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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 **January 26, 2017**. 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)

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 EXECUTIVE COMMITTEE

Holiday Inn Hotel & Suites
Lake City, Florida

January 26, 2017
6:00 p.m.

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* I. APPROVAL OF MINUTES - December 8, 2016	5
* II. CONTRACTS AND APPLICATIONS - Local Government Comprehensive Plan Services Agreement - Fiscal Year 2016-17 City of Cedar Key	7
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* V. OTHER BUSINESS - National Association of Development Organizations Policy Conference - Washington D.C. - March 19-22, 2017	

* See Attachments

EXECUTIVE COMMITTEE
MINUTES

Holiday Inn Hotel & Suites
Lake City, Florida

December 8, 2016
6:00 p.m.

MEMBERS PRESENT

Rick Davis, Chair
Lorene Thomas, Vice-Chair
Daniel Riddick, Immediate Past Chair
Robert Wilford, Member

MEMBERS ABSENT

Louie Davis, Secretary-Treasurer

STAFF PRESENT

Scott Koons
Lynn Franson-Godfrey

GUEST PRESENT

Larry Sessions
Jonathon Wershow

Chair Rick Davis called the meeting to order at 6:00 p.m.

I. APPROVAL OF MINUTES - October 27, 2016

Chair Davis asked that the minutes for the October 27, 2016 Executive Committee meeting be approved as written.

ACTION: Vice-Mayor Wilford made the motion, with a second by Commissioner Riddick to approve the minutes for October 27, 2016 as written. The motion carried unanimously.

II. CONTRACTS AND APPLICATIONS - Local Government Comprehensive Planning
Services Agreement - Fiscal Year 2016-17
Town of Mayo

ACTION: Ms. Thomas made the motion, with a second by Vice-Mayor Wilford to recommend that the Council authorize the Chair to execute an agreement with the Town of Mayo to provide local government comprehensive planning assistance services for Fiscal Year 2016-17 in the amount of \$5,250. The motion carried unanimously.

III. PROGRAM REPORT - Transportation Disadvantaged Local
Coordinating Board Appointment

ACTION: Commissioner Riddick made the motion, with a second by Ms. Thomas to recommend that the Council appoint Diane Head as a voting Workforce Development Board Representative on the Lafayette and Madison County Transportation Disadvantaged Boards and the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board. The motion carried unanimously.

IV. GENERAL ADMINISTRATION -None

V. OTHER BUSINESS

A. Executive Director Receives Small County Coalition
Outstanding Service Award

Chair Davis stated that Scott Koons, Executive Director received a Small County Coalition Outstanding Service Award for his outstanding leadership, tremendous knowledge and continuous service to local county officials and the citizens of the state of Florida at the Small County Coalition Fall Meeting held on November 16-17, 2016 in Tallahassee.

B. Florida Regional Councils Association
Policy Board Meeting, Tallahassee - January 13, 2017

Mr. Koons announced that the next Florida Regional Councils Association Policy Board meeting will be held in Tallahassee on January 13, 2017.

The meeting adjourned at 6:06 p.m.

Rick Davis, Chair


1/26/17
Date



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January 19, 2017

TO: Council Members
FROM: Scott R. Koons, AICP, Executive Director 
SUBJECT: Local Government Comprehensive Planning Services Agreement
Fiscal Year 2016-17 City of Cedar Key

RECOMMENDATION:

Authorize the Chair to execute a Fiscal Year 2016-17 agreement with the City of Cedar Key to provide local government comprehensive planning assistance services in the amount of \$5,250.

BACKGROUND:

The Council proposes to enter into a technical assistance agreement with the City of Cedar Key to provide local government comprehensive planning assistance to prepare 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. The amount of the agreement will be \$5,250.

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

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January 19, 2017

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Transportation Disadvantaged Local Coordinating Board Appointments

RECOMMENDATION:

- **Appoint Paula Arnold the voting Persons with Disabilities Representative on the Madison County Transportation Disadvantaged Coordinating Board.**
- **Appoint Jeffery Bradley the voting Citizen Advocate Representative on the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board.**
- **Appoint Commissioner Don Hale the Local Elected Official representing Suwannee County on the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board.**
- **Appoint Miriam Otera the Florida Department of Elder Affairs Representative on the Gilchrist County Transportation Disadvantaged Coordinating Board.**

BACKGROUND:

According to Rule 41-2.012 of the Florida Administrative Code, the North Central Florida Regional Planning Council, serving as the Designated Official Planning Agency, is responsible for appointing members to the local Transportation Disadvantaged Coordinating Boards. It is recommended Paula Arnold serve as the voting Persons with Disabilities Representative on the Madison County Transportation Disadvantaged Coordinating Board. It is recommended Jeffery Bradley serve as the voting Citizen Advocate on the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board. It is recommended Commissioner Don Hale serve as the Local Elected Official representing Suwannee County on the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board. It is recommended Miriam Otera serve as the Florida Department of Elder Affairs Representative on the Gilchrist County Transportation Disadvantaged Coordinating Board.

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

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IV.



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January 19, 2017

TO: Council Members
FROM: Scott R. Koons, AICP, Executive Director 
SUBJECT: Assigned Fund Balance - Capital Reserve

RECOMMENDATION:

Encumber \$15,000 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 \$540,000.

BACKGROUND:

During Fiscal Year 2014-15, \$15,689 for depreciation of building and equipment was applied to the capital assets of the Council. After adding \$1,908 of furniture fixtures and equipment reclassifications it resulted in a total of \$539,470 accumulated depreciation of fixed assets.

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 \$15,000 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 \$525,000 to \$540,000.

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

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