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MEETING NOTICE

EXECUTIVE COMMITTEE

There will be a meeting of the Executive Committee of the North Central Florida Regional Planning Council on August 30, 2012. The meeting will be held at the Holiday Inn Hotel & Suites, 213 Southwest Commerce Boulevard, Lake City, Florida at 6:00 p.m.

(Location Map on Back)



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AGENDA

EXECUTIVE COMMITTEE

Holiday Inn Hotel & Suites
Lake City, Florida

August 30, 2012
6:00 p.m.

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II. CONTRACTS AND APPLICATIONS	
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* B. Hazardous Waste Monitoring Verification and Notification Services Agreements - Fiscal Year 2012-13	11
* C. Agreement with Florida Division of Emergency Management to Update Hazards Analyses - Fiscal Year 2012-13	13
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III. PROGRAM REPORT - None	
IV. GENERAL ADMINISTRATION	
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V. OTHER BUSINESS	

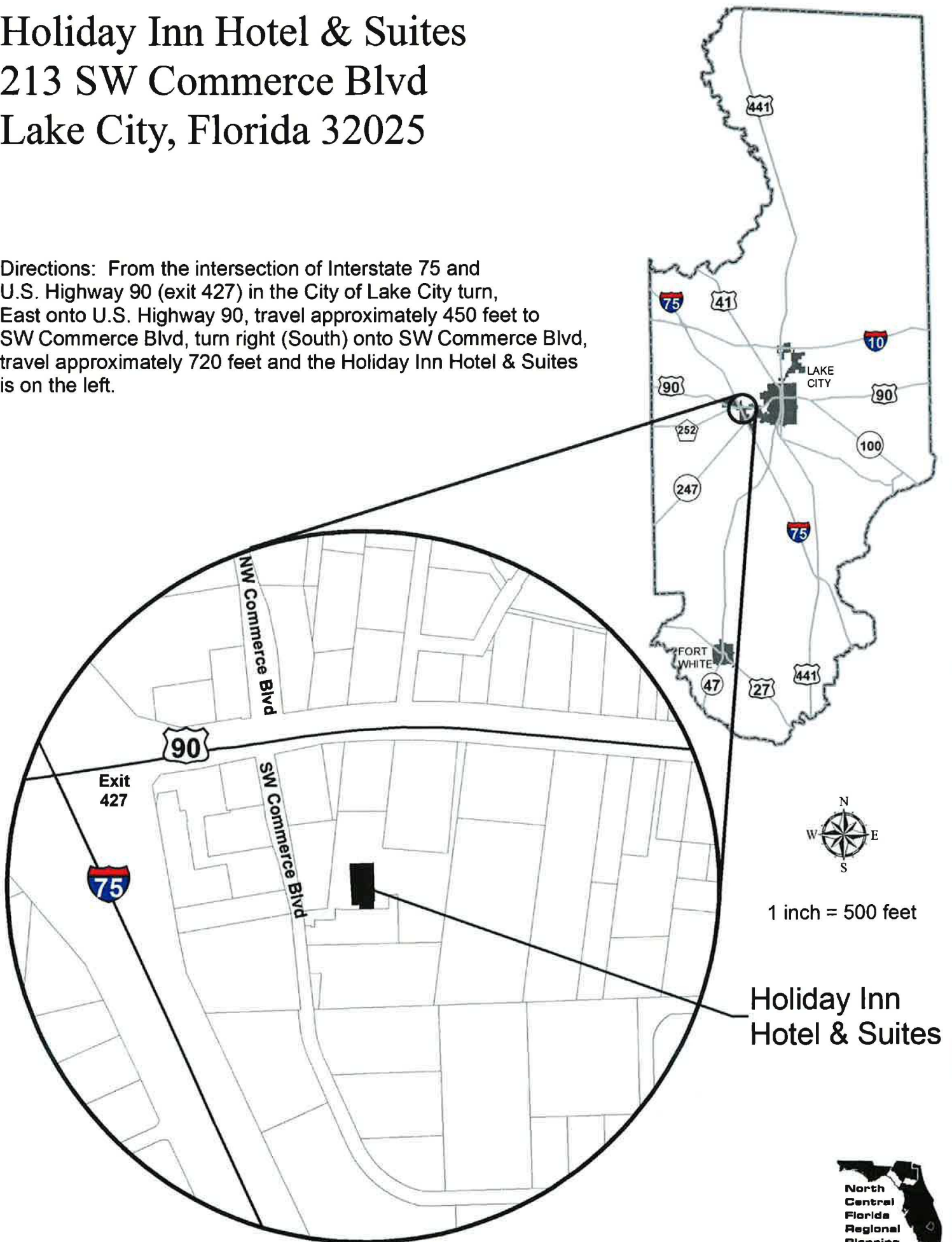
* See Attachments

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Holiday Inn Hotel & Suites

213 SW Commerce Blvd
Lake City, Florida 32025

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



EXECUTIVE COMMITTEE
MINUTES

Holiday Inn Hotel & Suites
Lake City, Florida

July 26, 2012
12:00 p.m.

MEMBERS PRESENT

Roy Ellis, Immediate Past Chair
Garth Nobles, Jr., Vice-Chair
Carolyn Spooner, Executive Committee Member
Lorene Thomas, Chair

OTHERS PRESENT

Jacob Grantham, Live Oak City Councilman
Keith Mixon, Live Oak City Councilman

MEMBER ABSENT

Kenrick Thomas, Secretary-Treasurer

STAFF PRESENT

Scott R. Koons

Chair Lorene Thomas called the meeting to order at 6:01 p.m.

I. APPROVAL OF MINUTES -July 17, 2012

Chair Thomas asked that the minutes for the July 17, 2012 Executive Committee meeting be approved as written.

ACTION: Commissioner Ellis made the motion, with a second by Vice-Mayor Spooner, to approve the minutes of the Executive Committee meeting held on July 17, 2012 as written. The motion carried unanimously.

III. PROGRAM REPORT - Regional Visioning

ACTION: Commissioner Ellis made the motion, with a second by Vice-Mayor Spooner, to recommend to the Council that the Council authorize staff to work with the Florida Department of Transportation to develop a scope, schedule and funding mechanism for a regional visioning process in north central Florida. The motion carried unanimously.

B. Employee Health Insurance Proposal

Mr. Scott Koons, Executive Director, reviewed United Healthcare Plan 9FU for health insurance, Plan P3416 for dental insurance and life insurance as recommended by the Executive Committee for the year beginning September 1, 2012.

No action was required for this item.

The meeting was adjourned at 6:34 p.m.

Lorene J. Thomas, Chair

8/30/12

Date



II.A.

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August 23, 2012

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Local Government Comprehensive Planning Assistance Services Agreements -
Fiscal Year 2012-13

RECOMMENDATION:

Authorize the Chair to execute technical assistance services agreements on a fixed fee basis to assist counties and cities with implementing their comprehensive plans and land development regulations for Fiscal Year 2012-13.

BACKGROUND:

Each year the Council enters into technical assistance services agreements to assist local governments with implementing their comprehensive plans and land development regulations. The scope of services are, as follows.

- I. General Technical Assistance - conducting research, answering questions and assisting with comprehensive plan and land development regulations interpretations.
- II. Amendment Assistance - all Level I services, plus preparing public notices, draft ordinance, data and analysis and concurrency review for comprehensive plan text and map and land development regulations text and zoning map amendments.
- III. Development Review Assistance - all Level I and II services, plus reviewing site and development plans, subdivision plats and other development proposals for comprehensive plan and land development regulations compliance.

The names of the counties and cities and the fixed fee amount of each associated agreement are as listed on the attached list. If you have any questions concerning these agreements, please do not hesitate to contact me.

Attachment

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FISCAL YEAR 2013

LOCAL GOVERNMENT COMPREHENSIVE PLANNING ASSISTANCE SERVICES

AGREEMENTS

The North Central Florida Regional Planning Council proposes to enter into technical assistance services agreements on a fixed fee basis to assist counties and cities with implementing comprehensive plans and land development regulations. The scope of services and amount of each agreement are as listed below.

- I. General Technical Assistance - conducting research, answering questions and assisting with comprehensive plan and land development regulations interpretations.

<u>Local Government</u>	<u>Amount</u>
N/A	N/A

- II. Amendment Assistance - all Level I services, plus preparing public notices, draft ordinances, data and analysis and concurrency review for comprehensive plan text and map and land development regulations text and zoning map amendments.

<u>Local Government</u>	<u>Amount</u>
1. Bradford County	\$ 23,500
2. Dixie County	\$ 13,000
3. Gilchrist County	\$ 15,000
4. Lafayette County	\$ 13,000
5. Suwannee County	\$ 23,500
6. Taylor County	\$ 12,500
7. Union County	\$ 7,000
8. Archer	\$ 7,000
9. Fanning Springs	\$ 7,000
10. Lake Butler	\$ 7,000
11. Lake City	\$ 35,000
12. Madison, City	\$ 17,000
13. Perry	\$ 9,000
14. Starke	\$ 10,000

- III. Development Review Assistance - all Level I and II services, plus reviewing site and development plans, subdivision plats and other development proposals for comprehensive plan and land development regulations compliance.

<u>Local Government</u>	<u>Amount</u>
1. Columbia County	\$ 85,000
2. Bell	\$ 5,500



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August 23, 2012

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Hazardous Waste Monitoring Verification and Notification Services Agreements -
Fiscal Year 2012-13

RECOMMENDATION:

Authorize the Chair to execute agreements with Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Madison, Suwannee and Union Counties for hazardous waste monitoring for Fiscal Year 2012-13.

BACKGROUND:

Florida Statutes require each county to annually monitor the waste management practices of 20 percent of the government organizations and businesses that may potentially generate small quantities of hazardous waste. The majority of these operations involve motor vehicle maintenance. On-site visits are required to collect information that is entered into an on-line database.

During these site visits, Council staff will provide recommendations on correcting problems with management techniques. A one-page summary of how to avoid the most common mistakes will also be provided to the facility operators.

These services will be provided on a fixed fee basis to the counties in the amounts as listed below.

Bradford	\$7,882	Lafayette	\$1,409
Columbia	\$9,731	Madison	\$4,880
Dixie	\$2,717	Suwannee	\$7,421
Gilchrist	\$2,697	Union	\$2,778
Hamilton	\$2,899		

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




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August 23, 2012

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Agreement with Florida Division of Emergency Management
to Update Hazards Analyses - Fiscal Year 2012-13

RECOMMENDATION:

Authorize the Chair to execute an agreement with the Florida Division of Emergency Management to update hazards analyses for Columbia, Dixie, Gilchrist, Hamilton, Lafayette and Taylor Counties for an estimated fixed fee amount of \$9,778.

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, Gilchrist, Hamilton, Lafayette and Taylor Counties.

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

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August 23, 2012

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Agreement with Tampa Bay Regional Planning Council
for Energy Assurance Plan

RECOMMENDATION:

Authorize the Chair to execute an agreement with the Tampa Bay Regional Planning Council to develop an energy assurance plan for an amount not to exceed \$25,000.

BACKGROUND:

The Tampa Bay Regional Planning Council is acting as the lead regional planning council for a statewide energy assurance plan to be prepared in conjunction with all 11 regional planning councils in Florida. The Tampa Bay Regional Planning Council has been granted funds by the Florida Department of Agriculture and Consumer Services, Florida Energy Office. The plan is being funded by the U.S. Department of Energy.

The plan will focus on analyzing the direct, indirect and induced impacts of an interruption of current energy supplies. The Regional Economic Modeling, Inc. econometric software will be used to determine the impacts. The analysis will be conducted on a regional basis and then aggregated into a state analysis.

The plan will also include implementation strategies to encourage energy resiliency. Each region will develop regionally based strategies to be combined with other regional strategies to produce a statewide set of implementation strategies.

The Council will be paid an amount not to exceed \$25,000 by the Tampa Bay Regional Planning Council for this plan.

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

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August 23, 2012

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Financial Transactions Authorization Resolutions

RECOMMENDATION:

Adopt the attached resolutions authorizing Executive Director Scott Koons to sign Treasury Management Documents for Capital City Bank, designate Executive Director Scott Koons as system administrator and authorize Executive Director Scott Koons to take all action and execute all documents as necessary and desirable in connection with the Treasury Management Documents for Capital City Bank.

BACKGROUND:

As you know, on July 26, 2012, the Council approved changing banking services from Wells Fargo to Capital City Bank. Currently the executive director is the authorized signatory for bank accounts and is authorized to use his signature on a plate that is used in a check-writing machine and to take any other necessary actions with respect to bank accounts.

This approach has made transacting the business of the Council much more efficient, and there are adequate generally accepted accounting practice internal controls in place providing for the separation of duties by accounting personnel and the executive director to safeguard and protect Council funds. It is recommended that the Council adopt the attached resolutions authorizing Executive Director Scott Koons to sign Treasury Management Documents for Capital City Bank, designate Executive Director Scott Koons as system administrator and authorize Executive Director Scott Koons to take all action and execute all documents as necessary and desirable in connection with the Treasury Management Documents for Capital City Bank.

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

Attachment

2012 financial authorization.docx

**CERTIFICATE
OF
NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL**

Each of the undersigned representatives of the Company certifies:

1. The Company is organized, and its status is active, under the laws of the State of **FLORIDA** as a:

- ☐ corporation
☐ professional service corporation
☐ limited liability company
☐ professional limited liability company
☐ general partnership
☐ limited partnership
☒ other (specify the form of business entity) **POLITICAL SUBDIVISION OF
THE STATE OF FLORIDA UNDER SECTION 163.01 FLORIDA STATUTES**

(Check one box above)

2. The Company's Federal Employer I.D. Number is 59-1264177
3. The Company's principal place of business is 2009 NW 67 PL, SUITE A,
GAINESVILLE FL 32653
4. The Company's mailing address is SAME AS ABOVE
5. The resolutions set forth below have been adopted by the Company in accordance with applicable law and the Company's governing documents, and remain in full force and effect:

RESOLVED, that the Company is authorized to enter into the Capital City Bank Online Agreement and Disclosure for Treasury Management Clients ("**Agreement**"), together with all other agreements and instruments described in or contemplated (collectively "**Treasury Management Documents**"); and

FURTHER RESOLVED, that the individual(s) listed below is/are authorized and directed, acting singly or together, to execute and deliver the Treasury Management Documents to Capital City Bank ("**Bank**"), to designate the system administrator(s) identified below, to subsequently change those person(s) who is/are designated as system administrator(s) without the need for any further Company resolution, and to take all action and execute all documents as necessary or desirable in connection with the Treasury Management Documents:

(a) SCOTT R KOONS

Title: EXECUTIVE
DIRECTOR, NFRPC

FURTHER RESOLVED, that the individual(s) listed below is/are appointed as the Company's "**System Administrator**" and is/are further authorized and directed, acting singly or together, to do all acts required or permitted of a "System Administrator" by the Agreement:

(b) SCOTT R KOONS

Title: EXECUTIVE
DIRECTOR, NFRPC

FURTHER RESOLVED, the Company ratifies, approves, and confirms all transactions, designations, and actions under any previous agreement with Bank (verbal or written) for treasury management services prior to the adoption of these resolutions.

FURTHER RESOLVED, these resolutions shall continue in full force and effect, and Bank may rely upon these resolutions, until: (1) written notice of any revocation, modification, or replacement of a resolution is received by Bank and (2) Bank provides written acknowledgement that Bank has received such revocation, modification, or replacement. Any revocation, modification, or replacement of a resolution must be accompanied by documents, satisfactory to Bank, establishing the authority for the changes.

6. The actions taken, and the powers and authority conferred, by the above resolutions are consistent with applicable law and with the Company's governing documents and do not require any further action or approval by any individual(s).

IN WITNESS WHEREOF, I/we execute this Certificate of Company on the ____ day of _____, 2012.

(X) _____

Name: SCOTT R KOONS

Title: EXECUTIVE DIRECTOR, NFRPC

(X) _____

Name: LORENE THOMAS

Title: CHAIR, EXECUTIVE COMMITTEE

IV. B.



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August 23, 2012

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Employee Dental Insurance

RECOMMENDATION:

Approve offering UnitedHealthcare dental insurance Plan F5430 as a voluntary option for both employee and dependent coverage with the employees paying 100 percent of the premium effective September 1, 2012.

BACKGROUND:

At the July 26, 2012 Council meeting, the Council voted to change dental insurance to a voluntary insurance premium for both employee and dependent coverage with the employees paying 100 percent of the premium effective September 1, 2012.

For the period beginning September 1, 2011, UnitedHealthcare dental coverage was under Plan P3416, which required a minimum of 75 percent of employees to be enrolled in the Plan. Since less than 75 percent of employees opted to renew their dental coverage with Plan P3416, alternative plans with comparable coverage were reviewed for dental insurance that only require at least two employees to enroll. It is recommended that one of the two alternative plans, Plan F5430, be offered as the voluntary dental plan for the period beginning September 1, 2012.

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



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August 23, 2012

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Medicare Insurance

RECOMMENDATION:

Offer employees 65 years of age or older the option of enrolling in the United Healthcare Insurance Plan 9FU with the Council paying 75 percent of the premium and the employee paying 25 percent of the premium for employee or employee and spouse coverage or enrolling in Medicare Part B and Medicare Part D and F offered by United Healthcare and having the Council pay 100 percent of the premium for employee coverage.

BACKGROUND:

As you know, once individuals reach the age of 65, they are required to register for Medicare health insurance. There are three Council employees that will reach the age of 65 during the 12-month health insurance plan year that begins September 1, 2012.

Medicare Part A Hospitalization Coverage has no premium cost associated with it. Medicare Part B Physician Coverage has a cost of \$99.90 per month, Medicare Part D Medication Coverage offered by United Healthcare has a cost of \$40.80 per month cost and Medicare Part F Supplemental Coverage offered by United Healthcare has a cost of \$161.75 per month. Thus, the total cost for Parts B, D and F is \$302.45 per month.

The premium for the Council United Healthcare Insurance Plan 9FU for the health insurance plan year beginning September 1, 2012 for an employee is \$546.29 per month and for employee and spouse is \$1,169.06. Since 100 percent of Medicare premiums are less than 75 percent of United Healthcare Insurance Plan 9FU premiums, it is recommended that the Council offer employees 65 years of age or older the option of enrolling in the Council United Healthcare Insurance Plan 9FU with the Council paying 75 percent of the premium and the employee paying 25 percent of the premium for employee or employee and spouse coverage or enrolling in Medicare Part B and Medicare Part D and F offered by United Healthcare and having the Council pay 100 percent of the premium for employee coverage. The annual savings to the Council would be \$1,288 for employee coverage and \$6,892 for employee and spouse coverage.

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
MEDICARE COSTS VS. HEALTH INSURANCE COMPARISON

August 23, 2012

	<u>Cost Per Year</u>
Medicare - Council Pays 100%	\$3,629
 <u>United Healthcare Plan 9FU</u>	
Employee - Council Pays 75%	\$4,917
Net Council Savings	\$1,288
 Employee & Spouse - Council Pays 75%	 \$10,522
Net Council Savings	\$6,892

