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2009 NW 87th Place, Gainesville, FL 32653 • 1 800 • 352.955.2200

# **MEETING NOTICE**

## **EXECUTIVE COMMITTEE**

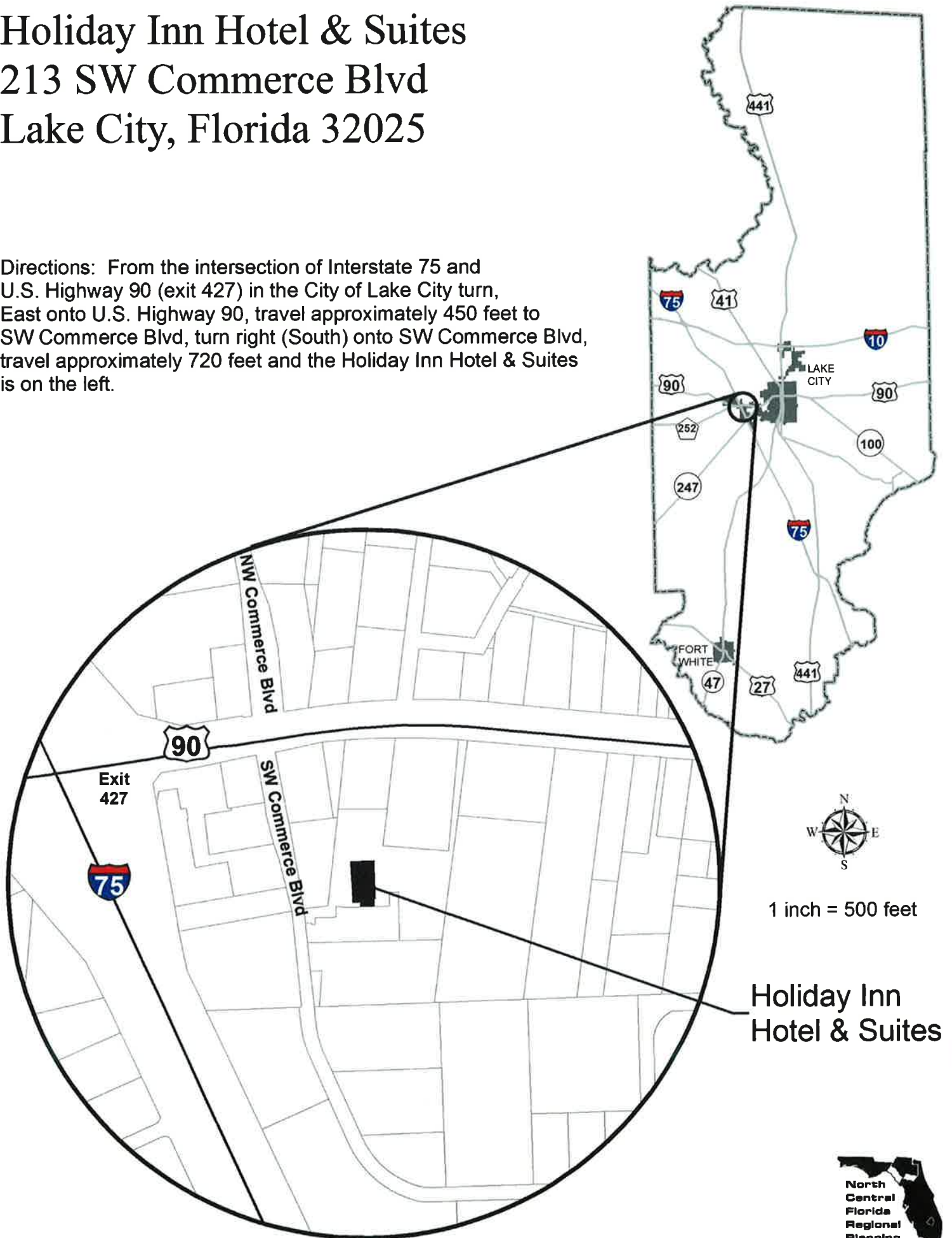
There will be a meeting of the Executive Committee of the North Central Florida Regional Planning Council on February 28, 2013. The meeting will be held at the Holiday Inn Hotel & Suites, 213 Southwest Commerce Boulevard, Lake City, Florida at 6:00 p.m.

(Location Map on Back)

# Holiday Inn Hotel & Suites

213 SW Commerce Blvd  
Lake City, Florida 32025

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





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## AGENDA

### EXECUTIVE COMMITTEE

Holiday Inn Hotel & Suites  
Lake City, Florida

February 28, 2013  
6:00 p.m.

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* I. APPROVAL OF MINUTES - January 24, 2013	5
II. CONTRACTS AND APPLICATIONS	
* A. Community Development Block Grant Fiscal Year 2012 Administrative Services Agreement - Union County	9
* B. State Housing Initiatives Partnership Fiscal Year 2013 Administrative Services Agreement - Union County	11
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* G. City of Madison Celebrating 175 Years Street Banner Sponsorship	23
* III. PROGRAM REPORT - None	
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* A. Proclamation Declaring April 17, 2013 as Florida Military and Community Covenant Day	29
* B. National Association of Development Organizations Washington Policy Conference - Washington, D.C. - March 9-14, 2013	33
* See Attachments	

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.



EXECUTIVE COMMITTEE  
MINUTES

Holiday Inn Hotel & Suites  
Lake City, Florida

January 24, 2013  
6:00 p.m.

MEMBERS PRESENT

Louie Davis, Immediate Past Chair  
Garth Nobles, Jr., Vice-Chair  
Carolyn Spooner, Executive Committee Member  
Kenrick Thomas, Secretary-Treasurer  
Lorene Thomas, Chair

MEMBERS ABSENT

None

STAFF PRESENT

Scott R. Koons

Chair Lorene Thomas called the meeting to order at 6:19 p.m.

I. APPROVAL OF MINUTES - December 13, 2012

Chair Thomas asked that the minutes for the December 13, 2012 Executive Committee meeting be approved as written.

**ACTION:** Commissioner Thomas made the motion, with a second by Commissioner Spooner, to approve the minutes of the Executive Committee meeting held on December 13, 2012 as written. The motion carried unanimously.

II. CONTRACTS AND APPLICATIONS - Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement

**ACTION:** Mayor Davis made the motion, with a second by Commissioner Thomas, to recommend that the Council reaffirm the Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement among the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, the North Central Florida Regional Planning Council, the Florida Department of Transportation, the City of Gainesville and the Gainesville-Alachua County Regional Airport Authority executed on January 26, 2007. The motion carried unanimously.

III. PROGRAM REPORT - Proclamation Declaring February 10-16, 2013 as Hazardous Materials Awareness Week

**ACTION:** Commissioner Spooner made the motion, with a second by Mayor Nobles, to recommend that the Council proclaim the week of February 10-16, 2013 as Hazardous Materials Awareness Week. The motion carried unanimously.

IV. GENERAL ADMINISTRATION - Removal of Surplus Property from List of Capital Assets

**ACTION:** Commissioner Thomas made the motion, with a second by Mayor Davis, to recommend that the Council declare the property listed on the schedules attached to these minutes and made a part therein to be surplus property, and authorize its removal from the Council's list of capital assets, and disposed of in accordance with Council policy. The motion carried unanimously.

V. OTHER BUSINESS -Resolution Recognizing 175th Anniversary of the City of Madison

**ACTION:** Mayor Davis made the motion, with a second by Commissioner Thomas, to recommend that the Council approve Resolution 2013-01 recognizing the 175th Anniversary of the City of Madison. The motion carried unanimously.

The meeting was adjourned at 6:37 p.m.

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Lorene J. Thomas, Chair

2/28/13  
Date



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December 3, 2012

TO: Scott R. Koons, AICP, Executive Director

FROM: Kevin D. Parrish, Information Technology and Property Management Director

SUBJECT: Surplus Inventory

Number	Original Cost	Description	Serial Number	Purchased
3089	\$2,657.00	Dell Latitude C810 Laptop	C6X3X01	10/03/01
3090	\$2,826.00	Dell Latitude C810 Laptop	J6X3X01	10/05/01
3093	\$1,692.00	Dell Inspiron 2650 Laptop	BLQXT11	09/13/02
3094	\$1,692.00	Dell Inspiron 2650 Laptop	JLQXT11	09/13/02
3095	\$1,692.00	Dell Inspiron 2650 Laptop	5LQXT11	09/13/02
3096	\$1,692.00	Dell Inspiron 2650 Laptop	1KQXT11	09/13/02
3103	\$1,476.25	OnGuard HazMat Technician Compliance/Essentials Series Course on CD-ROM	N/A	09/23/02
3104	\$1,476.25	OnGuard HazMat Technician Compliance/Essentials Series Course on CD	N/A	09/23/02
3105	\$1,476.25	OnGuard HazMat Technician Compliance/Essentials Series Course on CD	N/A	09/23/02
3106	\$1,476.25	OnGuard HazMat Technician Compliance/Essentials Series Course on CD	N/A	09/23/02
3107	\$1,132.36	Pressure Test Kit for HazMat Suits	N/A	09/30/02
	\$19,288.36	Sum * All fully depreciated		

The above items are either broken or of such outdated technology that they are no longer being used.

We need to have them taken off the inventory list so they can be disposed of.

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December 3, 2012

TO: Scott R. Koons, AICP, Executive Director

FROM: Kevin D. Parrish, Information Technology and Property Management Director

SUBJECT: Surplus Inventory

Number	Original Cost	Description	Serial Number	Purchased
3091	\$1,050.00	Sony DCR-TRV830 Digital 8 Camcorder	1009923	10/25/01
3113	\$13,977.00	Ricoh 1060 Copier	J4245301089	09/16/04
3114	\$13,977.00	Ricoh 1060 Copier	J4245600647	09/29/04
3136	\$1,200.34	Dell Dimension E520 Computer	4CML7C1	12/13/06
3138	\$1,200.34	Dell Dimension E520 Computer	2CML7C1	12/13/06
3151	\$1,951.04	Dell Optiplex 745 Computer	36QNXD1	10/16/07
3152	\$1,951.04	Dell Optiplex 745 Computer	16QNXD1	10/16/07
	\$35,306.76	Sum * All fully depreciated		

The above items are either broken or of such outdated technology that they are no longer being used. We need to have them taken off the inventory list so they can be disposed of.






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February 21, 2013

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Community Development Block Grant Fiscal Year 2012  
 Administrative Services Agreement - Union County

RECOMMENDATION:

**Authorize the Chair to sign an agreement with Union County to provide Community Development Block Grant administrative technical assistance services for their Housing Rehabilitation Project for a fixed fee amount of \$80,000.**

BACKGROUND:

The Council proposes to enter into a technical assistance agreement with Union County to provide assistance with the administration of their Fiscal Year 2012 Community Development Block Grant Housing Rehabilitation Project. This agreement will be funded with Community Development Block Grant Program funds. The amount of the administrative technical assistance services agreement with the County will be a fixed fee amount of \$80,000.

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

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February 21, 2013

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: State Housing Initiatives Partnership Fiscal Year 2013  
Administrative Services Agreement - Union County

RECOMMENDATION:

**Authorize the Chair to sign an agreement with Union County to provide State Housing Initiatives Partnership administrative technical assistance services for their project for a fixed fee amount of \$6,700.**

BACKGROUND:

The Council proposes to enter into a technical assistance agreement with Union County to provide assistance with the administration of their Fiscal Year 2013 State Housing Initiatives Partnership Project. This agreement will be funded with State Housing Initiatives Partnership funds. The amount of the administrative technical assistance services agreement with the County will be a fixed fee amount of \$6,700.

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

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February 21, 2013

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Transportation Disadvantaged Program  
Planning Grant Resolution, Fiscal Year 2013-14

RECOMMENDATION:

**Approve the attached resolution authorizing the Chair to enter into the Fiscal Year 2013-14 Transportation Disadvantaged Planning Grant agreement with the Florida Commission for the Transportation Disadvantaged for Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Madison, Suwannee and Union Counties, authorize the Chair to sign the grant assurances and agreements or contracts, and authorize the Executive Director to sign invoices, warranties and certifications for the program.**

BACKGROUND:

As you know, the Council is the designated official planning agency, pursuant to the Transportation Disadvantaged Program established by Chapter 427, Florida Statutes, for Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Madison, Suwannee and Union Counties. The designated official planning agency's responsibilities include Transportation Disadvantaged Program planning and providing the local Transportation Disadvantaged Coordinating Boards with staff support and resources to enable them to fulfill their responsibilities.

The Council receives approximately \$19,000 per County on a cost reimbursement basis to provide these services.

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

Attachment

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RESOLUTION NO. 2013-02

A RESOLUTION OF THE NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL AUTHORIZING THE EXECUTION OF THE FISCAL YEAR 2013-14 TRANSPORTATION DISADVANTAGED TRUST FUND GRANT AGREEMENT WITH THE FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

WHEREAS, the North Central Florida Regional Planning Council has the authority to enter into the Fiscal Year 2013-14 Transportation Disadvantaged Trust Fund Grant agreement and to undertake a transportation disadvantaged service project as authorized by Section 427.0159, Florida Statutes and Rule 41-2, Florida Administrative Code.

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

1. The North Central Florida Regional Planning Council has the authority to enter into the above referenced grant agreement;
2. The North Central Florida Regional Planning Council authorizes the Chair to execute the Transportation Disadvantaged Trust Fund Grant agreement on behalf of the North Central Florida Regional Planning Council with the Florida Commission for the Transportation Disadvantaged;
3. The North Central Florida Regional Planning Council authorizes the Executive Director to act in connection with the agreement and to provide such additional information as may be required by the Florida Commission for the Transportation Disadvantaged;
4. The North Central Florida Regional Planning Council authorizes the Chair to sign any and all assurances, agreements or contracts which are required in connection with the Transportation Disadvantaged Trust Fund Grant Program;
5. The North Central Florida Regional Planning Council authorizes its Executive Director to sign any and all reimbursement invoices, warranties, certifications and other documents which may be required in connection with the agreement; and
6. This resolution shall be effective upon adoption.

APPROVED AND DULY ADOPTED by the North Central Florida Regional Planning Council, this 28th day of February 2013.

NORTH CENTRAL FLORIDA  
REGIONAL PLANNING COUNCIL

ATTEST:

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

\_\_\_\_\_  
Lorene J. Thomas, Chair








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February 21, 2013

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Purchase Order with the Apalachee Regional Planning Council to Assist with Updating the Region 2 Florida Multiyear Training and Exercise Plan

**RECOMMENDATION:**

**Authorize the Council to provide services pursuant to a purchase order with the Apalachee Regional Planning Council to assist with updating the Florida Training and Exercise Plan for a fixed fee amount of \$4,238.**

**BACKGROUND:**

The U.S. Department of Homeland Security has provided funding to the State of Florida for regional planning councils to help assist with updating the Florida Training and Exercise Plan. The goal of the plan is to ensure that limited funds for training and exercise are targeted to priorities identified by state and local government organizations. This plan also facilitates the identification of opportunities to hold joint training and exercises with nearby organizations.

The Council will be paid a fixed fee amount of \$4,238 by the Apalachee Regional Planning Council to assist with the update of the Plan.

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

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February 21, 2013

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Purchase Order with the Northeast Florida Regional Council to Assist with Updating the Region 3 Florida Training and Exercise Plan

**RECOMMENDATION:**

**Authorize the Council to provide services pursuant to a purchase order with the Northeast Florida Regional Council to assist with updating the Florida Training and Exercise Plan for a fixed fee amount of \$4,000.**

**BACKGROUND:**

The U.S. Department of Homeland Security has provided funding to the State of Florida for regional planning councils to help assist with updating the Florida Training and Exercise Plan. The goal of the plan is to ensure that limited funds for training and exercise are targeted to priorities identified by state and local government organizations. This plan also facilitates the identification of opportunities to hold joint training and exercises with nearby organizations.

The Council will be paid a fixed fee amount of \$4,000 by the Northeast Florida Regional Council to assist with the update of the plan.

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

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February 21, 2013

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Purchase Order with the Northeast Florida Regional Council to Assist with Exercise Planning, Evaluation and Documentation

RECOMMENDATION:

**Authorize the Council to provide services pursuant to a purchase order with the Northeast Florida Regional Council to assist with exercise planning, evaluation and preparing documentation for a fixed fee amount of \$8,000.**

BACKGROUND:

The U.S. Department of Homeland Security has provided funding to the State of Florida for regional planning councils to help assist with conducting training and exercises. The Council has been asked to provide technical assistance to the Northeast Florida Regional Council with a series of exercises that they are conducting during March through June 2013. These exercises will follow the methodology defined in the Homeland Security Exercise Evaluation Program.

The Council will be paid a fixed fee amount of \$8,000 by the Northeast Florida Regional Council to assist with the update of the plan.

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

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February 21, 2013

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: City of Madison Celebrating 175 Years Street Banner Sponsorship

RECOMMENDATION:

**Sponsor a City of Madison Street Banner Celebrating 175 Years to be displayed in the City during 2013 in the amount of \$100.**

BACKGROUND:

The City of Madison was founded on land secured from Madison C. Livingston, May 2, 1838, and established as the county seat after its removal from San Pedro. An early political center, it was along the escape route of Confederate Secretary of War John C. Breckenridge in 1865. The town played a prominent role in the development of tobacco, livestock raising, and conservation in North Florida. Home of the North Florida Junior College, the area's economy is based on agriculture and industry.

The City began its year-long celebration at a ceremony held at the Madison County Courthouse on January 6, 2013 by presenting "The County Seat Begins" hosted by the City of Madison, the Madison County Chamber of Commerce and Tourism, Treasures of Madison County Museum and the Madison County Ministerial Association. The Greater Madison Chamber of Commerce is conducting a street banner program to promote the 175th Anniversary celebration. In recognition and support of the 175th Anniversary of the establishment of the City of Madison, sponsorship by the Council of a street banner to be displayed in the City during the year 2013 is recommended for approval by the Council.

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

**Attachment**

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# ***CELEBRATING 175 YEARS ~ 1838 – 2013 ~ Madison, Florida***

## ***BANNER SPONSORSHIP***



***SPONSOR:*** \_\_\_\_\_

***ADDRESS:*** \_\_\_\_\_

***PHONE:*** \_\_\_\_\_

***EMAIL:*** \_\_\_\_\_

***Choose one:***

- ☐ ***“Remembering”***
- ☐ ***“In Memory Of”***
- ☐ ***“Honoring”***
- ☐ ***“In Honor Of”***

☐ ***SPONSOR NAME ONLY***

***Name Personalization:***

\_\_\_\_\_

***Sponsorship Amount: \$100.00***

***Includes Purchase of 23” x 48” Personalized banner to be hung in Madison during the year of 2013 to celebrate the 175<sup>th</sup> Anniversary of the City of Madison. Banner will be presented back to the sponsor in December of 2013 along with a Banner Certificate of Service and recognition to the person remembered on the banner.***

Provided by The Greater Madison County Chamber of Commerce, Inc.  
248 SW Range Avenue, Madison, FL 32340  
850-973-2788



## IV.



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February 21, 2013

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Assigned Fund Balance - Capital Reserve

RECOMMENDATION:

**Encumber \$30,000 of the Council's unassigned fund balance as part of the assigned fund balance to increase the Capital Reserve Fund balance for accumulated depreciation of building and equipment costs to \$500,000.**

BACKGROUND:

During Fiscal Year 2011-12, \$34,342 for depreciation of building and equipment was applied to the capital assets of the Council. The Capital Reserve Fund is maintained at an amount approximate to the accumulated depreciation of building and equipment to cover one-time capital expenditures for building improvements/repairs and equipment replacement/upgrades. In order to maintain the Capital Reserve Fund at this level, it is recommended that \$30,000 from the Council's unassigned fund balance be encumbered as part of the Capital Reserve Fund assigned fund balance to increase the amount for accumulated depreciation of building and equipment costs from \$470,000 to \$500,000.

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

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February 21, 2013

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Proclamation Declaring April 17, 2013 as  
 Florida Military and Community Covenant Day

RECOMMENDATION:

**Proclaim April 17, 2013 as Florida Military and Community Covenant Day by adopting the attached proclamation.**

BACKGROUND:

During the months of February and March 2013, regional planning councils and cities across Florida are joining forces with the State to recognize April 17, 2013 as Florida Military Family and Community Covenant Day to be part of the groundswell of support to implement Operation Strong Families, an initiative that supports military, veterans and their families in the Great State of Florida.

The Florida Regional Councils Association and the Florida League of Cities are reaching out to each regional planning council and city to sign either a resolution or proclamation showing that Florida civilians from region to region and city to city support our military families. By adopting resolutions or proclamations in regions and cities throughout the state proclaiming April 17, 2013 as Florida Military and Community Covenant Day, a ground swell of civilian support will be generated for military personnel and veteran families who have sacrificed so much for our nation. It is recommended that the Council join in this effort by designating April 17, 2013 as *Florida Military and Community Covenant Day* (see attached Proclamation).

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

Attachment

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





# PROCLAMATION

## RECOGNIZING APRIL 17, 2013 AS FLORIDA MILITARY AND COMMUNITY COVENANT DAY

WHEREAS, the Florida Military and Community Covenant supports our military and veteran families across the State of Florida; and

WHEREAS, the Florida Military and Community Covenant connects military and veteran families to existing systems support through the Operation Strong Families initiative and in the Armed Forces and Veterans Affairs; and

WHEREAS, the Florida Military and Community Covenant joins community forces to enable our military and veteran families the much needed community care they deserve; and

WHEREAS, during the months of February and March 2013, regional planning councils and cities across Florida are joining forces with the State to recognize April 17, 2013 as Florida Military Family and Community Covenant Day to be part of the groundswell of support to implement Operation Strong Families an initiative that supports military, veterans and their families in the State of Florida.; and

NOW, THEREFORE, the North Central Florida Regional Planning Council hereby proclaims April 17, 2013 as Florida Military Family and Community Covenant Day throughout the north central Florida region.

DULY ADOPTED AND PROCLAIMED this 28th day of February 2013.

ATTEST:

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Kenrick Thomas, Secretary-Treasurer

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Lorene J. Thomas, Chair

8





# NADO 2013 Washington Policy Conference

## Preliminary Schedule at a Glance

### SUNDAY, MARCH 10

- |                       |   |
|-----------------------|---|
| 2:00 p.m. – 6:00 p.m. | Registration Opens  |
| 2:00 p.m. – 5:00 p.m. | NADO Pre-Conference Workshops<br><i>Topics to Include: CEDS, Economic Development, and Transportation</i> |

### MONDAY, MARCH 11

- |                         |   |
|-------------------------|---|
| 8:30 a.m. – 6:00 p.m.   | Registration  |
| 9:00 a.m. – 10:00 a.m.  | The Future of EDA   |
| 10:15 a.m. – 12:00 p.m. | Communicating with Congress in DC and Back Home: Successful Models from NADO Members  |
| 12:00 p.m. – 1:15 p.m.  | NADO Executive Committee Meeting (Executive Committee Only)   |
| 1:15 p.m. – 2:20 p.m.   | NADO Federal Legislative and Policy Overview  |
| 2:30 p.m. – 4:00 p.m.   | Advocacy 201 with Brad Fitch Congressional Management Foundation  |
| 4:00 p.m. – 5:30 p.m.   | Federal Agency Roundtable Networking Session<br>Network one-on-one with representatives from federal agencies and programs<br><i>(Co-sponsored by DDAA)</i> |

### TUESDAY, MARCH 12

- |                         |   |
|-------------------------|---|
| 7:30 a.m. – 5:00 p.m.   | Registration  |
| 8:00 a.m. – 8:50 a.m.   | NADO Regional Membership Caucus Meetings  |
| 9:00 a.m. – 10:30 a.m.  | The Regional Development Agenda:<br>A Preview of the Administration's FY2014 Policy and Budget Priorities<br><i>(Co-sponsored by DDAA)</i>  |
| 10:40 a.m. – 11:50 a.m. | Congressional Leadership Outlook:<br>Impact on Federal Regional Development Budgets and Policies<br><i>(Co-sponsored by DDAA)</i>           |
| 12:00 p.m. – 1:30 p.m.  | Luncheon Keynote Address:<br>NADO Champions on the Hill<br><i>Rep. Frank Wolf (R-VA) Invited</i><br><i>Rep. Mike Michaud (D-ME) Invited</i> |

1:30 p.m. – 5:00 p.m.

#### **NADO ON THE HILL**

Join us as we build and strengthen relationships with members of Congress and their staff!

*(Transportation provided)*

5:00 p.m. – 6:30 p.m.

Reception on the Hill with members of Congress and their staff

### WEDNESDAY, MARCH 13

- |                         |  |
|-------------------------|--|
| 8:00 a.m. – 9:15 a.m.   | 2013 NADO Legislator of the Year Award (Breakfast)                           |
| 9:30 a.m. – 11:00 a.m.  | NADO Member Forum: Discuss Results of Your Hill Visits                       |
| 11:00 a.m. – 12:30 p.m. | NADO Board of Directors Meeting<br><i>(Open to all conference attendees)</i> |

\*\*Schedule is subject to change. Please visit conference website for further updates.

