report should be considered in conjunction with this management letter.

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

**PRIOR YEAR FINDINGS** - There were no reportable findings in the prior year.

**CURRENT YEAR FINDINGS** - There were no reportable findings in the current year.

**FINANCIAL COMPLIANCE MATTERS**

Annual Local Government Financial Report - The Financial Report filed with the Department of Financial Services pursuant to Section 218.32(1)(a), *Florida Statutes*, is in agreement with the accompanying financial statements of the Council, for the fiscal year ended September 30, 2014.

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

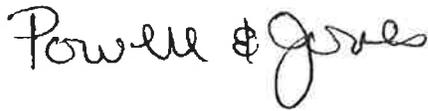
Financial Condition Assessment Procedures - As required by the *Rules of the Auditor General*, Sections 10.554(1)(l)7.c and 10.556(7), we applied financial condition assessment procedures to the Council's financial statements. It is management's responsibility to monitor the entity's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information they provided.

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

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

**CONCLUSION**

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

A handwritten signature in cursive script that reads "Powell & Jones". The signature is written in black ink and is positioned above the printed name of the firm.

**POWELL & JONES**  
April 17, 2015

## INDEPENDENT ACCOUNTANT'S REPORT

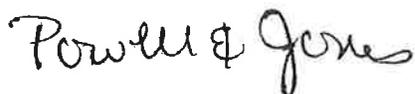
To North Central Florida  
Regional Planning Council  
Gainesville, Florida

We have examined North Central Florida Regional Planning Council's (the Council's) compliance with Section 218.415, *Florida Statutes*, regarding the investment of public funds during the year ended September 30, 2014. Management is responsible for the Council's compliance with those requirements. Our responsibility is to express an opinion on the Council's compliance based on our examination.

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

In our opinion, the North Central Florida Regional Planning Council complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2014.

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



**POWELL & JONES**  
Certified Public Accountants  
April 17, 2015

## COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE

To North Central Florida  
Regional Planning Council  
Gainesville, Florida

We have audited the financial statements of North Central Florida Regional Planning Council for the year ended September 30, 2014. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

### Significant Audit Findings

#### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by North Central Florida Regional Planning Council are described Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2014. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

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

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

#### *Difficulties Encountered in Performing the Audit*

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

#### *Corrected and Uncorrected Misstatements*

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

#### *Disagreements with Management*

For purposes of this letter, professional standards define a disagreement with management as a financial

accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

*Management Representations*

We have requested certain representations from management that are included in the management representation letter dated April 17, 2015.

*Management Consultations with Other Independent Accountants*

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

*Other Audit Findings or Issues*

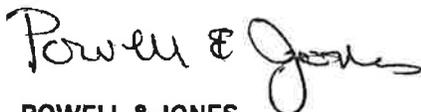
We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses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

Other Information in Documents Containing Audited Financial Statements

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

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

Very truly yours,



**POWELL & JONES**

Certified Public Accountants

April 17, 2015



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2008 NW 87th Place, Gainesville, FL 32653 -1603 • 352.955.2200

May 21, 2015

TO: Council Members

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

SUBJECT: Fiscal Year 2015-16 Budget

RECOMMENDATION:

**Approve the Fiscal Year 2015-16 budget as recommended by the Finance Committee.**

BACKGROUND:

A meeting of the Finance Committee was held on May 13, 2015 at 12:30 p.m. The purpose of the meeting was to consider a recommendation to the Council for the Fiscal Year 2015-16 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 \$1,876,300 which is \$187,700 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 34th year, and will produce approximately \$219,000.

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 12 full-time staff positions, plus funds for part-time positions, which is two full-time staff positions less than budgeted for the current year. The budget includes a recurring increase across the board for all employees, including the Executive Director, equal to two percent of the salary for each employee and one percent of the salary budget for merit increases for all employees, except the Executive Director.

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

o:\council.mtg\cnc\mtgmemos\15-16 budgetmem.docx



NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

PROPOSED BUDGET

FISCAL YEAR OCTOBER 1, 2015 - SEPTEMBER 30, 2016

Expenses by Line Item  
May 21, 2015

AUDIT

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

**Indirect: \$15,000**

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: \$55,000**

CONTRACTUAL SERVICES

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

**Indirect: \$3,000**

**Direct: \$45,000**

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: \$35,000**

**Direct: \$15,000**

FURNITURE AND EQUIPMENT

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

**Direct: \$15,000**

INSURANCE AND BONDING

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

**Indirect: \$18,000**

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: \$10,000**

**Direct: \$4,000**

MACHINE RENTAL/MAINTENANCE

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

**Indirect: \$5,000**

MEETING EXPENSES

This item includes expenses for Council and committee meetings.

**Indirect: \$18,000**

**Direct: \$1,000**

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: \$22,000**

**Direct: \$1,000**

PERSONNEL

Total Payroll	\$890,900
Fringe Benefits	\$374,200
Total Personnel Costs	\$1,265,100

This item includes payroll costs. Total payroll includes a proposal for a recurring increase across the board for all employees, including the Executive Director, equal to 2.0 percent of the salary for each employee and 1.0 percent of the salary budget for merit increases for all employees, except the Executive Director. Fringe Benefits include employer social security, health insurance and retirement plan contributions.

(Note: The total proposed full-time staff level is 12 positions, plus part-time labor.)

**Indirect: \$584,500** **Direct: \$680,600**

POSTAGE

This item includes costs for administrative mail and program mail.

**Indirect: \$3,000** **Direct: \$5,000**

PRINTING

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

**Indirect: \$2,000**

RECRUITING

This item includes advertising job positions and interview expenses.

**Indirect: \$2,000**

REPRODUCTION

This item includes cost of photocopiers and related supplies.

**Indirect: \$11,000**

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 \$0.575 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: \$45,000**

**Direct: \$35,000**

## 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: \$224,000**

## CONTINGENCY

This item includes funds for unanticipated expenditures.

**Direct: \$14,200**

## INDIRECT COSTS

Indirect costs are defined by the Code of Federal Regulations 200.414: Cost Principles for as 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 2015-16 Fiscal Year is estimated to be approximately 123 percent.

TABLE I  
 NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL  
 BUDGET - Proposed May 28, 2015  
 FISCAL YEAR OCTOBER 1, 2015 - SEPTEMBER 30, 2016

EXPENSES	INDIRECT EXPENSES	DIRECT EXPENSES	REVENUE	
Audit	\$15,000		Program Development	\$30,300
Building Occupancy & Grounds	\$55,000			
Contractual Services	\$3,000	\$45,000	Regional Planning	
Dues, Pubs., Subs. & Training	\$35,000	\$15,000	Regional Planning & Review	\$90,000
Furniture & Equipment		\$15,000		
Insurance & Bonding	\$18,000		Public Safety & Regulatory Compliance	
Legal Services & Public Notices	\$10,000	\$4,000	Hazardous Waste Monitoring	\$58,900
Machine Rental & Maintenance	\$5,000		Local Emergency Planning Committee	\$118,200
Meeting Expenses	\$18,000	\$1,000	Hazards Analyses	\$12,200
Moving Expenses	\$2,000		Local Mitigation Strategies	\$17,400
Office Supplies	\$22,000	\$1,000		
Personnel	\$584,500	\$680,600	Transportation	
Postage	\$3,000	\$5,000	Gainesville Urbanized Area Transportation Planning	\$405,200
Printing	\$2,000		Gainesville Urbanized Area Mass Transit	\$204,500
Recruiting	\$2,000		Transportation Disadvantaged - Alachua County	\$24,200
Reproduction	\$11,000		Transportation Disadvantaged - Region	\$192,700
Telephone	\$6,000			
Travel	\$45,000	\$35,000	Economic Development	
Original Florida Tourism Task Force		\$224,000	Comp Econ Development Strategy & Technical Assistance	\$153,000
Contingency		\$14,200	Original Florida Tourism Task Force Staffing	\$72,000
			Original Florida Tourism Task Force	\$224,000
			Local Government Assistance	
			General Technical Services	\$8,000
			City & County Planning Services	\$215,700
			Community Development Block Grant Administration	\$50,000
Total Indirect Expenses	\$836,500			
Total Direct Expenses		\$1,039,800		
TOTAL EXPENSES (Direct & Indirect)		\$1,876,300	TOTAL REVENUE	\$1,876,300

TABLE II  
 NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL  
 REVENUE BY PROGRAM - Proposed May 28, 2015  
 FISCAL YEAR OCTOBER 1, 2015 - SEPTEMBER 30, 2016

REVENUE	FEDERAL FUNDS	STATE FUNDS	MEMBER DUES	MTPO* FUNDS	SERVICE CONTRACTS	TOURISM TASK FORCE FUNDS	OTHER INCOME	TOTAL	TOTAL BY PROGRAM	% TOTAL BY PROGRAM
PROGRAM DEVELOPMENT			\$29,300				\$1,000	\$30,300	\$30,300	2%
REGIONAL PLANNING										
Regional Planning & Review			\$90,000					\$90,000	\$90,000	5%
PUBLIC SAFETY & REGULATORY COM										
Hazardous Waste Monitoring					\$58,900			\$58,900		
Local Emergency Planning Committee	\$70,200	\$48,000						\$118,200		
Hazards Analyses		\$12,200						\$12,200		
Local Mitigation Strategies					\$17,400			\$17,400		
									\$206,700	11%
TRANSPORTATION										
Gainesville Urbanized Area Trans Planning				\$405,200				\$405,200		
Gainesville Urbanized Area Mass Transit				\$204,500				\$204,500		
Trans Disadvantaged - Alachua Co				\$24,200				\$24,200		
Trans Disadvantaged - Region		\$192,700						\$192,700		
									\$826,600	44%
ECONOMIC DEVELOPMENT										
Comp ED Strategy & Technical Assistance	\$63,000		\$90,000					\$153,000		
Original Florida Tourism Task Force Staffing		\$72,000						\$72,000		
Original Florida Tourism Task Force		\$178,000				\$46,000		\$224,000		
									\$449,000	24%
LOCAL GOVERNMENT ASSISTANCE										
General Technical Services			\$8,000					\$8,000		
City & County Planning Services					\$215,700			\$215,700		
Comm Dev Block Grant Administration					\$50,000			\$50,000		
									\$273,700	14%
TOTAL	\$133,200	\$502,900	\$217,300	\$633,900	\$342,000	\$46,000	\$1,000	\$1,876,300	\$1,876,300	100%

\* Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

TABLE III  
 NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL  
 EXPENSES BY PROGRAM - Proposed May 28, 2015  
 FISCAL YEAR OCTOBER 1, 2015 - SEPTEMBER 30, 2016

TOTAL	EXPENSES	REGIONAL	PUBLIC SAFETY & REGULATORY COMPLIANCE				ECONOMIC DEVELOPMENT			TRANSPORTATION			LOCAL GOVERNMENT ASSISTANCE			TOTAL	
		PROGRAM DEVELOP	STATE PLANNING & REVIEW	HAZARDOUS WASTE MONITORING	LOCAL EMERGENCY PLANNING COMMITTEE	HAZARDS ANALYSES	LOCAL MITIGATION STRATEGIES	COMP ED STRATEGY & TECHNICAL ASSIST	TOURISM TASK FORCE STAFFING	TOURISM TASK FORCE	TRANS DISADVANT	GAINESVILLE URBANIZED AREA PLANNING	GAINESVILLE URBANIZED AREA MASS TRANSIT	GENERAL TECHNICAL SERVICES	LOCAL PLANNING SERVICES		COMMUNITY DEVELOPMENT BLOCK GRANT ADMIN
\$45,000	Contractual Services				\$45,000												\$45,000
\$15,000	Dues, Pubs., Subs. & Training	\$13,000			\$2,000												\$15,000
\$15,000	Furniture & Equipment	\$15,000															\$15,000
\$4,000	Legal Services & Public Notices				\$1,500					\$2,500							\$4,000
\$1,000	Meeting Expenses	\$500			\$500												\$1,000
\$1,000	Office Supplies	\$1,000															\$1,000
\$680,600	Personnel		\$38,700	\$24,700	\$24,700	\$4,300	\$7,500	\$66,700	\$31,200		\$93,600	\$178,700	\$91,400	\$2,700	\$95,600	\$20,800	\$680,600
\$5,000	Postage		\$200	\$300	\$500			\$500			\$1,000	\$500		\$100	\$1,000	\$900	\$5,000
\$35,000	Travel		\$2,000	\$3,000	\$11,500	\$1,500		\$3,500			\$4,000	\$4,000		\$1,700	\$1,300	\$2,500	\$35,000
\$224,000	Original FL Tourism Task Force									\$224,000							\$224,000
\$14,200	Contingency	\$800	\$1,535	\$542	\$2,142	\$1,115	\$682	\$322	\$2,453		\$760	\$2,367	\$764	\$182	\$302	\$234	\$14,200
\$838,500	Indirect Costs*		\$47,565	\$30,358	\$30,358	\$5,285	\$9,218	\$81,978	\$38,347		\$115,040	\$219,633	\$112,336	\$3,318	\$117,498	\$25,566	\$838,500
\$1,876,300	TOTAL	\$30,300	\$90,000	\$58,900	\$118,200	\$12,200	\$17,400	\$153,000	\$72,000	\$224,000	\$216,900	\$405,200	\$204,500	\$8,000	\$215,700	\$50,000	\$1,876,300

\* See Table I for line item expenses of Indirect Costs. Total indirect expenses are distributed among programs at the rate of 122.91% of Direct Personnel costs.

TABLE IV  
 NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL  
 MEMBER LOCAL GOVERNMENT DUES - Proposed May 28, 2015  
 FISCAL YEAR OCTOBER 1, 2015 - SEPTEMBER 30, 2016

	POPULATION*		DUES @ .30** PER CAPITA
	JURISDICTION	TOTAL COUNTY	
Alachua County		249,414	
County Government	100,896	(\$27,309)	\$20,000
Alachua	9,479		\$2,844
Archer	1,137		\$750
Gainesville	124,796	(\$15,735)	\$21,704
Hawthorne	1,356		\$750
High Springs	5,533		\$1,660
Newberry	5,264		\$1,579
Waldo	953		\$750
 Bradford County		 24,487	
County Government	18,964		\$5,689
Starke	5,523		\$1,657
 Columbia County		 63,720	
County Government	52,124		\$15,637
Lake City	11,596		\$3,479
 Dixie County		 15,066	
County Government	15,066		\$4,520
 Gilchrist County		 16,007	
County Government	16,007		\$4,802
 Hamilton County		 12,064	
County Government	10,398		\$3,119
Jasper	1,666		\$750
 Lafayette County		 6,972	
County Government	6,972		\$2,092
 Levy County		 40,473	
County Government	40,473		\$12,142
 Madison County		 17,663	
County Government	14,558		\$4,367
Madison	3,105		\$932
 Marion County		 337,455	
County Government	337,455	(\$12,953)	\$88,284
 Suwannee County		 41,219	
County Government	34,369		\$10,311
Live Oak	6,850		\$2,055
 Taylor County		 19,760	
County Government	12,691		\$3,807
Perry	7,069		\$2,121
 Union County		 10,831	
County Government	10,831		\$3,249
 TOTAL	 855,131	 855,131	 \$219,050

\*Official State estimates used for Revenue Sharing purposes: April 1, 2014.

\*\*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.



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May 21, 2015

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 2015-16.**

BACKGROUND:

The Nominating Committee met on May 13, 2015, 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.

Council Members

May 21, 2015

Page 2

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

2015-16  
May 21, 2015

**EXECUTIVE COMMITTEE MEMBERS**

Daniel Riddick, Chair  
Rick Davis, Vice-Chair  
Lorene Thomas, Secretary/Treasurer  
Louie Davis, Member  
Carolyn Spooner, Immediate Past Chair

**OTHER BOARD MEMBERS**

**LOCAL GOVERNMENT APPOINTEES**

ALACHUA COUNTY

Charles Chestnut, IV

City of Alachua

Robert Wilford

GILCHRIST COUNTY

Kenrick Thomas

HAMILTON COUNTY

Jasper

LaBarfield Bryant

LAFAYETTE COUNTY

Donnie Hamlin

SUWANNEE COUNTY

Live Oak

Garth Nobles, Jr.

**GUBERNATORIAL APPOINTEES**

COLUMBIA COUNTY

James Montgomery

MADISON COUNTY

Mike Williams

SUWANNEE COUNTY

Sandra Haas

UNION COUNTY

Daniel Webb





## 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.

NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL  
MEMBERS

May 21, 2015

COUNTY REPRESENTATIVES

- |                               |                         |
|-------------------------------|-------------------------|
| 1. Beth Burnam                | Hamilton County         |
| 2. <b>Charles Chestnut IV</b> | <b>Alachua County</b>   |
| 3. Ken Cornell                | Alachua County          |
| 4. <b>Rick Davis</b>          | <b>Madison County</b>   |
| 5. Scarlet Frisina            | Columbia County         |
| 6. <b>Donnie Hamlin</b>       | <b>Lafayette County</b> |
| 7. Jason Holifield            | Dixie County            |
| 8. Robert Hutchinson          | Alachua County          |
| 9. Patricia Patterson         | Taylor County           |
| 10. Everett Phillips          | Columbia County         |
| 11. Lee Pinkoson              | Alachua County          |
| 12. <b>Daniel Riddick</b>     | <b>Bradford County</b>  |
| 13. Larry Sessions            | Suwannee County         |
| 14. James Tallman             | Union County            |
| 15. <b>Kenrick Thomas</b>     | <b>Gilchrist County</b> |

CITY REPRESENTATIVES

- |                              |                 |
|------------------------------|-----------------|
| 16. <b>LaBarfield Bryant</b> | <b>Jasper</b>   |
| 17. Ed Braddy                | Gainesville     |
| 18. Craig Carter             | Gainesville     |
| 19. Jim Catron               | Madison         |
| 20. <b>Louie Davis</b>       | <b>Waldo</b>    |
| 21. Jason Evans              | High Springs    |
| 22. Doug Jones               | Archer          |
| 23. Tim Marden               | Newberry        |
| 24. <b>Garth Nobles, Jr.</b> | <b>Live Oak</b> |
| 25. Lauren Poe               | Gainesville     |
| 26. DeLoris Roberts          | Hawthorne       |
| 27. <b>Carolyn Spooner</b>   | <b>Starke</b>   |
| 28. David Sullivan           | Perry           |
| 29. Helen Warren             | Gainesville     |
| 30. Randy Wells              | Gainesville     |
| 31. <b>Robert Wilford</b>    | <b>Alachua</b>  |
| 32. Stephen Witt             | Lake City       |

GUBERNATORIAL REPRESENTATIVES

- |                             |                        |
|-----------------------------|------------------------|
| 33. <b>Sandra Haas</b>      | <b>Suwannee County</b> |
| 34. William Hunter          | Hamilton County        |
| 35. <b>James Montgomery</b> | <b>Columbia County</b> |
| 36. <b>Lorene Thomas</b>    | <b>Dixie County</b>    |
| 37. Daniel Webb             | Union County           |
| 38. <b>Mike Williams</b>    | <b>Madison County</b>  |
| 39. Vacant                  | Alachua 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                  | Taylor County          |

NON-VOTING DELEGATE

Ginger Travers, High Springs

EX-OFFICIO REPRESENTATIVES

1. Vacant, Florida Department of Economic Opportunity
2. Vacant, Florida Department of Environmental Protection
3. Vacant, Florida Department of Transportation
4. Kraig McLane, St. Johns River Water Management District
5. Vacant, Suwannee River Water Management District

**Board Members are Bolded**





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May 21, 2015

TO: Council Members

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

SUBJECT: Florida Regional Councils Association Monthly Activity Report

The Florida Regional Councils Association is the statewide organization of the 11 regional planning councils. The Association strengthens Florida's regional planning councils, partners with government and the business community to enhance regional economic prosperity and improves the consistency and quality of regional planning councils programs to ensure they add value to state, regional and local initiatives.

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

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

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

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May 21, 2015

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Florida Chamber Foundation Scorecard™

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

The Scorecard reports metrics for each of the Six Pillars benchmarked to the other 49 states. The Six Pillars are 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. Please find attached the May 2015 Scorecard.

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

#### Attachment

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# THE FLORIDA SCORECARD

The Metrics that Help Florida Leaders Secure Florida's Future

HOME | ABOUT THE FOUNDATION | TRUSTEES | BLOG | Florida Chamber | Political Institute | Virtuous Scorecard



Current News | 2030 Metrics | County Data | Interactive Chart | My Metrics | Tourism Indicators

## Since 2010, Florida's Private Sector Businesses Created 651,300 Jobs for Florida Families

**DID YOU KNOW?** Florida job creators added 12,800 private-sector jobs over the month of September which helped lower Florida's seasonally adjusted unemployment rate to 6.1%, down two basis points to one of the lowest since the recession began. Nine of the ten major industries across Florida experienced positive over the year job growth through September, with only government employment showing a decline over the year. In September, 66 of Florida's 67 counties saw unemployment drop.



Employment - Monthly

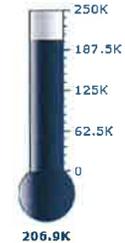
Since December of 2010, Florida has added 651,300 private-sector jobs and we have dropped five percentage points in unemployment, reducing Florida's unemployment rate from 11.1% to 6.1%. Our state has experienced 50 consecutive months of positive job growth and Florida's annual job growth rate has been better than the nation's rate since April of 2012.

Forecasts from the July meeting of the Florida Economic Estimating Conference suggest that, assuming no significant changes, Florida is forecasted to add approximately 200,000 over the year as it marches back to its peak employment by 2016.

As we project forward to 2030, population growth and demographic changes are going to play a big part in Florida's future workforce. Based on Florida Chamber Foundation estimates, we will need to create close to two million net new jobs across the state to maintain a six percent unemployment rate. "The kind of jobs we create will define the kind of Florida we live in," said Chamber Foundation Executive Vice President Tony Carvajal. "As the global landscape continues to evolve and Florida positions itself as the leading place for talent and economic opportunity, we will need to maintain a focus on the diversification of our economy in every community in order to achieve global competitiveness, high wage jobs, and vibrant and sustainable communities."

Is your community experiencing the benefits of the economic recovery of the last four years? What kind of activities would you like to see the state continue, or avoid, as we continue our growth? How is your community and industry preparing for the economy of tomorrow? Tell us your story

### Florida Net 12-Month Job Creation



Provide your email address to receive monthly Scorecard updates

SUBSCRIBE

## Ranking Florida

### Key Indicators



#### Home Foreclosures

As Florida continues to recover from the housing market collapse, trends in home foreclosures provide insight into Florida's progress through the extended recovery...



#### Consumer Confidence

The Florida Consumer Confidence Index measures residents' perceptions of personal finances now compared to a year ago and expectations of U.S...



#### Population

Florida has the 4th largest population in the U.S., estimated at just over 19 million in April 2012...



#### Unemployment Rate

Florida has a labor force of over 9 million, ready to meet the workforce needs of businesses...



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May 21, 2015

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Legislative Report

The 2015 regular Legislature session convened on March 3, 2015 and is scheduled to adjourn on May 1, 2015. The legislative interim Committee schedule was, as follows:

- Week of January 5, 2015
- Week of January 20, 2015
- Week of February 2, 2015
- Week of February 9, 2015
- Week of February 16, 2015

The following paragraphs provide a summary of bills of interest to date.

#### REGIONAL PLANNING COUNCIL FUNDING

The Governor did not recommend any funding for regional planning councils for Fiscal Year 2015-16. The House of Representatives adopted budget does not include any funding for regional planning councils for Fiscal Year 2015-16. The Senate adopted budget includes \$200,000 in funding for all 11 regional planning councils for Fiscal Year 2015-16. The Council's share of the \$200,000 in funding would be approximately \$15,000. The Legislature did not pass the Fiscal Year 2015-16 budget during the regular session. The budget will be addressed during the special session scheduled to start June 1, 2015 and end June 20, 2015.

#### REGIONAL PLANNING COUNCILS

**Senate Bill 484** by Senator Simpson relates to regional planning councils. Requires the state land planning agency to identify parties that may enter into mediation relating to the compatibilities of developments with military installations; requires electric utilities to notify the county, rather than the regional planning council, of its current plans to site electric substations; authorizes local governments to enter into agreements to create regional planning entities; revises the requirements for the statewide emergency shelter plan to include general location and square footage of special needs shelters by county rather than by regional planning council region. Referred to Community Affairs Committee; Appropriations Subcommittee on Transportation, Tourism and Economic Development; and Appropriations Committee. Passed Community Affairs Committee as an amended Committee Substitute; Appropriations Subcommittee on Transportation, Tourism and Economic Development as an amended Committee Substitute; and Appropriations Committee as an amended Committee Substitute. *(The provisions of the bill have been added to Senate Bill 1216.)* **SENATE BILL 1216 WAS PASSED BY THE LEGISLATIVE.**

This bill as amended removes regional planning councils from certain state statutes and transfers their duties and responsibilities to other entities.

**House Bill 873** by Representative Mayfield relates to regional planning councils. Repeals provisions creating regional planning councils and regional planning agencies; repeals provisions specifying duties of such councils and agencies; transfers duties formerly performed by such councils and agencies to state land planning agency or local governments, as appropriate and; authorizes local governments to create regional planning entities. Referred to Economic Development and Tourism Subcommittee; Transportation and Economic Development Appropriations Subcommittee; and Economic Affairs Committee. *(The provisions of this bill have been added to House Bill 933.)* **NOT PASSED BY LEGISLATIVE.**

### **DEVELOPMENTS OF REGIONAL IMPACT**

**Senate Bill 562** by Senator Simpson relates to developments of regional impact. Requires plan amendments proposing a development that qualifies as a development of regional impact to be subject to the state coordinated review process; provides that new proposed developments are subject to the state coordinated review process and not the development of regional impact review process. Referred to Community Affairs Committee; Transportation Committee; and Rules Committee. Passed by Community Affairs Committee; Transportation Committee and Rules Committee. *(The provisions of this bill have been added to Senate Bill 1216.)* **SENATE BILL 1216 WAS PASSED BY THE LEGISLATURE.**

**House Bill 579** by Representative Gaetz relates to developments of regional impact. Requires plan amendments for developments that are developments regional impact to follow the state coordinated review process; provides that certain proposed developments that are considered developments regional impact are subject to the state coordinated review process and not the developments regional impact review process. Referred to the Economic Development and Tourism Subcommittee; Transportation and Economic Development Appropriations Subcommittee; and Economic Affairs Committee. *(The provisions of this bill have been added to House Bill 933.)* **NOT PASSED BY THE LEGISLATURE.**

### **SECTOR PLANS**

**Senate Bill 832** by Senator Simpson relates to sector plans. Requires that comprehensive plan amendments that propose an amendment to an adopted sector plan follow the specified state-coordinated review process; establishes that this section is intended to promote development of a long-term vision for conservation, development and agriculture on a landscape scale; provides that an applicant may request a preapplication conference with the local government that has jurisdiction before filing an application for a detailed specific area plan, subject to certain requirements; requires the applicant for a detailed specific area plan to transmit copies of the application to specified reviewing agencies for review and comment. Referred to Community Affairs Committee; Environmental Preservation and Conservation Committee and Fiscal Policy Committee. Passed by Community Affairs Committee; and Environmental Preservation and Conservation Committee. *(The provisions of this bill have been added to Senate Bill 1216.)* **SENATE BILL 1216 PASSED BY LEGISLATURE.**

**House Bill 933** by Representative LaRosa relates to sector plans. Revises provisions regarding adopted sector plans; long-term master plans, and specific area plans; revises dates for recording conservation

easement for certain lands; authorizes certain water permit durations to be commensurate with certain development orders; provides permitting criteria in certain situations; clarifies public interest test; specifies rule of statutory construction. Referred to Economic Development and Tourism Subcommittee; Transportation and Economic Development Appropriations Subcommittee, State Affairs Committee; and Economic Affairs Committee. Passed by Economic Development and Tourism Subcommittee; Transportation and Economic Development Appropriations Subcommittee; State Affairs Committee; and Economic Affairs Committee. **NOT PASSED BY LEGISLATURE.**

### **FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY WEB PAGE**

**House Bill 75** by Representative Combee relates to the Florida Department of Economic Opportunity web page. Requires the Department to create a web page accessible through its internet website that provides certain information; provides purpose of web page; requires the Department to collect all local business information available to the Department; requires the Department to request relevant local government to provide any otherwise unavailable information; requires local governments to provide notice of changes in information collected by the Department; authorizes local government entities to provide summary that includes certain information for the Department's web page.

The new website is to be solely dedicated to the collection and publication of data and information that are relevant and of significance to the creation of new business within the state or the expansion of existing businesses within the state. The purpose for doing so is to (a) provide a comprehensive overview of conditions that exist within the various cities and counties of the state that are conducive or advantageous to the creation of new businesses or the expansion of existing businesses; (b) enable prospective employers both within and outside the state to effectively and accurately evaluate the business climate of cities and counties within the state; and (c) provide prospective business owners and operators and cities and counties within the state with immediate access to specific charges and costs related to the establishment, operation, and maintenance of a business in any city or county within the state. The Department is given until January 1, 2016 to collect the data then post it to its web page "as soon as practicable." The bill includes a lengthy list of the specific information that is to be collected. Referred to Economic Development and Tourism Subcommittee; Local Government Affairs Subcommittee; Transportation and Economic Development Appropriations Subcommittee; and Economic Affairs Committee. **NOT PASSED BY LEGISLATURE.**

**Senate Bill 232** by Senator Hays relates to the Florida Department of Economic Opportunity. Requires the Department to create a web page accessible through its internet website that provides certain information; provides the purpose of the web page. Referred to Commerce and Tourism Committee; Community Affairs Committee; Appropriations Subcommittee on Transportation, Tourism, and Economic Development Committee; and Fiscal Policy Committee. **NOT PASSED BY LEGISLATURE.**

### **FREIGHT LOGISTICS ZONES**

**House Bill 257** by Representative Ray relates to freight logistics zones. Defines freight logistics zone, authorizes county or two or more contiguous counties to designate geographic area or areas within its jurisdiction as freight logistics zone; requires adoption of strategic plan which must include certain information; provides that certain projects within freight logistics zones may be eligible for priority in state funding and certain incentive programs; provides evaluation criteria for freight logistics zones.

The bill defines a freight logistic zone as a grouping of activities and infrastructure associated with freight transportation and related services within a defined area around intermodal logistics center as defined in Section 311.101(2), Florida Statutes. It allows a county or two or more contiguous counties to designate a geographic area or areas within its jurisdiction as a freight logistics zone. The designation must include a strategic plan adopted by the county(ies) that includes a map depicting the geographic area of the jurisdiction and identification of existing or planned freight facilities or logistics clusters; existing transportation infrastructure; existing workforce availability; existing planned local, state, or federal workforce training capabilities; any local, state, or federal plans concerning the movement of freight; and financial or other local government incentives to encourage new development, expansion of existing development, or redevelopment with the proposed zone. The plan must include documentation that it is consistent with applicable local government comprehensive plans and adopted metropolitan planning organizations long-range transportation plans. Projects within these zones that are consistent with the state's Freight Mobility and Trade Plan may be eligible for priority state funding and incentives. Criteria for determining that eligibility are included in the bill. Referred to the Transportation and Ports Subcommittee; and Transportation and Economic Development Appropriations Subcommittee. Passed by Transportation and Ports Subcommittee; and Transportation and Economic Development Appropriations Subcommittee. **PASSED BY THE LEGISLATURE.**

**Senate Bill 956** by Senator Simpson relates to freight and logistics. Authorizes a county or two or more contiguous counties to designate a geographic area or areas within its jurisdiction as a freight logistics zone; requires the adoption of a strategic plan which must include certain information; provides that certain projects within freight logistics zones may be eligible for priority in state funding and certain incentive programs; and provides evaluation criteria for freight logistics zones. Passed by Community Affairs Committee; and Appropriations Subcommittee on Transportation, Tourism and Economic Development. **NOT PASSED BY LEGISLATURE.**

#### **PRIVATE PROPERTY RIGHTS**

**House Bill 551** by Representative Perry relates to private property rights. Requires local governments to address protection of private property rights in their comprehensive plans; requires comprehensive plan to include property rights element that addresses certain objectives; requires counties and municipalities to adopt land development regulations consistent with property rights element. Referred to Economic Development and Tourism Subcommittee; Local Government Affairs Subcommittee; and Economic Affairs Committee. **NOT PASSED BY LEGISLATURE.**

**Senate Bill 1424** by Senator Evers relating to property rights. Requires local governments to address the protection of private property rights in their comprehensive plans; requires comprehensive plans to include a property rights element that addresses certain objectives; and requires counties and municipalities to development regulations consistent with this element within a specified timeframe. Referred to Community Affairs Committee; Judiciary Committee; and Fiscal Policy Committee. **NOT PASSED BY LEGISLATURE.**

#### **WATER AND LAND CONSERVATION AMENDMENT**

**Senate Bill 586** by Senator Dean relates to water and land conservation constitutional amendment. Provides that specified distributions to the Land Acquisition Trust Fund are not subject to the service charge under Section 215.20 Florida Statutes repeals provisions relating to beach erosion control project

staffing, funding for the state beach management plan, and the Florida Preservation 2000 Trust Fund; requires specified public recreation projects to have been selected through the Florida Department of Environmental Protection's competitive selection process prior to the release of funds. Referred to Environmental Preservation and Conservation Committee; Appropriations Subcommittee on General Government; and Appropriations Committee. Passed by Appropriations Subcommittee on General Government as an amended Committee Substitute; Appropriations; Environmental Preservation and Conservation Committee. **NOT PASSED BY LEGISLATURE.**

**House Bill 1291** by Representative Boyd relates to the water and land conservation constitutional amendment. Terminates obsolete trust funds and provides for disposition of balances; revises distributions of documentary stamp tax revenues into certain trust funds; revises distributions of revenues upon sale of certain lands; reenacts the Land Acquisition Trust Fund; deletes obsolete provisions relating to use of bond and trust funds proceeds; and conforms provisions. Passed by Agricultural and Natural Resources Appropriations Subcommittee; and Appropriations Committee. **NOT PASSED BY LEGISLATURE**

#### **AGRITOURISM**

**Senate Bill 594** by Senator Stargel relates to agritourism. Prohibits a local government from enforcing an ordinance, regulation, rule or policy that prohibits restricts, regulates, or otherwise limits an agritourism activity on land classified as agricultural land. Referred to Agriculture Committee; Community Affairs Committee; and Rules Committee. Passed by the Agriculture Committee, Community Affairs Committee; and Rules Committee. **NOT PASSED BY LEGISLATURE.**

**House Bill 569** by Representative Combee relates to agritourism. Prohibits local governments from enforcing local ordinances, regulations, rules, or policies that prohibit, restrict, regulate, or otherwise limit agritourism activities on land classified as agricultural land. Passed by Local Government Affairs Subcommittee as an amended Committee Substitute. **NOT PASSED BY LEGISLATURE.**

#### **WATER CONSERVATION**

**House Bill 605** by Representative Porter relates to water conservation. Authorizes local governments to adopt certain residential and nonresidential landscape irrigation conservation measures; authorizes water management district governing boards and the Florida Department of Environmental Protection to issue water shortage notice in public information release and post such notice on the district's or the Department's website; directs water management district governing boards in affected and adjacent counties to issue certain orders and provide certain notice when emergency conditions exist due to water shortage. Referred to Agriculture and Natural Resources Subcommittee; Agriculture and Natural Resources Appropriations Subcommittee; and State Affairs Committee. **NOT PASSED BY LEGISLATURE.**

There is no companion Senate bill.

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





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 Suwannee • Taylor • Union Counties

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

May 21, 2015

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 Stakeholder Advisory Committee, which was formed in May 2012, serves as an advisory body to offer viewpoints from stakeholder groups to the St. Johns River and Suwannee River water management districts and the Florida Department of Environmental Protection to help address the region's water supply issues. 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 closely coordinate with the constituencies they represent, as well as being responsive to the interested public. Committee meetings are open to the public so stakeholders beyond the Committee membership can attend and participate.

The Committee met on April 27, 2015. The Committee reviewed and approved a water resources assessment and analysis for use in the development of the 2035 Regional Water Supply Plan. The Committee also received updates on the status of the regional groundwater model as well as the development of projection methodologies for agricultural water consumption.

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

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2008 NW 87th Place, Gainesville, FL 32653 - 1603 • 352.955.2200

May 21, 2015

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: 2014 Annual Report

Each year, the Council publishes an annual report to review programs and services of the Council in fulfilling its mission to improve the quality of life of the regions citizens by coordinating growth management, protecting regional resources, promoting economic development and providing technical services to local governments.

The annual report highlights accomplishments in the areas of regional activities, public safety and regulatory compliance, economic development, local government assistance and transportation. The annual report also provides a summary of the financial status of the Council and looks at the year ahead. Please find attached a copy of the 2014 Annual Report.

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

Attachment

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# 2014 Annual Report



North Central Florida  
Regional Planning Council



1	Letter To Our Citizens
2	The Region
3	The Council
4	Regional
6	Public Safety and Regulatory Compliance
8	Economic Development
10	Local Government Assistance
12	Transportation
14	Communications
15	Upcoming Activities
16	Financial Report

# Letter To Our Citizens

**D**uring this past year, the Council continued to be a very successful public agency that provides valuable services in fulfilling our mission 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. The following pages summarize these accomplishments.

The Council, in partnership with economic development organizations and local governments, promotes regional strategies, partnerships and solutions to strengthen the economic competitiveness and quality of life of the 11 counties and 33 incorporated municipalities in the north central Florida region. The Council, whose members are local elected officials and gubernatorial appointees, administers a variety of state and federal programs for north central Florida including Alachua, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Madison, Suwannee, Taylor and Union Counties.

**"The Council promotes regional strategies, partnerships and solutions."**

Programs include development of the Comprehensive Economic Development Strategy, the Strategic Regional Policy Plan, technical assistance to local governments in development of comprehensive plans, land development regulations and grant management, and administration of developments of regional impact, local mitigation strategies, hazardous materials, homeland security and economic development programs. In addition, the Council staffs the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, the North Central Florida Local Emergency Planning Committee, the North Central Florida Regional Hazardous Materials Response Team and *The Original Florida Tourism Task Force*.

Our successes in these activities have been realized through the dedicated work of the Council staff under the guidance provided by our members and by the leaders of our affiliated agencies, including the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, *The Original Florida Tourism Task Force*, the

North Central Florida Local Emergency Planning Committee and the North Central Florida Regional Hazardous Materials Team. All of these groups remain committed to achieving excellence as they continue to pursue ways to improve our region.

Of particular note are the extremely important and beneficial services the Council continued to provide to rural local governments in the areas of comprehensive planning, community development, grant procurement and grant administration. By combining their limited financial resources, small rural jurisdictions have been able to have access to these services of the Council that they would have been unable to afford on an individual basis. Working together as partners, the Council, counties and cities have been able to improve the quality of life in rural north central Florida.

We hope that you find the discussion of our programs in this report to be informative. Also provided is a summary of our financial status and a brief look at the year ahead.

The Council members and staff are most appreciative of the support received from our member local governments and the citizens of the region. We look forward to working together with you in the future for the betterment of north central Florida.

Sincerely,



Carolyn B. Spooner  
Chair



# The Region

**T**he north central Florida region includes 11 counties and 33 incorporated municipalities in the north central portion of Florida. Containing nearly 7,000 square miles of area, the region is characterized by its abundant natural resources, which include the world-famous Suwannee River, the marshes of the Gulf Coast, cypress swamps, upland forests and a large number of clear turquoise springs.

According to the University of Florida, Bureau of Economic and Business Research, the population of the region in the year 2014 was 504,185, an increase of 34,380 persons over the 2004 population of 469,805 representing a seven percent increase over the past ten years.



North Central Florida Region

## 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."**

The economic base of the north central Florida region relies heavily on the government and services sectors, with the University of Florida in Gainesville accounting for a major portion of the government employment. The City of Gainesville is the regional retail center and, together with Alachua County, accounts for 49.7 percent of the total population of the north central Florida region.



North Central Florida Counties and Municipalities



# The Council

The Council is an association of 24 general purpose local governments. Membership includes all 11 counties and 13 of the municipalities in the region. One-third of the representatives are appointed by the Governor, with the remainder appointed by member local governments. Two-thirds of the representatives must be local elected officials.

The Council meets monthly. At its May meeting, the Council adopts the annual work program and budget. Also at this meeting, the Council elects the officers for the organization: Chair, Vice-Chair and Secretary/Treasurer from among its ranks.

Council members serve on several standing and ad hoc committees appointed by the Chair. The purpose of these various committees is to advise the Council on administrative and programmatic matters, including planning and development activities which come before the Council for review and comment. The Council serves as a forum for the coordination

and review of federal/state/local government, and private sector planning and development programs and activities affecting the north central Florida region.

**"The Council serves as a forum for coordination and review."**

In addition to the regional planning and review activities, the Council provides a variety of services to benefit its local governments. These services include: community planning assistance, grant application and administration services, transportation planning assistance, hazardous waste monitoring, emergency response planning assistance and economic development activities.

## ALACHUA COUNTY

- Ken Cornell
- Charles Chestnut IV
- Robert Hutchinson
- Lee Pinkoson
- \* Vacant

## Alachua

Robert Wilford

## Archer

Doug Jones

## Gainesville

Ed Braddy  
Craig Carter  
Lauren Poe  
Helen Warren  
Randy Wells

## Hawthorne

DeLoris Roberts

## High Springs

Jason Evans

## Newberry

Timothy Marden

## Waldo

Louie Davis

## BRADFORD COUNTY

- Daniel Riddick
- \* Vacant

## Starke

Carolyn Spooner

## COLUMBIA COUNTY

- Scarlet Frisina
- \* James Montgomery
- Everett Phillips

## Lake City

Stephen Witt

## DIXIE COUNTY

- Jason Holifield
- \* Lorene Thomas

## GILCHRIST COUNTY

- Kenrick Thomas
- \* Vacant

## HAMILTON COUNTY

- Beth Burnam
- \* William Hunter

## Jasper

LaBarfield Bryant

## LAFAYETTE COUNTY

- Donnie Hamlin
- \* Vacant

## MADISON COUNTY

- Rick Davis
- \* Mike Williams

## City of Madison

Jim Catron

## SUWANNEE COUNTY

- \* Sandra Haas
- Larry Sessions

## Live Oak

Garth Nobles, Jr.

## TAYLOR COUNTY

- Patricia Patterson
- \* Vacant

## Perry

David Sullivan

## UNION COUNTY

- James Tallman
- \* Daniel Webb

## EX-OFFICIO MEMBERS

Kraig McLane, St. Johns River Water Management District  
Vacant, Florida Department of Environmental Protection  
Vacant, Enterprise Florida, Inc.  
Vacant, Florida Department of Transportation  
Vacant, Suwannee River Water Management District

\* Gubernatorial Appointee

Carolyn Spooner, Chair  
Daniel Riddick, Vice-Chair  
Rick Davis, Secretary-Treasurer



# Regional

**D**ealing with issues of growth provides opportunities for regional cooperation and planning. Being an association of local governments with strong ties to state and federal agencies, the Council is uniquely positioned to coordinate the development and implementation of strategies designed to address the problems and opportunities created by growth.

## Regional Planning

### Transportation Planning Best Practices and Local Government Comprehensive Plans

The North Central Florida Strategic Regional Policy Plan encourages the implementation of transportation planning best practices as an alternative to traditional transportation concurrency. Transportation planning best practices can include enhancing road network connectivity, providing parallel local routes to the Regional Road Network, incorporating access management strategies and developing multimodal transportation systems. By relying on transportation planning best practices, urban development can still be directed to incorporated municipalities, urban service areas and urban development areas while minimizing transportation infrastructure costs and declines in level of service.

In 2014, the Council reviewed several local government comprehensive plan amendments which incorporated transportation planning best practices as policies in the Transportation Element of their local government comprehensive plans.

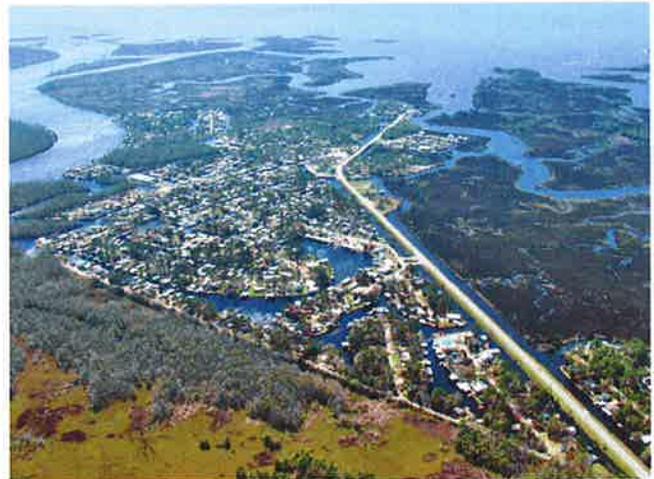
**“The Council is uniquely positioned to coordinate the development and implementation of strategies designed to address the problems and opportunities created by growth.”**

## Review Activities

One of the ways the Council implements the regional plan is through its review responsibilities. The Governor has desig-

nated the Council as the area-wide clearinghouse for all federally-funded projects that affect the region, and other review activities undertaken as a result of state legislation. In 2013, the Council reviewed 75 projects submitted by private development interests, private not-for-profit corporations, units of local government, as well as state and federal agencies. Reviews included the following types.

- Applications for federal assistance totaling \$26,385,540
- Local comprehensive plans and plan amendments
- 10-year site plans of major electric utilities



The Council reviewed the Gulf of Mexico Outer Continental Shelf Oil and Gas Lease Sales Draft Supplemental Environmental Impact Statement during 2014.

- Water quality basin action plans
- Environmental impact statements
- Mine reclamation plans

The Council reviewed these projects to:

1. Avoid or mitigate potential adverse impacts to regionally significant resources, regionally significant facilities or neighboring communities or counties;
2. Ensure coordination with local government plans; and
3. Avoid duplication or conflict with other local or area plans and programs.



# Regional

Of the 75 review items in 2014, the Council reviewed 28 amendments to local government comprehensive plans. The Council forwarded its findings on local government comprehensive plans to local governments under the expedited

**“The Council provided comments on applications for federal assistance, ensuring that federal grants were consistent with local plans and programs throughout the region.”**

review process and to the Florida Department of Economic Opportunity for their consideration in determining the consistency of local government comprehensive plans with the State Comprehensive Plan and the North Central Florida Strategic Regional Policy Plan under the coordinated review process.

The Council also reviewed 17 U.S. Department of Housing and Urban Development Community Development Block Grant applications, 22 U.S. Federal Transit Administration grant applications for either capital assistance or operating assistance, two U.S. Department of Agriculture grant/loan applications and six other review items. The Council provides comments on applications for federal assistance to the Florida State Clearinghouse, which is housed in the Florida Department of Environmental Protection. The Florida State Clearinghouse administers the intergovernmental coordination and review process of certain state and federal activities within the State of Florida which involve federal financial assistance and/or direct federal activity.



The Steinhatchee River is recognized as a Natural Resource of Regional Significance in the North Central Florida Strategic Regional Policy Plan.

# Public Safety and Regulatory Compliance

**D**uring 2014, the Council continued working on ongoing public safety and regulatory compliance activities and also started several new projects.

## Local Emergency Planning Committee

The North Central Florida Local Emergency Planning Committee continued its mission of increasing chemical safety in our communities. The Council has provided staff support to the Committee since 1989.

The Committee's tools included planning, training, reviewing, exercising, offering How-to-Comply assistance to business and industry and educating the public. An updated emergency response plan for the north central Florida region was completed in 2014.

After the ammonium nitrate explosion in West Texas which killed 15 people, the President issued Executive Order 13650 on Improving Chemical Facility Safety and Security. The Local Emergency Planning Committee has submitted a variety of suggestions based upon successful practices used here in north central Florida.

A primary recommendation was that the Florida model of regional Local Emergency Planning Committees staffed by regional planning councils and supported by a state fee system has greatly facilitated the creation of a successful statewide hazardous materials emergency preparedness program.

**"The Council provided staff support to the Local Emergency Planning Committee for How-to-Comply seminars for facilities which use or store chemicals."**

## Emergency Management

The Council participated in a variety of different types of disaster exercises. Council staff assisted the Apalachee Regional Planning Council with Operation Deep Freeze. This full scale exercise scenario involved terrorists causing an explosion at a laboratory at Florida State University and then hiding out in Suwannee County. The combined Columbia and Suwannee County Sheriffs Special Weapons and Tactic team working with the Big Bend Regional Bomb Squad was used to neutralize the threat. In addition, hazardous materials table top exercises were facilitated in Columbia and St. Johns Coun-

ties. Staff assisted Taylor County by preparing an After Action Report on an active shooter at a school exercise conducted in Perry.



As part of a terrorism training exercise, Columbia and Suwannee County Sheriff's Offices working with the Big Bend Regional Bomb Squad captured a terrorist that caused an explosion in a laboratory at Florida State University in Tallahassee.

## First Responder Training

During 2014, the Council coordinated hazardous materials emergency response training classes. Council staff conducted 27 classes for the Local Emergency Planning Committee. A total of 333 emergency responders completed 5,273 hours of training.

The Council conducted 4-hour Awareness, 24-hour Operations and 160-hour Technician Level classes. Refresher training was also conducted to help emergency responders keep their skills up to date.



Gainesville Fire Rescue Hazardous Materials Response Team participated in training classes with other members of the Regional Hazardous Materials Response Team.

# Public Safety and Regulatory Compliance

## Hazardous Waste

All counties in Florida are required by law to conduct annual site visits to verify the hazardous waste management practices of 20 percent of the businesses and government agencies in a county.

**“The Council provided assistance to counties in conducting annual site visits to hazardous waste generators.”**

The Council continued to provide compliance assistance during the required verification visits. A goal is helping facilities properly manage waste disposal in a cost efficient manner.

As an example, Council staff can give a facility a stencil to paint “used oil” on a tank rather than reporting the facility was out of compliance because a used oil tank was not properly labeled.

## Hazardous Materials Regional Response Team

The Council continued to provide staff support to the North Central Florida Regional Hazardous Materials Response Team. Members include Alachua, Bradford, Columbia, Dixie,



Decontamination training was conducted during a class held in Dixie County. The North Central Florida Regional Hazardous Materials Response Team training trailer contains training suits and other training equipment that was used to enhance hands-on training.

Gilchrist, Lafayette, Suwannee and Union Counties as well as the following cities: Gainesville, Lake City and Starke. An interlocal agreement provides the organizational structure for the Team.

## Hurricane Preparedness

During 2014, the Council initiated work on creating a directional storm surge atlas. The atlas will build on the existing surge atlas which depicts the worst case surge impacted



The path of a hurricane can greatly influence the storm surge height in Dixie and Taylor Counties. The Hurricane Directional Atlas project initiated in 2014 will provide greater detail in identifying areas vulnerable to storm surge.

areas for Category One through Category Five storms, regardless of path. The atlas will assist emergency management personnel identify vulnerable areas in greater detail. In 2014, Council staff hosted a meeting where coastal emergency managers selected three storm track scenarios for the directional atlas, approaching storms, paralleling storms and exiting storms.

## Hazards Analysis

Hazardous materials emergency response planning requires an understanding of the chemical hazards and potential threats to nearby communities. In 2014, Council staff was elected as Chair of the State Emergency Response Commission’s Hazards Analysis Working Group. The goal of this group is to improve the planning and review process to ensure that emergency management and first responders have the most accurate and useful information to be prepared in the case of a toxic chemical release.

# Economic Development

The economic development program of the Council strives to promote long-term economic prosperity in the region by conducting comprehensive economic development planning, assisting local governments and economic development organizations with implementation activities and by promoting tourism opportunities of the region as a means of economic development.

**"The Council's Comprehensive Economic Development Strategy uses the Florida Chamber Foundation's Six Pillars of Florida's Economic Future as the organizing framework."**

## Economic Development Planning

In 1978, the U.S. Department of Commerce Economic Development Administration designated the north central Florida region as an Economic Development District. Since then, the Council has served as the primary regional economic development planning organization for the north central Florida region. The Council continued to maintain a high level of involvement in 2014 by providing technical assistance to local governments and economic development organizations in order to promote the economic growth of the region.

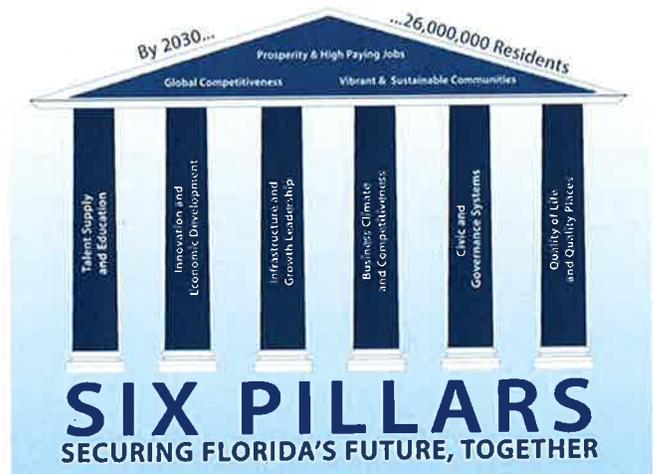
## Comprehensive Economic Development Strategy

Council staff continued to promote initiatives that support the five regional priorities identified in the five-year Comprehensive Economic Development Strategy of the Economic Development District, which was submitted to the U.S. Economic Development Administration in 2012. Those five priorities are: support the two Rural Economic Development Initiative Catalyst Sites in the North Central Florida Rural Area of Opportunity; promote regional tourism through *The Original Florida Tourism Task Force*; create strategies to increase the labor force in the Healthcare and Life Science industries; seek

opportunities to improve the Multimodal Infrastructure of the region; and expand and support regional business incubators and research parks.

The five-year Comprehensive Economic Development Strategy for the 2013 to 2017 period utilizes the Florida Chamber Foundation's Six Pillars of Florida's Economic Future principles as the underlying Strategy framework. The Goals and Objectives of the Strategy are also coordinated with the State of Florida Five-Year Economic Development Strategy, developed by the Florida Department of Economic Opportunity.

Council staff continued to support local economic development organizations throughout the region by providing technical assistance in the form of economic impact analysis for potential economic development projects. Utilizing Regional Economic Modeling, Inc. Policy Insite<sup>®</sup> software, Council staff provided estimated impacts to variables such as population, total employment, personal income and tax revenues, based on the industry, employment and incomes of the proposed project. These estimates are a valuable tool to local governments as they evaluate possible incentives to attract new and retain existing businesses in their communities.



The Council's five-year Comprehensive Economic Development Strategy for the period 2013 to 2017 utilizes the Florida Chamber Foundation's Six Pillars of Florida's Economic Future principles as the underlying Strategy framework.



# Economic Development

## Visit Natural North Florida (*The Original Florida Tourism Task Force*)

In many rural communities, tourism is often the primary source of economic development activity. Visit Natural North Florida (*The Original Florida Tourism Task Force*) markets the 10-county "Natural North Florida" region by promoting the development of nature-, culture- and heritage-based tourism. Visit Natural North Florida is comprised of representatives from each of the participating counties, appointed by their respective county commissions, to support and direct the regional tourism development effort. Since 1993, the Council has provided staffing services for the Task Force. Council staff assists the Task Force in upgrading and maintaining the VisitNaturalNorthFlorida.com website, organizes and conducts regional press familiarization trips, coordinates consumer travel show participation, creates proactive publicity campaigns, and produces collateral materials to meet the goals of the regional marketing plan.



Blue Springs in Gilchrist County is one of many tourist-oriented sites featured in the marketing efforts of *The Original Florida Tourism Task Force*.

Visit Natural North Florida participates in several consumer travel shows, where members and staff actively engage hundreds of potential visitors and provide collateral marketing materials to thousands more. Visit Natural North Florida regularly staffs show booths at The Villages Travel Expo, the Tampa Tribune Outdoors Expo and Boat Show, VISIT FLORIDA Welcome Center Festivals and other travel shows, all with the goal of attracting overnight visitors.

One of the most successful means by which Visit Natural North Florida promotes the region is through its websites, VisitNaturalNorthFlorida.com and fnnf.com (Fish Natural North Florida). Both websites offer visitors a wealth of information about the region that tourists can use to plan their trip itineraries. Information about attractions and accommodations can

be accessed by specific activity or location and the websites provide links to contact information and websites of businesses throughout the region. These extensive websites are maintained by Visit Natural North Florida and are a dynamic means of communication with current and future vacationers.

**"The Council provided staff services to *The Original Florida Tourism Task Force* to promote the region for nature-, culture- and heritage-based tourism."**

Visit Natural North Florida also promotes the region by placing advertisements in targeted publications that have proven to yield positive results such as VISIT FLORIDA Undiscovered Florida. In addition Visit Natural North Florida also advertises on select travel websites, such as the VISIT FLORIDA Outdoor Expert section.

Visit Natural North Florida maintains several different forms of printed media, including fold-out map brochures and rack cards that are distributed at the VISIT FLORIDA Welcome Centers, state-wide AAA offices and at hundreds of private business locations along the major highways in Florida and I-75 in Georgia.



The Town of Greenville located in Madison County, the boyhood home of Grammy-award, winning singer Ray Charles, is one of the many historic sites in the Natural North Florida highlighted by *The Original Florida Tourism Task Force*.

# Local Government Assistance

**D**uring 2014, the Council offered technical assistance to local governments which do not have available staff or expertise for certain activities. These activities ranged from comprehensive planning to community development.

## Comprehensive Planning

In response to the requirements of Florida growth management legislation, the Council continued to place a significant emphasis on comprehensive planning assistance for local governments. During 2014, the Council continued to assist counties and cities throughout the region in complying with the requirements of the Community Planning Act.

**"The Council assisted counties and cities throughout the region in complying with the requirements of the Community Planning Act."**

The Act requires counties and cities to prepare, adopt, update and implement a comprehensive plan to guide future growth and development in their communities. The comprehensive plan must address future land use, transportation, housing, public facilities, including potable water, sanitary sewer, solid waste and storm water drainage, conservation of natural resources, recreation and open space, intergovernmental coordination and capital improvements. In addition, the comprehensive plan may include optional elements such as public school facilities, economic development, and public buildings and facilities.

The comprehensive plan must be implemented through the adoption of land development regulations governing the subdivision of land, use of land, protection of potable well fields, regulations subject to flooding, protection of environmentally sensitive lands, signage, public facility concurrency and onsite traffic flow and parking. The Act also requires local governments to evaluate their comprehensive plan every seven years to determine whether it complies with all statutory and administrative rule requirements. Such evaluations may result in recommended amendments to the comprehensive plan.

The Council provided ongoing comprehensive planning assistance to local governments to assist with interpretations of comprehensive plans and land development regulations, preparation of comprehensive plan and land development regulation amendments, codification of comprehensive plans and land development regulations, and concurrency assessments of plats and site and development plans.

In particular, the Council assisted seven counties and eight municipalities process 68 development-related applications. This assistance included the review and adoption of 18 comprehensive plan map and text amendments. The Council also assisted these local governments with 26 land development regulation map and text amendments, 20 land development regulation special exceptions and special permits, four-concurrency assessments for plats, variances, nonconforming use changes and site and development plans.

The Council assisted counties and municipalities in preparing concurrency assessments to evaluate the impacts of development on the level of service for roads, water, sanitary sewer, solid waste, storm water drainage and recreation facilities.

The Council assisted five municipalities prepare Evaluation and Appraisal Reviews of their local government comprehensive plans pursuant to the Community Planning Act. These reviews evaluated the success of the plans and included recommendations for amendments to update the comprehensive plans.



The Council provided assistance to Dixie County and other local governments throughout the north central Florida region with comprehensive planning and land development regulation.

## Community Development Block Grants

Since 1976, the Council has assisted local governments with applications and administration for the Florida Small Cities Community Development Block Grant program. The Florida Small Cities Community Development Block Grant program is a federal program, which is part of the Federal Housing and Community Development Act of 1974, and is administered by the State of Florida. Eligible local governments apply to the State for funding through a competitive process.



# Local Government Assistance

The purpose of the Community Development Block Grant program is to help reduce and reverse community decline and restore community vitality. This is done by addressing the housing stock, improving infrastructure and assisting private businesses with infrastructure needs so they can be job creators.

**“The Council assisted counties and cities identify community development needs, file grant applications and administer projects.”**

Though the program ultimately benefits the local governments by providing grants for infrastructure, the beneficiaries of this program are primarily residents whose incomes are within the low- to moderate-income range for their community. The Florida Small Cities Community Development Block Grant Program has several different categories which assist local governments with improving infrastructure in neighborhoods and creating jobs for low- to moderate-income residents.

The categories are Housing, Neighborhood Revitalization, Commercial Revitalization and Economic Development. Housing is a direct benefit program, in which funds are used to



Council staff provided Community Development Block Grant housing rehabilitation administrative assistance to the City of Madison during 2014.



Community Development Block Grant funds were used by Suwannee County to construct a water well and storage tank for the Klausner One project at a North Central Florida Rural Area of Opportunity Catalyst Site.

rehabilitate or replace homes of low- to moderate-income families. This helps the individual family, but also helps the community by improving the local housing stock. Neighborhood Revitalization, both a direct benefit program and community-wide benefit, in which funds are used to rehabilitate or provide new infrastructure to primarily low- to moderate-income neighborhoods, such as paving roads, replacing or providing new water or sanitary sewer lines and providing connections to the lines.

Commercial Revitalization is used to improve the public right-of-way through improving sidewalks, lighting and building facades of downtown areas or commercial revitalization areas, making areas more attractive and safer, thereby making it more likely that private businesses will locate in the revitalized area and hire local residents. Economic Development funds are used to provide necessary infrastructure for a private business to locate or remain open within the boundaries of a local government. Private businesses that directly benefit from economic development funds agree to hire a certain number of low- to moderate-income residents.

Council staff continued to provide administrative assistance for two projects in Columbia County, one project in Bradford County, one project in Suwannee County and one project in the City of Madison. Administrative assistance was also initiated for a new project in Mayo. Council staff also assisted communities with preliminary work for potential economic development projects as well.

# Transportation

**T**hrough an interlocal agreement entered into by the Florida Department of Transportation, Alachua County and the City of Gainesville, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area was formed in 1979 to conduct continuing, cooperative and comprehensive transportation planning activities in the Gainesville metropolitan area. This planning program is required in order for the area to receive federal funds for transportation projects.

**"The Council provided staff services to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area to assist in developing transportation plans and programs."**

The Council provided staff services to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, providing technical and administrative assistance in developing transportation plans and programs. Another major transportation planning activity is the Transportation Disadvantaged Program. This program is required in order for counties to receive state funds for transportation services for low-income individuals, elderly individuals, persons with disabilities and children-at-risk.

## Metropolitan Transportation Planning

In 2014, a number of transportation planning activities were conducted, which included the following.

### Year 2040 Long Range Transportation Plan

In 2014, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area approved a vision statement, principles and strategies to guide the planning process to update the long range transportation plan for the community. In addition, work continued on updating the transportation computer model for the area that will be used to forecast future (Year 2040) traffic conditions.



Community workshops were held to engage citizens in the update of the long range transportation plan that addresses highway, transit, bicycle and pedestrian transportation needs.

Also in 2014, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area contracted with the University of Florida Survey Research Center to conduct a statistically-valid transportation telephone survey. This survey asked respondents a series of questions concerning a number of transportation topics, such as how often they used different transportation facilities and the importance of spending on various types of transportation projects.



Council officials received, on behalf of the Council, an Innovation Award from the National Association of Development Organizations for the technical report, Incorporating Safety into Transportation Planning, completed for the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area. Left to right, Scott Koons, Executive Director of the Council, Peter Gregory, President of the National Association of Development Organizations and Carolyn Spooner, Chair of the Council.



# Transportation

## State Road 26/University Avenue Multimodal Emphasis Corridor Study

A high priority in the adopted Year 2035 Cost Feasible Plan is improving multimodal transportation options on the State Road 26/University Avenue from Gale Lemerand Drive east to Waldo Road. In 2014, Phase 1 of this project documented existing conditions within the corridor for bicycle, pedestrian, roadway and transit users. The Florida Department of Transportation is providing \$100,000 in funding assistance to pay for the study.



The State Road 26/University Avenue Multimodal Emphasis Corridor addresses bicycle, pedestrian and transit needs along the corridor.

## Transportation Disadvantaged

Florida's Transportation Disadvantaged Program provides access to employment, health care, education and other life-sustaining activities for residents in the region who are elderly, disabled and/or low-income. In 2014, the Transportation Disadvantaged Program coordinated over 260,000 trips in the north central Florida region. Approximately, 70 percent of these trips were provided for medical purposes. The Community Transportation Coordinators in the region provided trips for individuals who have no other means of transportation and are unable to purchase transportation.

In May 2014, the Florida Agency of Health Care Administration implemented the Managed Medical Care Program in the region. The Managed Medical Care Program provides transportation services directly through their own network of

**"The Council provided staff support to Transportation Disadvantaged Local Coordinating Boards to coordinate trips for access to employment, health care, education and other life-sustaining activities for residents in the region."**

transportation providers. Therefore, Medicaid non-emergency transportation services are no longer coordinated through Florida's Coordinated Transportation System.



Community transportation coordinators in the north central Florida region are responsible for the coordination and provision of public transportation services for persons who are unable to transport themselves because of age, disability or income status.

# Communications

In addition to the planning and other technical studies prepared under contract with local governments throughout the region, the Council prepared or maintained the following materials in the year 2014.

## Regional

- Strategic Regional Policy Plan
- Evaluation Reports on Local Comprehensive Plan Amendments and other Council review items

## Public Safety and Regulatory Compliance

- Local Emergency Planning Committee Hazardous Materials Emergency Response Plan Update
- Hazards Analysis Updates for Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Madison and Taylor Counties
- Hazardous Waste Management Summary Reports for Bradford, Columbia, Dixie, Gilchrist, Lafayette, Madison, Suwannee and Union Counties
- After Action Report for North Florida Regional (Tallahassee) Domestic Security Task Force Terrorism Exercise
- After Action Report for Taylor County Emergency Management Exercise

## Economic Development

- Comprehensive Economic Development Strategy 2013-2017

## Transportation

- Fiscal Years 2015-2019 Transportation Improvement Program
- Fiscal Years 2016-2020 Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area List of Priority Projects
- Annual Report for Regional Transit System Ridership
- Annual Multimodal Level of Service Report for the Gainesville Metropolitan Area
- Transportation Disadvantaged Coordinated Transportation Development Plans

**“The Council prepared several reports and documents during the past year.”**

## General

- North Central Florida Regional Planning Council Annual Report
- North Central Florida Regional Planning Council Overall Program Design
- North Central Florida Regional Planning Council Regional Directory

The Council also provided general planning assistance and referral services to the public along with the following maps and information resources.

- Existing and Future Land Use Maps
- Zoning Maps
- Census Information



In 2014, the Council prepared planning and technical studies concerning regional, public safety and regulatory compliance, transportation and general program activities.



# Upcoming Activities

In 2015, the Council will continue programs started in 2014 or earlier, and initiate new regional, public safety and regulatory compliance, economic development, local government assistance and transportation projects and activities, as follows.

## Regional

The Council will review federal grant and loan applications for consistency with area-wide plans.

## Public Safety and Regulatory Compliance

### Emergency Management

The Council will assist with a tabletop or full-scale exercise to be conducted in the north central Florida region and assist other regional planning councils with exercises as requested. The Council will schedule and teach classes on improving emergency preparedness.

### Hazardous Materials

The Local Emergency Planning Committee will continue to promote increasing public safety from chemical releases through planning, training, reviewing, exercising, offering How-to-Comply assistance and educating the public. Hazards analyses will be updated for facilities that handle extremely hazardous substances. The Regional Emergency Response Plan will be updated. The Council will continue to provide staff support to the North Central Florida Regional Hazardous Materials Response Team.

### Hazardous Waste

The Council will continue to provide compliance assistance to facilities that generate hazardous waste while inspecting small quantity generators each year. The Council will notify businesses when hazardous waste collection events and compliance assistance workshops are scheduled.

## Economic Development

The Council will continue to provide assistance to local governments and development authorities in securing grant funds to accommodate industrial and business growth. Council staff will also prepare economic impact analyses identifying the multiplier effect on employment, income and ad valorem revenue of economic development projects.

### Economic Development Planning

The Council will assess progress toward implementing the Comprehensive Economic Development Strategy.

## Visit Natural North Florida

The Council will continue to staff Visit Natural North Florida (*The Original Florida Tourism Task Force*) in the implementation of its tourism marketing plan.

**“The Council will continue existing programs and initiate new activities next year.”**

## Local Government Assistance

### Community Development

Community Development Block Grant applications will be prepared for local governments. Other community development assistance, including administrative services, will be provided as requested.

### Local Planning Assistance

The Council will continue assisting counties and cities in complying with the Community Planning Act requirements.

## Transportation

### Fiscal Years 2016 to 2020 Transportation Improvement Program

Working in cooperation with the Florida Department of Transportation, Council staff will assist the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area with updating the five-year funding program of transportation projects for the Gainesville metropolitan area.

### Level of Service Study

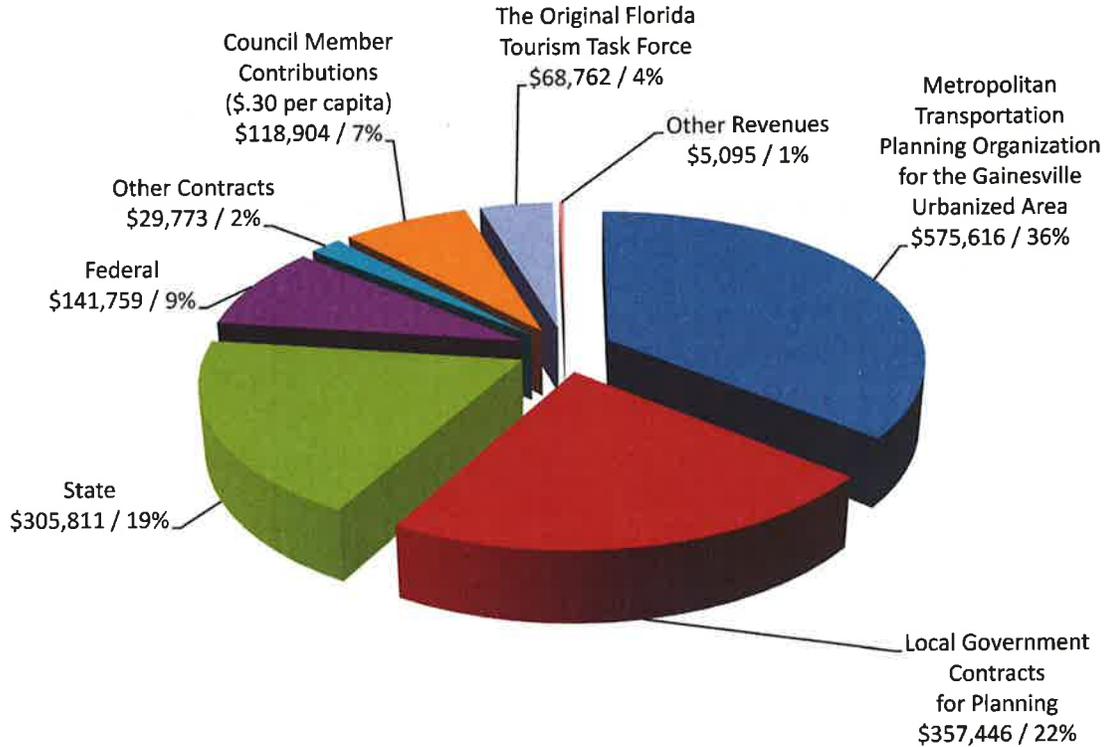
Council staff will update level of service information concerning the amount of traffic congestion on arterial and collector roads in the Gainesville metropolitan area.

### Transportation Disadvantaged

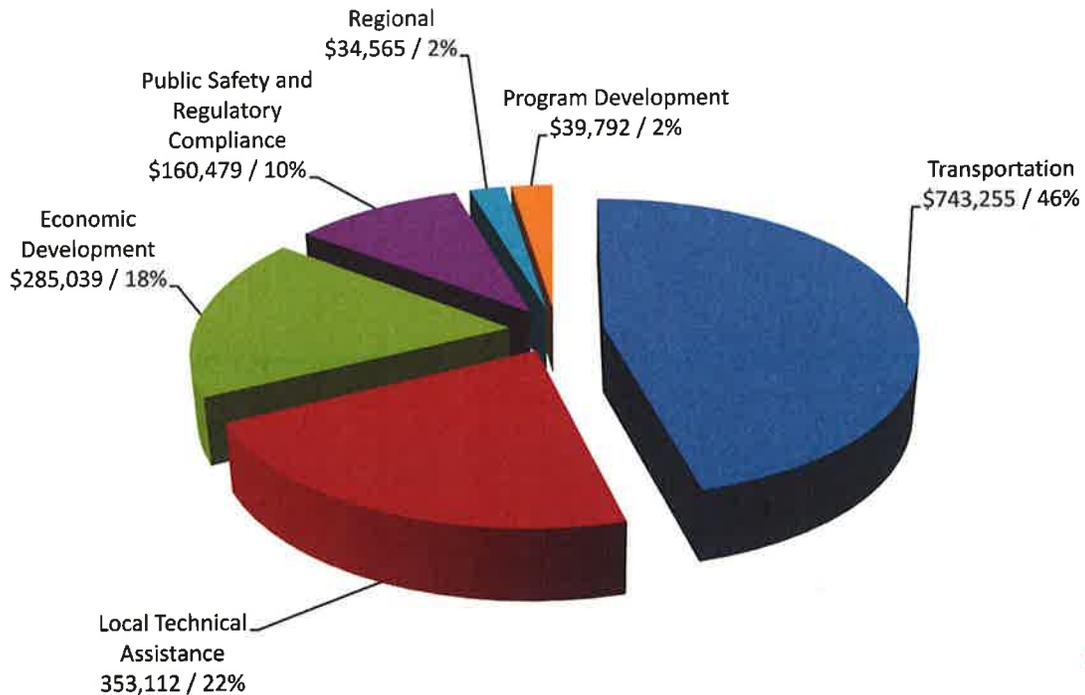
In 2015, the Council staff will work with the Florida Commission for the Transportation Disadvantaged, Community Transportation Coordinators and local Coordinating Boards in the region to continue coordinating transportation services to disadvantaged individuals.

# Financial Report

## 2013-14 Revenues \$1,603,166



## 2013-14 Expenditures \$1,616,242



## North Central Florida Regional Planning Council

2009 NW 67th Place  
Gainesville, FL 32653-1603  
352.955.2200; Fax 352.955.2209  
[www.ncfrpc.org](http://www.ncfrpc.org)

Staff	Telephone Extension
<b>Scott R. Koons</b> , AICP, Executive Director	101
<b>Marlie J. Sanderson</b> , AICP, Assistant Executive Director & Director of Transportation Planning	103
<b>Andre M. Davis</b> , Finance Director	107
<b>Dwayne L. Mundy</b> , Public Safety and Regulatory Compliance Program Director	108
<b>Kevin D. Parrish</b> , Information Technology and Property Management Director	133
<b>Steven Dopp</b> , Senior Planner, Economic Development, Regional Planning & Transportation Planning	109
<b>Michael Escalante</b> , AICP, Senior Planner, Transportation Planning	114
<b>Carmelita Franco</b> , Planning Administrative Assistant, Local Government Comprehensive Planning	125
<b>Lynn Franson-Godfrey</b> , AICP, Senior Planner, Transportation Disadvantaged	110
<b>Sandra Joseph</b> , Senior Planner, Local Government Comprehensive Planning	111
<b>Jean Strong</b> , Executive Assistant to the Executive Director	134

### Email Addresses

Email addresses for each staff member is the last name@ncfrpc.org, e.g., [koons@ncfrpc.org](mailto:koons@ncfrpc.org).

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Regional Planning Council  
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**Carolyn Spooner**

*Vice-Chair*  
**Daniel Riddick**

*Secretary-Treasurer*  
**Rick Davis**

*Executive Director*  
**Scott R. Koons, AICP**



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May 21, 2015

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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May 21, 2015

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Annual City-County Managers Meeting - June 12, 2015

Each year, Council staff meets with city and county managers and their staffs from throughout the region to discuss growth management legislation and review Council programs.

The annual meeting for city and county managers this year will be held on June 12, 2015, at the Holiday Inn Hotel & Suites located at 213 Southwest Commerce Boulevard in Lake City, Florida. A copy of the agenda for the meeting is attached for your information.

**Attachment**

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## **AGENDA**

### **CITY/COUNTY MANAGERS ANNUAL MEETING**

**June 12, 2015**

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

10:00 a.m.	Welcome and Introductions	Scott Koons Executive Director
	Regional Planning Council Update	Scott Koons Executive Director
	Public Safety and Regulatory Compliance Programs	Dwayne Mundy Public Safety and Regulatory Compliance Programs Director
	Economic Development Programs	Steven Dopp Senior Planner
	Growth Management Programs	Sandra Joseph Senior Planner
	Regional Planning and Review Programs	Steven Dopp Senior Planner
	Closing Remarks	Scott Koons Executive Director
12:00 noon	Lunch	

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May 21, 2015

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Check Fraud Status Report

On March 20, 2013, a fraudulent check in the amount of \$49,523.00 that was written on the Council's bank account was processed and paid by Wells Fargo. Also on March 20, 2013, Council staff filed an affidavit of check fraud concerning this matter with Wells Fargo. On March 25, 2013, Council staff filed a crime report concerning this matter with the Gainesville Police Department.

On March 28, 2013, Council Attorney Jonathan Wershow and Council staff briefed the Executive Committee concerning this matter. On April 18, 2013, the Council Attorney sent a letter to Wells Fargo requesting that Wells Fargo remit to the Council within 30 days the unauthorized \$49,523.00 released by Wells Fargo from the Council's account. On April 25, 2013, Council staff briefed the Council concerning this matter. On June 3, 2013, attorneys for Wells Fargo responded via letter to Mr. Wershow's letter stating that Wells Fargo will not reimburse the Council for the \$49,523.00 released from the Council's account by Wells Fargo.

On July 25, 2013, the Council authorized the Council Attorney to file a lawsuit against Wells Fargo to recover the unauthorized \$49,523.00 and designate Scott Koons, Executive Director, as the Council's representative concerning all matters related to such lawsuit. In addition, the Council authorized the Council Attorney and the Executive Director to contact federal and state law enforcement agencies to discuss the fraudulent check processed and paid out of the Council's bank account by Wells Fargo.

On August 5, 2013, Council Attorney Wershow and I met with Mr. William Cervone, State's Attorney for the Eighth Judicial Circuit of Florida to discuss the check fraud incident. Mr. Cervone offered the assistance of his staff to work with the Gainesville Police Department to secure the bank records relating to the check fraud incident.

On August 6, 2013, Council Attorney Wershow and Co-Council Stanley Cushman filed a five-count lawsuit in the Circuit Court of the Eighth Judicial Circuit in and for Alachua County, Florida, against Wells Fargo Bank, N.A. to recover the unauthorized \$49,523.00 released by Wells Fargo from the Council's bank account.

May 21, 2015

Page 2

On September 9, 2013, Wells Fargo responded to the complaint by filing a Motion to Compel Arbitration. Wells Fargo alleges that disputes related to the Council's checking account are to be resolved by an arbitrator. Council Attorney Wershow and Co-Counsel Stanley Cushman responded to the motion stating arbitration does not apply to the dispute.

A hearing was scheduled for October 30, 2013 in the Circuit Court of the Eighth Judicial Circuit in and for Alachua County, Florida on the Motion to Compel Arbitration filed by Wells Fargo to resolve the dispute between the Council and Wells Fargo. However, the hearing was rescheduled for January 24, 2014. At the conclusion of the hearing, the Circuit Court granted the Motion to Compel Arbitration.

A letter was sent to Wells Fargo on May 13, 2014 requesting additional information concerning the disputed check. On September 24, 2014 a Notice of Arbitration and Statement of Claim was filed with the American Arbitration Association by Co-Counsel Stanley Cushman on behalf of the Council. On October 14, 2014 attorneys from Wells Fargo filed a Respondent's Answering Statement to the Statement of Claim.

Council Attorney Wershow and Co-Counsel Stanley Cushman have coordinated with the attorney of Wells Fargo on the selection of an arbitrator and on January 8, 2015 mutually agreed to American Arbitration Association Arbitrator Robert Cowles of Jacksonville, FL. On February 2, 2015 a preliminary arbitration conference was held via teleconference. The arbitrator and parties agreed to schedule the arbitration hearing for May 11, 2015 in Gainesville, FL. However the arbitrator and parties agreed to reschedule the arbitration hearing for June 22, 2015 in Gainesville, FL.

On March 3, 2015, the attached press release concerning the check fraud incident was issued to regional and state news media.

Please find attached a summary of legal fees incurred to date concerning the lawsuit.

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

Attachments

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NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL  
Wells Fargo Lawsuit  
Legal Fees

May 21, 2015

<u>Month</u>	<u>Amount</u>
August 2013	\$1,383
September 2013	\$2,253
October 2013	\$3,445
November 2013	\$180
December 2013	\$0
January 2014	\$2,760
February 2014	\$1,410
March 2014	\$2,502
April 2014	\$2,669
May 2014	\$2,970
June 2014	\$6,515
July 2014	\$330
August 2014	\$420
September 2014	\$810
October 2014	\$3,429
November 2014	\$0
December 2014	\$2,295
January 2015	\$454
February 2015	\$2,978
March 2015	<u>\$765</u>
Total	\$37,568