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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 24, 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)

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

Holiday Inn
Hotel & Suites





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AGENDA EXECUTIVE COMMITTEE

Holiday Inn Hotel & Suites
Lake City, Florida

August 24, 2017
6:00 p.m.

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* I. APPROVAL OF MINUTES - July 27, 2017	5
II. CONTRACTS AND APPLICATIONS -	
* A. Local Government Comprehensive Planning Service Agreements Fiscal Year 2017-18	7
* B. Hazardous Waste Monitoring Verification and Notification Service Agreements Fiscal Year 2017-18	11
III. PROGRAM REPORT - None	
IV. GENERAL ADMINISTRATION - None	
* V. OTHER BUSINESS - None	

* See Attachments

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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.

EXECUTIVE COMMITTEE
MINUTES

Holiday Inn Hotel & Suites
Lake City, Florida

July 27, 2017
6:00 p.m.

MEMBERS PRESENT

Lorene Thomas, Chair
Louie Davis, Vice-Chair
Rick Davis, Immediate Past Chair
Robert Wilford, Secretary/Treasurer

MEMBER ABSENT

Larry Sessions, Member

STAFF PRESENT

Scott Koons

GUESTS PRESENT

Stew Lilker

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

I. APPROVAL OF MINUTES - June 22, 2017

Chair Thomas asked that the minutes for the June 22, 2017 Executive Committee meeting be approved as written.

ACTION: Commissioner Davis made the motion, with a second by Commissioner Wilford to approve the minutes for June 22, 2017 as written. The motion carried unanimously.

II. CONTRACTS AND APPLICATIONS - None

III. PROGRAM REPORT - None

IV. GENERAL ADMINISTRATION

A. Assigned Fund Balance - Capital Reserve

Mr. Koons stated that during Fiscal Year 2015-16, \$15,073 for depreciation of building and equipment was applied to the capital assets of the Council. He noted that after adding \$1,908 of purchased furniture fixtures and equipment, it resulted in a net total of \$554,543 accumulated depreciation of fixed assets. He also stated that 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. Mr. Koons further stated that 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 \$540,000 to \$555,000.

ACTION: Commissioner Wilford made the motion, with a second by Commissioner Davis, to recommend that the Council 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 \$555,000. The motion carried unanimously.

B. Employee Health Insurance Proposal

Mr. Koons stated that United Healthcare has offered to continue health insurance coverage for the Council with a decrease in premiums for the coming year beginning September 1, 2017. He also stated that the total decrease in cost to the Council for the coming year would be (\$117) per month, or a decrease of (1.4) percent. The resulting total monthly cost to the Council would be \$8,430.

Mr. Koons also stated that United Healthcare is proposing no change in life insurance premiums for the coming year. United Healthcare is proposing to increase the cost for dental insurance to employees for the coming year by \$3 per month or an increase of 5.0 percent. The resulting total monthly cost to employees would be \$67.

Mr. Koons stated that staff secured alternative proposals for health insurance from United Healthcare for consideration by the Executive Committee. He stated that the alternative proposals include reductions in benefits for employees. He also reported that the Executive Committee recommends that the Council select the renewal option from UnitedHealthcare for the year beginning September 1, 2017.

ACTION: Commissioner Wilford made the motion, with a second by Commissioner Davis, to recommend that the Council approve the proposal received from UnitedHealthcare for Plan 8W-1/RX311 for health insurance, Plan F5430 for dental insurance and life insurance for the year beginning September 1, 2017. The motion carried unanimously.

V. OTHER BUSINESS - Resolution Recognizing the 125th Anniversary of the City of High Springs

Mr. Koons stated that the City of High Springs is celebrating its 125th Anniversary this year. He gave a brief history of the City.

ACTION: Mayor Davis made the motion, with a second by Commissioner Wilford to recommend that the Council approve a resolution recognizing the 125th Anniversary of the City of High Springs. The motion carried unanimously.

The meeting adjourned at 6:15 p.m.

Lorene J. Thomas, Chair

8/24/17

Date



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August 17, 2017

TO: Council Members
FROM: Scott R. Koons, AICP, Executive Director *SRK*
SUBJECT: Local Government Comprehensive Planning Assistance Services Agreements -
Fiscal Year 2017-18

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 2017-18.

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

Attachment

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FISCAL YEAR 2018

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. Lafayette County	\$ 13,000
4. Taylor County	\$ 12,500
5. Union County	\$ 3,500
6. Archer	\$ 7,000
7. Bell	\$ 5,250
8. Chiefland	\$ 7,000
9. Fanning Springs	\$ 5,250
10. Inglis	\$ 7,000
11. Lake Butler	\$ 7,000
12. Madison, City	\$ 17,000
13. Mayo	\$ 7,000
14. Micanopy	\$ 7,000
15. Perry	\$ 9,000
16. Starke	\$ 10,000
17. Williston	\$ 7,000

- 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	\$ 35,000
2. High Springs	\$ 10,000



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August 17, 2017

TO: Council Members
FROM: Scott R. Koons, AICP, Executive Director *SRK*
SUBJECT: Hazardous Waste Monitoring Verification and Notification Services Agreements -
Fiscal Year 2017-18

RECOMMENDATION:

Authorize the Chair to execute agreements with Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Levy, Madison, Suwannee and Union Counties for hazardous waste monitoring for Fiscal Year 2017-18.

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	Levy	\$16,500
Dixie	\$2,717	Madison	\$ 4,880
Gilchrist	\$2,697	Suwannee	\$ 7,421
Hamilton	\$2,899	Union	\$ 2,778

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