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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 26, 2021**. Due to the COVID-19 Pandemic, the meeting will be held virtually via communications media technology at **6:00 p.m.**

DIAL IN NUMBER: Toll Free 1.888.585.9008

CONFERENCE CODE: 568 124 316

Dedicated to improving the quality of life of the Region's citizens,
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AGENDA EXECUTIVE COMMITTEE

Virtual Public Meeting
Via Communications Media Technology
Gainesville, Florida

August 26, 2021
6:00 p.m.

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VI. CITIZEN COMMENTS	

This agenda item provides an opportunity for citizens to address the Committee on any matter not included on the agenda. The comment period is limited to three minutes for each individual.

* See Attachments

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EXECUTIVE COMMITTEE
MINUTES

Virtual Meeting
Via Communications Media Technology

July 22, 2021
6:00 p.m.

MEMBERS PRESENT

Anthony Adams, Vice-Chair
Thomas Demps, Chair
Fletcher Hope, Executive Committee Member
Janice Mortimer, Secretary-Treasurer

STAFF PRESENT

Scott Koons

OTHERS PRESENT

Stew Lilker,
Columbia County Observer

MEMBERS ABSENT

Charles Chestnut IV, Immediate Past Chair

Chair Thomas Demps called the meeting to order at 6:04 p.m.

I. APPROVAL OF MINUTES - June 24, 2021

ACTION: Commissioner Vice-Mayor Mortimer made the motion, with a second by Commissioner Hope to approve the minutes for the June 24, 2021 Executive Committee meeting. The motion carried unanimously.

II. CONTRACTS AND APPLICATIONS - None

III. PROGRAM REPORT

A. Transportation Disadvantaged Program Resolution of Appreciation - Sandra Collins

ACTION: Commissioner Hope made the motion, with a second by Vice-Mayor Mortimer to recommend that the Council approve a Resolution of Appreciation for Sandra Collins. The motion carried unanimously.

IV. GENERAL ADMINISTRATION -

A. Employee Health Insurance Proposal

Following review and discussion of health insurance alternate proposals and the replacement plan, the Executive Committee passed the following motion.

ACTION: Vice-Mayor Mortimer made the motion, with a second by Commissioner Hope to recommend that the Council select UnitedHealthcare replacement plan CE-KQ/RX849 for employee health insurance, for dental insurance and life insurance for the year beginning September 1, 2021. The motion carried unanimously.

V. OTHER BUSINESS - Florida Regional Councils Association Policy Board
Hybrid Meeting - July 27, 2021

Scott Koons, Executive Director, reported that the Florida Regional Councils Association Policy Board meeting to be held on July 27, 2021 in Tampa will be conducted in a hybrid format with a virtual access option via communications media technology.

VI. CITIZEN COMMENTS - None

The meeting adjourned at 6:17 p.m.

Thomas Demps, Chair

8/26/21
Date



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August 19, 2021

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Agreement with Florida Division of Emergency Management for
Hazardous Materials Emergency Preparedness - Fiscal Year 2021-22

RECOMMENDATION:

Authorize the Chair to execute an agreement with the Florida Division of Emergency Management for an estimated amount of \$52,978.95 in training funds, plus any unexpended rollover training funds from Fiscal Year 2020-21, on behalf of the North Central Florida Local Emergency Planning Committee, for Fiscal Year 2021-22.

BACKGROUND:

The Florida Division of Emergency Management passes through funds from the United States Department of Transportation for hazardous materials training. The Council, on behalf of the North Central Florida Local Emergency Planning Committee, offers free hazardous materials response training to local government employees. This training includes basic awareness level through more advanced technician level training.

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



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August 19, 2021

TO: Council Members
FROM: Scott R. Koons, AICP, Executive Director *SRK*
SUBJECT: Local Government Comprehensive Planning Assistance Services Agreements -
Fiscal Year 2021-22

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 2021-22.

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 2022
 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. Levy County	\$ 13,000
5. Taylor County	\$ 12,500
6. Union County	\$ 3,500
7. Archer	\$ 7,000
8. Chiefland	\$ 7,000
9. Fanning Springs	\$ 5,250
10. Inglis	\$ 7,000
11. Jasper	\$ 7,000
12. Lake Butler	\$ 7,000
13. Lake City	\$ 23,500
14. Madison, City	\$ 17,000
15. Mayo	\$ 7,000
16. Micanopy	\$ 7,000
17. Perry	\$ 9,000
18. 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	\$ 35,000
2. High Springs	\$ 10,000



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August 19, 2021

TO: Council Members
FROM: Scott R. Koons, AICP, Executive Director *SRK*
SUBJECT: Hazardous Waste Monitoring Verification and Notification Services Agreements - Fiscal Year 2021-22

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 2021-22.

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.

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August 19, 2021

TO: Council Members

FROM: Scott Koons, AICP, Executive Director *SKK*

SUBJECT: Community Development Block Grant Fiscal Year 2019
Administrative Services Agreement - City of Madison

RECOMMENDATION:

Authorize the Chair to sign an agreement with the City of Madison to provide Community Development Block Grant administrative technical assistance services for their Neighborhood Revitalization Project for a fixed fee amount of \$55,000.

BACKGROUND:

The Council proposes to enter into a technical assistance agreement with the City of Madison to provide assistance with the administration of their Fiscal Year 2019 Community Development Block Grant Neighborhood Revitalization Project. This agreement will be funded with Community Development Block Grant Program funds. The amount of the administrative technical assistance services agreement with the City will be a fixed fee amount of \$55,000.

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

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August 19, 2021

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Transportation Disadvantaged Local Coordinating Board Appointments

RECOMMENDATION:

- **Appoint Elizabeth Frieman Blakely the voting Florida Department of Elder Affairs Representative on the Madison County Transportation Disadvantaged Coordinating Board;**
- **Appoint Pamela Hagley the alternate Florida Agency for Health Care Administration Representative on the Bradford County, Columbia, Hamilton and Suwannee, Gilchrist County, Levy County and Union County Transportation Disadvantaged Coordinating Boards;**
- **Appoint Reeda Harris the voting Florida Agency for Health Care Administration Representative on the Bradford County, Columbia, Hamilton and Suwannee, Gilchrist County, Levy County and Union County Transportation Disadvantaged Coordinating Boards;**
- **Appoint Phyllis Marty the voting Regional Workforce Board Representative on the Bradford County Transportation Disadvantaged Coordinating Board;**
- **Appoint Anna Mendoza the alternate Regional Workforce Board Representative on the Bradford County Transportation Disadvantaged Coordinating Board; and**
- **Appoint Christina Nalsen the voting Florida Department of Transportation Representative on the Bradford County, Columbia, Hamilton and Suwannee, Dixie County, Gilchrist County, Lafayette County, Levy County, Madison County and Union County Transportation Disadvantaged Coordinating Boards.**

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 that Elizabeth Frieman Blakely be appointed the voting Florida Department of Elder Affairs Representative on the Madison County Transportation Disadvantaged Coordinating Board. It is recommended that Pamela Hagley be appointed the alternate Florida Agency for Health Care Administration Representative on the Bradford County, Columbia, Hamilton and Suwannee, Gilchrist County, Levy County and Union County Transportation Disadvantaged Coordinating Boards.

It is recommended that Reeda Harris be appointed the voting Florida Agency for Health Care Administration Representative on the Bradford County, Columbia, Hamilton and Suwannee, Gilchrist County, Levy County and Union County Transportation Disadvantaged Coordinating Boards. It is recommended that Phyllis Marty be appointed the voting Regional Workforce Board Representative on the Bradford County Transportation Disadvantaged Coordinating Board. It is recommended Anna Mendoza be appointed the alternate Regional Workforce Board Representative on the Bradford County Transportation Disadvantaged Coordinating Board. It is recommended that Christina Nalsen be appointed the voting Florida Department of Transportation Representative on the Bradford County, Columbia, Hamilton and Suwannee, Dixie County, Gilchrist County, Lafayette County, Levy County, Madison County and Union County Transportation Disadvantaged Coordinating Boards.

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



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August 19, 2021

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Assigned Fund Balance - Capital Reserve

RECOMMENDATION:

Encumber \$3,000 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 \$573,000.

BACKGROUND:

During Fiscal Year 2019-20, \$2,735 depreciation of furniture, fixtures and equipment was applied to the capital assets of the Council resulting in a total of \$572,495 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 \$3,000 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 \$570,000 to \$573,000.

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

North Central Florida Regional Planning Council Executive Director Annual Performance Review

Executive Director: Scott R. Koons

Evaluation Period: October 1, 20 through September 30, 20

Ratings on Job Performance:

- 5 = Exceeds Job Requirements
- 4 = Above Average Performance
- 3 = Satisfactory Performance
- 2 = Needs to Take Action to Improve
- 1 = Performance Does not Meet Job Requirements

Merit Pay Adjustment:

- 3.5 to 3.9 Score = 1 1/4%
- 4.0 to 4.4 Score = 2 1/2%
- 4.5 to 5.0 Score = 5%

	The Executive Director	5	4	3	2	1
1.	Represents the Council in a positive, professional manner					
2.	Accurately represents the goals and policies of the Council					
3.	Maintains a positive image and relationships with local, state and federal agencies					
4.	Promotes the Council and its services					
5.	Makes clear and concise recommendations to Council					
6.	Deals honestly and fairly with all parties					
7.	Exercises sound judgment in business transactions					
8.	Is respected by peers and leaders in the region					
9.	Is knowledgeable about regional issues					
10.	Provides good overall leadership for the Council					

Signature

Date

Type or Print Name

