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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 25, 2022**. Due to the COVID-19 Public Health Emergency, 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,
by enhancing public safety, protecting regional resources,
promoting economic development and providing technical services to local governments.



AGENDA EXECUTIVE COMMITTEE

Virtual Public Meeting
Via Communications Media Technology
Gainesville, Florida

August 25, 2022
6:00 p.m.

	<u>Page</u>
* I. APPROVAL OF MINUTES - July 28, 2022	5
II. CONTRACTS AND APPLICATIONS -	
* A. Agreement with Florida Division of Emergency Management for Hazardous Materials Emergency Preparedness - Fiscal Year 2022-23	7
* B. Local Government Comprehensive Planning Services Agreements Fiscal Year 2022-23	9
* C. Hazardous Waste Monitoring Verification and Notification Services Agreements Fiscal Year 2022-23	13
* D. Interagency Agreement with East Central Florida Regional Planning Council to Participate in Regional Joint Mitigation Resiliency Project Amendment 1	15
* III. PROGRAM REPORT - Transportation Disadvantaged Local Coordinating Board Appointment	17
* IV. GENERAL ADMINISTRATION - Assigned Fund Balance - Capital Reserve	19
V. OTHER BUSINESS - None	
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

EXECUTIVE COMMITTEE
MINUTES

Virtual Meeting
Via Communications Media Technology

July 28, 2022
6:00 p.m.

MEMBERS PRESENT

Anthony Adams, Chair
Thomas Demps, Immediate Past Chair
Fletcher Hope, Treasurer
Janice Mortimer, Vice-Chair

STAFF PRESENT

Scott Koons

OTHERS PRESENT

None

MEMBERS ABSENT

Robert Brown, Secretary

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

Chair Adams requested that Item IV.B. Restatement of the Council’s Employee Pension Plan be added to the agenda and approve the agenda, as amended.

ACTION: Commissioner Demps made the motion, with a second by Mayor Mortimer, to add Item IV.B. Restatement of the Council’s Employee Pension Plan to the agenda and approve the agenda, as amended. The motion carried unanimously.

I. APPROVAL OF MINUTES - June 23, 2022

ACTION: Mayor Mortimer made the motion, with a second by Commissioner Demps, to approve the minutes for the June 23, 2022 Executive Committee meeting as written and circulated. The motion carried unanimously.

II. CONTRACTS AND APPLICATIONS - None

III. PROGRAM REPORT - None

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: Commissioner Demps made the motion, with a second by Commissioner Hope to recommend that the Council select UnitedHealthcare replacement plan CO-1K/RXL27Y for employee health insurance, for dental insurance and life insurance for the year beginning September 1, 2022. The motion carried unanimously.

B. Restatement of the Council's Employee Pension Plan

Scott Koons, Executive Director, stated that on July 22, 2022, the Council was advised by its pension plan consultant, Bates and Company, that a restatement of the Council's employee pension plan is required to maintain the employee pension plan in a qualified status with the Internal Revenue Service.

ACTION: Commissioner Hope made the motion, with a second by Mayor Mortimer, to recommend that the Council adopt Resolution No. 2022-12 concerning the Restatement of Qualified Retirement Plan, the North Central Florida Regional Planning Council Employee Pension Plan, as required by Internal Revenue Service requirements to comply with the 2017 Internal Revenue Service Cumulative List (Internal Revenue Service Notice 2017-37), the American Taxpayer Relief Act of 2012, the Tax Cuts and Jobs Act of 2017, and other applicable guidance, collectively referred to as the Cycle 3 restatement. The motion carried unanimously.

V. OTHER BUSINESS - None

VI. CITIZEN COMMENTS - None

The meeting adjourned at 6:14 p.m.

Anthony Adams, Chair

8/25/22
Date



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August 18, 2022

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 2022-23

RECOMMENDATION:

Authorize the Chair to execute an agreement with the Florida Division of Emergency Management for an estimated amount of \$53,277.59 in training funds on behalf of the North Central Florida Local Emergency Planning Committee, for Fiscal Year 2022-23.

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 18, 2022

TO: Council Members
FROM: Scott R. Koons, AICP, Executive Director 
SUBJECT: Local Government Comprehensive Planning Assistance Services Agreements -
Fiscal Year 2022-23

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 2022-23.

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 2023

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. Bronson	\$ 7,000
9. Chiefland	\$ 7,000
10. Fanning Springs	\$ 5,250
11. Inglis	\$ 7,000
12. Jasper	\$ 7,000
13. Lake Butler	\$ 7,000
14. Lake City	\$ 23,500
15. Madison, City	\$ 17,000
16. Mayo	\$ 7,000
17. Micanopy	\$ 7,000
18. Perry	\$ 9,000
19. 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 18, 2022

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Hazardous Waste Monitoring Verification and Notification Services Agreements - Fiscal Year 2022-23

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 2022-23.

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

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August 18, 2022

TO: Council Members
FROM: Scott R. Koons, AICP, Executive Director 
SUBJECT: Interagency Agreement with East Central Florida Regional Planning Council
to Participate in Regional Joint Mitigation Resiliency Project Amendment 1

RECOMMENDATION:

Authorize the Chair to execute Interagency Agreement Amendment 1 with East Central Florida Regional Planning Council for the Regional Joint Mitigation Resiliency Project.

BACKGROUND:

The Florida Department of Economic Opportunity has awarded a \$1.499 million Rebuild Florida Community Development Block Grant General Planning Support Program grant to the East Central Florida Regional Planning Council to complete a Regional Joint Mitigation Resiliency Project.

The East Central Florida Regional Planning Council has entered into interagency agreements with the regional planning councils that have counties that were declared federal disaster areas as a result of Hurricane Irma to assist in completing the project. These regional planning councils include Central Florida Regional Planning Council, Northeast Florida Regional Council, North Central Florida Regional Planning Council, Tampa Bay Regional Planning Council and the Treasure Coast Regional Planning Council.

The regional planning councils are engaging in cross collaboration to provide a seamless network of community partners setting forth a single consistent methodology for vulnerability, risk analysis and assessments with reduced focus on county boundaries in order to identify potential multi-jurisdictional or multi-county solutions. The project fills an identified gap in resilience efforts by focusing on the impacts of flooding hazards to the inland counties in Florida.

The scope of work includes the following activities.

- Future Extreme Rainfall Modeling;
- Mitigation Needs Assessment, Template and Mitigation Priority Areas and Project List;
- Small Area Mitigation Plans;
- Regional Resilience Exposure Tool;
- Interactive Best Practice Application; and
- Stakeholder Engagement.

The Council is being paid a total fixed fee amount of \$237,111.25 over a three-year period by the East Central Florida Regional Planning Council for these services.

As a result of methodology development, Amendment 1 to the Interagency Agreement alters deliverable dates. In particular, the deliverable date for Deliverable 2, Task 3 - Geographic Information Systems Flood Assessment Test model runs is changed from September 15, 2022 to September 15, 2023, Deliverable 3, Task 1 - Comprehensive Mitigation Assessment Methodology is changed from May 31, 2023 to September 30, 2022 and Deliverable 6, Task 1 - Stormwater Management Best Practices is changed from May 31, 2023 to September 30, 2022.

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

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August 18, 2022

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Transportation Disadvantaged Program Local Coordinating Board Appointment

RECOMMENDATION:

Appoint Maxine Parrish the Citizen Advocate User 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 Maxine Parrish be appointed the Citizen Advocate User 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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August 18, 2022

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Assigned Fund Balance - Capital Reserve

RECOMMENDATION:

Encumber \$4,000 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 \$577,000.

BACKGROUND:

During Fiscal Year 2020-21, \$3,831 depreciation of furniture, fixtures and equipment was applied to the capital assets of the Council resulting in a total of \$576,326 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 \$4,000 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 \$573,000 to \$577,000.

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

