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# MEETING NOTICE

## EXECUTIVE COMMITTEE

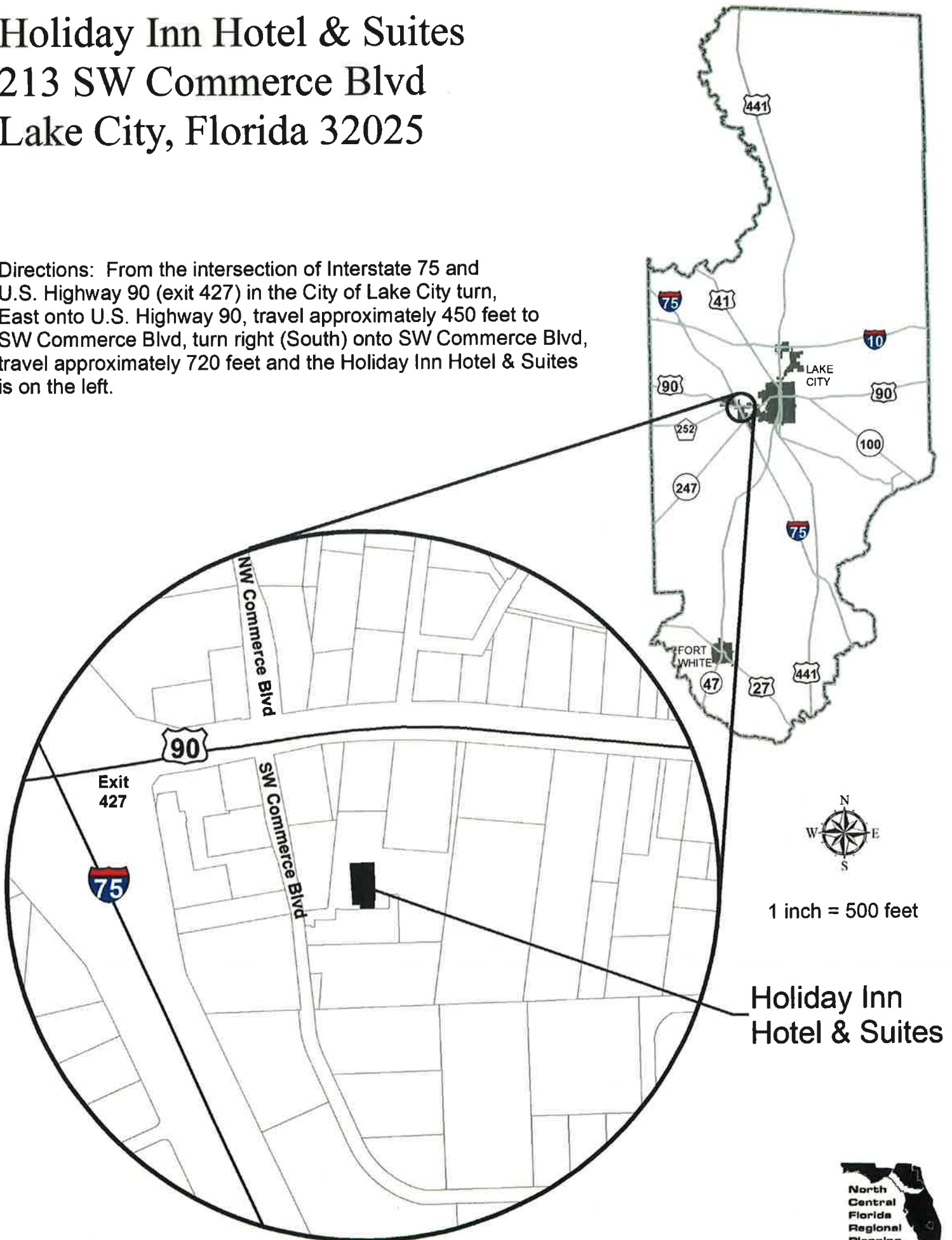
There will be a meeting of the Executive Committee of the North Central Florida Regional Planning Council on **May 26, 2016**. The meeting will be held at the Holiday Inn Hotel & Suites, 213 Southwest Commerce Boulevard, Lake City, Florida at 6:00 p.m.

(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

May 26, 2016  
6:00 p.m.

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- \* I. APPROVAL OF MINUTES - April 28, 2016
- II. CONTRACTS AND APPLICATIONS - None
- III. PROGRAM REPORT
- \* A. Transportation Disadvantaged  
Local Coordinating Board Appointments 9
- \* B. Authorization to Begin Auditor Selection Process 11
- IV. GENERAL ADMINISTRATION - Meeting Schedule Program Year 2016-17 13
- V. OTHER BUSINESS -
- \* A. Greater Madison County Chamber of Commerce  
Chamber Member Spotlight of the Monty 17
- B. Florida Regional Councils Association  
Policy Board Meeting, Tampa - July 8, 2016

\* See Attachments



EXECUTIVE COMMITTEE  
MINUTES

Holiday Inn Hotel & Suites  
Lake City, Florida

April 28, 2016  
6:00 p.m.

MEMBERS PRESENT

Louie Davis, Member  
Rick Davis, Vice-Chair  
Daniel Riddick, Chair  
Lorene Thomas, Secretary-Treasurer

STAFF PRESENT

Scott Koons

OTHERS PRESENT

Stew Lilker

MEMBERS ABSENT

Carolyn Spooner, Immediate Past Chair

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

I. APPROVAL OF MINUTES - March 24, 2016

Chair Riddick asked that the minutes for the March 24, 2016 Executive Committee meeting be approved as written.

**ACTION: Mayor Davis made the motion, with a second by Ms. Thomas to approve the minutes for March 24, 2016 as written. The motion carried unanimously.**

Chair Riddick stated that there is an added agenda item, Item II.D. to authorize the Council to assist the Apalachee Regional Planning Council with evaluating a Statewide Hurricane Exercise pursuant to a purchase order for services for a fixed fee amount of \$8,000.

**ACTION: Ms. Thomas made the motion, with a second by Commissioner Davis to add Item II.D. to authorize the Council to assist the Apalachee Regional Planning Council with evaluating a Statewide Hurricane Exercise pursuant to a purchase order for services for a fixed fee amount of \$8,000. The motion carried unanimously.**

II. CONTRACTS AND APPLICATIONS

- A. Agreement with Florida Division of Emergency Management for  
Local Emergency Planning Committee - Fiscal Year 2016-17

**ACTION: Ms. Thomas made the motion, with a second by Commissioner Davis to recommend that the Council authorize the Chair to execute an agreement with Florida Division of Emergency of Emergency Management for Fiscal Year 2016-17 to provide the services of the North Central Florida Local Emergency Planning Committee for an anticipated amount not to exceed \$59,000. The motion carried unanimously.**

- B. Agreement with Florida Division of Emergency Management to  
Update Hazardous Analyses - Fiscal Year 2016-17

**ACTION:** Mayor Davis made the motion, with a second by Commissioner Davis to authorize the Chair to execute an agreement with Florida Division of Emergency Management for Fiscal Year 2016-17 to update hazardous analyses for Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Madison, Marion and Taylor Counties for an estimated amount of \$17,159. The motion carried unanimously.

C. Hazardous Analyses Service Agreement with  
Gilchrist County - Fiscal Year 2015-16

**ACTION:** Commissioner Davis made the motion, with a second by Ms. Thomas to recommend that the Council authorize the Chair to execute a Hazardous Analyses Service Agreement with Gilchrist County for Fiscal Year 2015-16 to update hazards analyses and conduct site visits at chemical facilities regulated under Section 302 of Emergency Planning and Community Right-to-know Act for a fixed fee amount of \$1,389. The motion carried unanimously.

D. Purchase Order with Apalachee Planning Council to Assist with  
Evaluating Statewide Hurricane Exercise

**ACTION:** Commissioner Davis made the motion, with a second by Mayor Davis to recommend that the Council authorize the Council to assist the Apalachee Regional Planning Council with evaluating a Statewide Hurricane Exercise pursuant to a purchase order for a fixed fee amount of \$8,000. The motion carried unanimously.

### III. PROGRAM REPORT

A. Transportation Disadvantaged Local Coordinating Board Appointments

**ACTION:** Mayor Davis made the motion, with a second by Ms. Thomas to recommend that the Council appoint Louette Smith as voting Public Education Representative on the Bradford County Transportation Disadvantaged Coordinating Board and to appoint Steve Russell as the voting Florida Department of Children and Families Representative on the Madison County Transportation Disadvantaged Coordinating Board. The motion carried unanimously.

### IV. GENERAL ADMINISTRATION - None

### VI. OTHER BUSINESS -

A. 125th Anniversary of the City of Dunnellon Resolution

**ACTION:** Ms. Thomas made the motion, with a second by Commissioner Davis to approve a resolution recognizing the 125th Anniversary of the City of Dunnellon. The motion carried unanimously.

B. County Government Month Proclamation

**ACTION:** Commissioner Davis made the motion, with a second by Ms. Thomas to adopt a proclamation which is attached to these minutes declaring April 2016 as County Government Month. The motion carried unanimously.

C. Travel and Tourism Week May 1-7, 2016 Proclamation

**ACTION:** Mayor Davis made the motion, with a second by Ms. Thomas to adopt the proclamation which is attached declaring the week of May 1-7, 2016 as Travel and Tourism Week in north central Florida which is attached hereto and made a part of these minutes. The motion carried unanimously.

The meeting adjourned at 6:18 p.m.

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Daniel Riddick, Chair

5/26/16

Date

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May 19, 2016

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Transportation Disadvantaged Local Coordinating Board Appointments

RECOMMENDATION:

- **Appoint Denise Morgan as the alternate Persons with Disabilities Representative on the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board.**
- **Appoint Lori Newman as the voting Public Education Representative on the Madison County Transportation Disadvantaged Coordinating Board.**
- **Appoint Sandra Woodard as the voting Children at Risk Representative on the Dixie, Gilchrist and Levy Transportation Disadvantaged Coordinating Boards.**

BACKGROUND:

According to Rule 41-2.012 of the Florida Administrative Code, the Council, serving as the Designated Official Planning Agency, is responsible for appointing members to the local Transportation Disadvantaged Coordinating Boards. It is recommended Denise Morgan be appointed the alternate Persons with Disabilities Representative on the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board. It is recommended Lori Newman be appointed the voting Public Education Representative on the Madison County Transportation Disadvantaged Coordinating Board. It is recommended Sandra Woodard be appointed the voting Children at Risk Representative on the Dixie, Gilchrist and Levy Transportation Disadvantaged Coordinating Boards.

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

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May 19, 2016

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TO: Council Members

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

SUBJECT: Authorization to Begin Auditor Selection Process

RECOMMENDATION:

**Designate the Executive Committee, along with a representative from the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, to serve as the Audit Committee, and authorize the Audit Committee to establish selection criteria, begin the auditor selection process, negotiate a contract for audit services and present a recommendation for auditing services to the Council for approval.**

BACKGROUND:

The Council goes through an auditor selection process every three years with the intent of selecting a firm to perform audits on the Council's financial activity for each of the succeeding three years. A new contract for the auditor services is executed each year, but it is expected that the same firm will be used unless some specific reason is found that causes the Council to terminate its services. The current firm, Powell and Jones Certified Public Accountants, is completing its third year as auditor. Consequently, it is time to begin the process to select a firm for the next three years.

The process used for the Council has included sending a Request for Qualifications to qualified firms. The Executive Committee, serving as the Audit Committee, then reviews the applications received and ranks them in order of preference. The Committee then begins an interview and negotiation process with the top firm, and continues the interviews until a firm is found that the Committee agrees to recommend to the Council. The Council then considers the recommendation of the Audit Committee and engages an auditor for the next three years.

In past years, the same auditor has been retained by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area to audit its financial activities as well. This has been an efficient arrangement, because the Council performs the financial work for both organizations. As a result of this process, the Council has invited the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area to select one of its members to meet with the Executive Committee, serving as the Audit Committee, during the ranking process and the interviews and negotiations procedure.

Please note that the Council will also require the auditor selected to complete an audit of the pension program each year. The cost of doing the work for the pension plan is to be included in the primary contract the Council will have with the auditor.

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

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May 19, 2016

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Meeting Schedule Program Year 2016-17

RECOMMENDATION:

**Approve the attached Council Meeting Schedule for 2016-17.**

BACKGROUND:

Please find attached the Council meeting schedule for 2016-17. 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 8, 2016.

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

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## NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

### MEETING SCHEDULE

2016-17

June 23, 2016	Holiday Inn Hotel & Suites, Lake City, FL
July 28, 2016	Holiday Inn Hotel & Suites, Lake City, FL
August 25, 2016	Holiday Inn Hotel & Suites, Lake City, FL
September 22, 2016	Holiday Inn Hotel & Suites, Lake City, FL
October 27, 2016	Holiday Inn Hotel & Suites, Lake City, FL
December 8, 2016	Holiday Inn Hotel & Suites, Lake City, FL
January 26, 2017	Holiday Inn Hotel & Suites, Lake City, FL
February 23, 2017	Holiday Inn Hotel & Suites, Lake City, FL
March 30, 2017	Holiday Inn Hotel & Suites, Lake City, FL
April 27, 2017	Holiday Inn Hotel & Suites, Lake City, FL
May 25, 2017	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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May 19, 2016

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Greater Madison County Chamber of Commerce -  
 Chamber Member Spotlight of the Month

The Greater Madison County Chamber of Commerce is recognizing the Council as the Chamber Member Spotlight of the Month for May 2016. The following article featuring the Council will be published in the May 2016 newsletter of the Chamber.

The North Central Florida Regional Planning 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 13 counties and 45 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, Levy, Madison, Marion, Suwannee, Taylor and Union Counties.

Madison County Commissioner Rick Davis, City of Madison Mayor Jim Catron and Gubernatorial Appointee Mike Williams are the local representatives to the Council. Commissioner Davis currently serves as the Vice-Chair of the Council.

Council 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*

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

Attachment

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*The Greater Madison County Chamber of Commerce, Inc.*

# ***Chamber Member***


*Spotlight of the Month*  
*May 2016*

North Central Florida Regional  
Planning Council



**MADISON COUNTY**  
FLORIDA

❖ Our Attraction Is Only Natural ❖

  
Lisa Frieman, Executive Director