

# **NEFRC**

## **October Monthly BOARD OF DIRECTORS Meeting**

**October 2, 2008  
10:00 a.m.**

**Northeast Florida Regional Council  
6850 Belfort Oaks Place  
Jacksonville, FL 32216**




*Bringing Communities Together*

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## MEMORANDUM

**Date:** October 2, 2008

**To:** Northeast Florida Regional Council Board Members

**From:** Brian D. Teeple, Chief Executive Officer 

**Re:** November 6, 2008 - NEFRC Board Meeting

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The next regular monthly meeting of the Northeast Florida Regional Council will be held on **Thursday, November 6, 2008**, at **10:00 a.m.** at the **Northeast Florida Regional Council, 6850 Belfort Oaks Place, Jacksonville, Florida, 32216.**

**Northeast Florida Regional Council**  
**BOARD of DIRECTORS**  
**A G E N D A**

**Northeast Florida Regional Council**  
**6850 Belfort Oaks Place**  
**Jacksonville, FL 32216**

**Thursday, October 2, 2008**  
**10:00 a.m.**

**(ADDED OR MODIFIED ITEMS IN BOLD)**  
**(\*Denotes Action Required)**

**TAB**

1.	Call to Order, Roll Call, Introductions – President Rutledge	
2.	Invocation & Pledge of Allegiance – President-Elect Boyle	
3.	*Approval of September 4, 2008, Meeting’s Minutes – President Rutledge.....	1
<b>4.</b>	<b>Passing of the Gavel – Presidents Rutledge/Boyle</b>	
5.	Public Comment – <u>LIMITED TO 3 MINUTES PER SPEAKER</u>	
6.	*Consent Agenda	
A.	Secretary/Treasurer’s Report – Mr. Fish	
	1. August 2008 Financial Report.....	2
B.	Committee Reports	
	1. Planning and Growth Management Policy Committee – Chair Boyle	
	a. Comprehensive Plan Amendment Review – Ed Lehman.....	3
	i. City of Green Cove Springs Transmitted Amendment 08-1 – Ed Lehman .....	4
	ii. Nassau County Transmitted Amendment 08-2 – Ed Lehman .....	5
	iii. City of Palatka Transmitted Amendment 08-2 – Guy Parola.....	6
	iv. Town of Pomona Park Transmitted Amendment 08-1 – Ameera Sayeed .....	7
	v. City of St. Augustine Beach Transmitted Amendment 08-2 – Guy Parola .....	8
	vi. City of Crescent City Transmitted Amendment 08-1 – Guy Parola.....	9
	vii. City of Keystone Heights Adopted Amendment 08-1 – Ed Lehman.....	10
	viii. City of Keystone Heights Adopted Amendment 08PEFE-1 – Valerie Evans.....	11
	ix. Town of Hastings Adopted Amendment 08PEFE-1 – Guy Parola.....	12
	x. City of Green Cove Springs Adopted Amendment 08PEFE-1 – Ana Shepherd...	13
	xi. Clay County Adopted Amendment 08-1MI – Ed Lehman .....	14

xii.	City of Green Cove Springs Adopted EAR – Ed Lehman .....	15
b.	Intergovernmental Coordination and Review (IC&R) Report – Ed Lehman.....	16
c.	Development of Regional Impact (DRI) Report – Ed Lehman.....	17
2.	Legislative Policy Committee Action – Commissioner Rutledge	
a.	Regional Leadership Academy – Brian Teeple .....	18
C.	Program/Staff Reports	
1.	Emergency Preparedness Programs Update .....	19
2.	Business Development Services Update .....	20
3.	Planning & Development Update.....	21
4.	Strategic Initiatives Update .....	22
7.	Discussion Agenda	
A.	Items removed from Consent Agenda at meeting (if any)	
B.	Discussion Items <b>(added or modified items in bold since mail out)</b>	
*1.	Clay County Transportation Disadvantaged LCB Representative – Jeanie Palmer .....	23
*2.	Proposed Resolution 2008-14 to support limiting Medicaid travel expenses – Jeanie Palmer .....	24
<b>3.</b>	<b>Committee Assignments – President Boyle .....</b>	<b>25</b>
4.	FY 2007/2008 Attendance Report – Brian Teeple .....	26
*5.	Recommended Contract Award for NEFRC Roof Replacement – PBF Chair Sgroi .....	27
6.	Georgia Pacific Pipeline Presentation – Mr. Greg Strong, Director, FDEP	
7.	TMDL BMAP Presentation – Ms. Melissa Long, Water Facilities Administrator, FDEP	
8.	Regional Visioning Update – Margo Moehring .....	handout
9.	Century Commission 2008 Water Congress Meeting Report – Brian Teeple.....	28
8.	Public Comment – LIMITED <b><u>TO 3 MINUTES PER SPEAKER</u></b>	
9.	Voting Members’ Reports	
10.	Ex-Officio Members’ Reports	
•	Enterprise Florida	
•	Florida Department of Environmental Protection	
•	Florida Department of Transportation	
o	I-10 Variance	
•	St. Johns River Water Management District	
o	St. Johns River Water Withdrawals Update	

- 11. President's Report
- 12. Chief Executive Officer's Report
  - A. Teeple Time
  - B. Newspaper Articles
  - C. Highlights (Binder – Front Pocket)
  - D. Upcoming Events:
    - October 9, 2008** – NFTPO Board Meeting
    - October 9 – 10, 2008** – FRCA Executive Directors Meeting, Lakeland, FL
    - October 13, 2008** – Columbus Day Holiday, Council Closed
    - October 15, 2008** – NFPA Board Meeting, NEFRC
    - October 23, 2008** – Quarterly Planning Directors Meeting, NEFRC
    - October 23, 2008** – Regional Leadership Awards Selection Committee Meeting, NEFRC
    - October 29, 2008** – FDEP Forum on Trails and Greenways, St. Augustine
    - October 31, 2008** – Happy Halloween! 🎃 🍁 🦇 🌕
    - November 6, 2008** – NEFRC Board & Committee Meetings, NEFRC
    - ☞ **November 20, 2008** – *Elected Officials Reception & Regional Leadership Awards Ceremony, St. Johns County Convention Center, St. Augustine*
    - ☞ **MAY 21, 2009** – *REALITY CHECK FIRST COAST, St. Johns County Convention Center, St. Augustine*

13. Next Meeting Date and Location:

**November 6, 2008, at 10:00 am**  
**Northeast Florida Regional Council**  
**6850 Belfort Oaks Place**  
**Jacksonville, FL 32216**

14. Adjournment

**\*Denotes Action Item**

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A verbatim record of Northeast Florida Regional Council proceedings is required if a person decides to appeal any NEFRC action, including testimony and evidence upon which appeal is based.

If special accommodations are required, please notify Angela Giles at (904) 279-0880 at least three business days prior to the meeting.

# Tab 1



NORTHEAST FLORIDA REGIONAL COUNCIL  
Board of Directors Meeting  
September 4, 2008

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MINUTES

The regular monthly meeting of the Northeast Florida Regional Council was held on Thursday, September 4, 2008, at 10:00 a.m., at the Northeast Florida Regional Council, 6850 Belfort Oaks Place, Jacksonville, Florida, 32216.

**President Rutledge** called the meeting to order with the following members present representing a quorum:

BAKER	Hugh Fish Michael Griffis Darryl Register
CLAY	Paul Bue Robert Page Chereese Stewart Harold Rutledge
DUVAL	Bill Bishop Art Graham
FLAGLER	Jon Netts Jim O'Connell Catherine Robinson Bob Sgroi
NASSAU	Michael Boyle Larry Williams
PUTNAM	Chip Laibl
ST. JOHNS	Harry Maxwell Karen Stern
EX-OFFICIO	Jeff Cole Larry Parks Beth Weatherford for Greg Strong

Excused: Carol Vallencourt, Mary Louise Dungey, Paul Parsons, Shirley Graham, Bob Spaeth, Nancy Harris, Mary Lawson-Brown, Tom Williams, Don Crichlow, Ben Rich, Cyndi Stevenson, Wes Larson, Greg Strong

Absent: None.

Others: Valerie Britt, Tom Ingram, Tom Jones, Steve Fitzgibbons, Travis Minch, Dan Chitwood, CJ Thompson and other members of the public.

Staff: Brian Teeple, Mario Taylor, Ed Lehman, Donna Starling, Michael Hadden, Margo Moehring, Jeffrey Alexander, Guy Parola, Al Chester, Jason Taylor, Ameera Sayeed, Anna Shepherd, Jonathan Goyings and Angela Giles.

**President Rutledge** recognized new board members that have been appointed – representing Clay County, **Councilman Bob Page** of Green Cove Springs, replacing **Councilman Paul Bue** of Penney Farms and **Mayor Catherine Robinson** of Bunnell, representing Flagler County.

**Mr. Sgroi** of Flagler County offered the Invocation, and led the Pledge of Allegiance.

\*Approval of Minutes

**Commissioner Boyle** moved approval of the August 7, 2008, meeting's minutes; seconded by **Commissioner Laibl**; motion unanimously carried.

Public Comment

None.

\*Consent Agenda

**President Rutledge** asked if any items should be removed from the Consent Agenda. There being no items to be pulled from the Consent Agenda, **Commissioner Boyle** moved approval of the Consent Agenda; **Councilman Bishop** seconded; motion carried unanimously.

Discussion Agenda

Resolution 2008-13 – Honoring Ms. Karen Stern

Mr. Teeple read proposed Resolution 2008-13 honoring **Ms. Stern** for her service as the Florida Regional Councils Association Policy Board President for the 2007/2008 year. **Mr. Fish** moved approval of Resolution 2008-13; seconded by **Commissioner Boyle**; motion carried unanimously. **President Rutledge** presented **Ms. Stern** with a plaque and framed copy of the resolution.

Resolution 2008-12 Honoring Councilman Paul Bue

Mr. Teeple read Resolution 2008-12 honoring **Councilman Bue** for his service on the Regional Council Board. **Mr. Register** moved approval of Resolution 2008-12; seconded by **Mr. Sgroi**; motion carried unanimously. **President Rutledge** presented a framed resolution to **Councilman Bue**.

**Councilman Graham** arrived at 10:20 am and was added to the quorum.

JaxPort Presentation

Mr. Teeple introduced Mr. David Kaufman, the Senior Director of Planning and Property, of JaxPort. Mr. Kaufman gave a brief presentation on the impacts of major shipping coming to Jacksonville. He also spoke regarding improving the region, and keeping cargo and jobs locally. Mr. Kaufman stated that JaxPort welcomed the Council's participation in upcoming short and long term planning. Discussion followed.

\*Clay County Transmitted Amendment 08D-2

Mr. Lehman provided an overview of the Amendment, which is the companion Future Land Use Map (FLUM) amendment to the Governors Park Development of Regional Impact (DRI). The

County is proposing to change 3,267 acres from Agriculture to Planned Community, and also changes the 10-year transportation plan. Mr. Lehman stated that the DRI presentation will be made to the Council at the November meeting. This amendment was approved at the P&G Committee meeting earlier today. Staff recommends that the Board approve this report for transmittal to the Department of Community Affairs (DCA). **moved approval of transmitting the Clay County Transmitted Amendment 08D-2 to the DCA; seconded by Mr. Sgroi; motion carried unanimously.**

#### Governors Park DRI Presentation

Mr. Lehman introduced Mr. Doug Miller of England, Thims and Miller, representing the land owner and developer (Jackson-Shaw). Mr. Miller gave a brief presentation of the Governors Park Development of Regional Impact. The Governors Park DRI is a proposed multi-use project on 3,267 acres located in Clay County along C.R. 15A south and west of the City of Green Cove Springs, in the area of the planned Outer Beltway. The development plan for the Governors Park DRI calls for four five-year development phases. Discussion followed.

#### Land Use/Effective Matrix

Mr. Parola gave a brief presentation to the members regarding the influence the Council has on Policy.

#### Comprehensive Economic Development Strategy (CEDS)

Ms. Moehring informed the Council members that the NEFRC has been approved for a grant through the Economic Development Association, and explained the steps that would be taken to created a CEDS. Discussion followed.

#### Regional Visioning Update

Ms. Moehring stated that Reality Check First Coast is moving forward, and that a public kick-off would be held in November. The Regional Community Institute of Northeast Florida is also moving forward. Discussion followed.

#### Regional Water Supply Authority (WSA) Presentation

Mr. Teeple gave the members a brief presentation of WSAs. Mr. Teeple informed the members how WSA's are formed and run. Discussion followed. A tour was recommended of the Tampa Bay WSA as an example.

#### Wildfire and Drought Report

Mr. Teeple stated that a recent summit was held by the Department of Emergency Management to discuss the status of rainfall and water supplies as is affects the potential for wildfires in the State of Florida. A copy of the report and presentations is provided to the members on a disc for information.

#### \*Election of 2008/2009 Board Officers

**Mr. Sgroi**, Chair of the Personnel, Budget & Finance Committee (PBF), stated that the PBF committee would like to offer the following slate of officers for 2008/2009: **Commissioner Michael Boyle, President; Commissioner Michael Griffis, 1<sup>st</sup> Vice President; Councilman Art Graham, 2<sup>nd</sup> Vice President; and Mr. Hugh Fish, Secretary/Treasurer.** **Mr. Sgroi moved to accept the nominees as a slate; seconded by Councilman Bishop; motion carried unanimously.** **Mr. Williams moved approval of the Slate of Officers for 2008/2009; seconded by Commissioner Stewart; motion carried unanimously.**

#### Public Comment

None.

Members/Ex-Officio Members Reports

**FDEP**, Ms. Beth Weatherford informed the members of a letter from Mr. Greg Strong, regarding the Georgia Pacific Pipeline.

**SJRWMD**, Mr. Jeff Cole reminded the members of the Technical Symposium on Water Withdrawals that will be held on September 17 and 18 in Gainesville. Mr. Cole also informed the members that information regarding flood control on the St. Johns River is available on-line, at SJRWMD.com.

President Rutledge informed the Council that Mr. Cole has been named Director of the Office of Communications and Governmental Affairs at the SJRWMD.

**Mayor Netts** spoke regarding LED lighting

**Commissioner Boyle** thanked **Councilman Bue** for his service to the Board, and bid him a fond farewell.

President's Report

**President Rutledge** reminded the Legislative Committee members of the meeting today.

**President Rutledge** also informed the Members that the Council will be taking direct responsibility for the Regional Leadership Academy, and that the Opening Retreat will take place on October 15 – 16.

Chief Executive Officer's Report

Mr. Teeple introduced Mr. Al Chester, a new staff member for the Emergency Preparedness Program Area. Mr. Chester will be working on the CITAMS project. Mr. Teeple also called the Board Members attention to the new employee recognition program that the Council implemented, and introduced Mr. Jason Taylor, Employee of the 2<sup>nd</sup> Quarter for 2008. Mr. Teeple stated that during tropical Storm Fay, we deployed staff to Duval, Putnam and Nassau County Emergency Operations Centers. Mr. Teeple called the Members' attention to the Highlights in the front of the Members' binders and upcoming events of interest. Mr. Teeple also pointed out the regional news articles on the front table.

Next Meeting Date

The next Council Board of Director's meeting is scheduled for **Thursday, October 2, 2008** at 10:00 a.m. at the Northeast Florida Regional Council, 6850 Belfort Oaks Place, Jacksonville, FL 32216.

Adjournment

There being no further business to discuss, the meeting adjourned at 11:33 am.

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Harold Rutledge  
President

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Brian Teeple  
Chief Executive Officer

# **Tab 2**



*Bringing Communities Together*

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## MEMORANDUM

DATE: September 23, 2008  
TO: Northeast Florida Regional Council  
THRU: Hugh D. Fish, Secretary/Treasurer  
FROM: Donna Starling, <sup>DS</sup> Chief Financial Officer  
RE: August 2008 Financial Report

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Northeast Florida Regional Council posted a Net Income of \$10,153 for the month of August and a Year to Date Net Income of \$22,886.

Agency-wide totals currently include the Business Development Corporation (BDC) which posted a Net Income of \$20,620 for the month of August and a Year to Date Net Income of \$119,079. Thus Agency-wide totals were a Net Income of \$30,773 for the month and a Net Income of \$141,965 Year to Date.

Effective October 1, 2008, BDC's income (loss) will no longer be reflected in the Council's Agency-wide totals. The Council will only show the revenues and expenses owed the Council by BDC for expenses incurred as part of the administrative agreement between BDC and the Council.

<b>Regional Council - Agencywide</b>	<b>Adopted Amended Budget 07/08</b>	<b>August, 2008</b>	<b>YTD</b>	<b>Represents 92% of Fiscal Year</b>	<b>Budget Variance</b>
<b>Revenues</b>					
Planning and Development	\$ 1,019,522	72,878	856,442	84%	-8%
Emergency Preparedness	\$ 4,471,553	225,372	2,356,515	53%	-39%
County	\$ 606,025	50,502	555,523	92%	0%
Business Development Corporation	\$ 536,326	43,621	411,727	77%	-15%
Regional Data Center	\$ 166,023	-	84,904	51%	-41%
AME Ministerial Alliance	\$ 57,384	-	64,919	113%	21%
North Florida Procurement Association	\$ 32,000	378	45,728	143%	51%
Regional Leadership Academy	\$ 30,500	(1,426)	22,757	75%	-17%
Regional Visioning	\$ 75,000	15,668	110,501	147%	55%
Tenant Revenue	\$ 100,000	9,932	81,698	82%	-10%
Anticipated Revenue/Other	\$ 60,000	12,452	50,423	84%	-8%

<b>TOTAL REVENUES</b>	<b>\$ 7,154,334</b>	<b>\$ 429,378</b>	<b>\$ 4,641,137</b>
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<b>Expenses</b>					
Salaries and Fringe	\$ 2,698,814	172,635	2,090,592	77%	-15%
Contract/Grant Direct Expenses	\$ 3,701,113	179,520	1,868,912	50%	-42%
Common/Indirect - Allocated Expenses*	\$ 424,277	36,760	401,157	95%	3%
General Fund Expense*	\$ 330,130	9,690	138,512	42%	-50%

<b>TOTAL EXPENSES</b>	<b>\$ 7,154,334</b>	<b>\$ 398,605</b>	<b>\$ 4,499,173</b>
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<b>Net Income (loss)</b>	<b>\$ -</b>	<b>30,773</b>	<b>\$ 141,965</b>
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\*Excludes Salaries & Fringe

Planning and Development	Adopted Amended Budget 07/08	August, 2008	YTD	Represents 92% of Fiscal Year	Budget Variance
<b>Revenues</b>					
Local Gov't T.A./DCA	\$ 519,000	36,994	457,004	88%	-4%
DRI	\$ 155,000	16,836	191,617	124%	32%
TD	\$ 112,000	8,145	98,061	88%	-4%
SHIP/Weatherization	\$ 130,111	8,586	86,575	67%	-25%
Affordable Housing	\$ 50,000	1,809	17,940	36%	-56%
Special Projects	\$ 53,411	507	5,245	10%	-82%
<b>TOTAL REVENUES</b>	<b>\$ 1,019,522</b>	<b>\$ 72,878</b>	<b>\$ 856,442</b>	<b>84%</b>	
<b>Expenses</b>					
Salaries/Fringe	\$ 589,358	45,247	507,655	86%	-6%
Direct	\$ 59,990	4,019	76,225	127%	35%
Common/Indirect	\$ 370,174	23,612	275,094	74%	-18%
<b>TOTAL EXPENSES</b>	<b>\$ 1,019,522</b>	<b>\$ 72,878</b>	<b>\$ 858,973</b>	<b>84%</b>	
<b>Net Profit (Loss)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (2,531)</b>		

Emergency Preparedness	Adopted Amended Budget 07/08	August, 2008	YTD	Represents 92% of Fiscal Year	Budget Variance
<b>Revenues</b>					
Emergency Preparedness Local TA	\$ 248,383	10,710	178,795	72%	-20%
Hurricane Study	\$ 2,186,000	55,004	1,179,746	54%	-38%
DCA LEPC	\$ 40,909	4,139	37,023	91%	-1%
HMEP	\$ 30,639	5,690	23,875	78%	-14%
Terrorism Statewide Coordination	\$ 590,000	111,255	249,497	42%	-50%
SQG	\$ 20,000	-	5,066	25%	-67%
SHSGP Terrorism	\$ 75,000	4,772	41,062	55%	-37%
DEM TA	\$ 300,000	18,575	323,767	108%	16%
EOC IMT	\$ 35,000	-	-	0%	0%
EOC Enhancement	\$ 64,010	-	42,050	66%	-26%
Region 3 Workshop	\$ 25,000	-	-	0%	0%
Infrastructure Assessments	\$ 300,000	14,110	206,029	69%	-23%
USAI Program	\$ 500,000	1,117	30,433	6%	-86%
Other Revenue	\$ 56,612	-	39,171	69%	-23%
<b>TOTAL REVENUES</b>	<b>\$ 4,471,553</b>	<b>\$ 225,372</b>	<b>\$ 2,356,515</b>	<b>53%</b>	
<b>Expenses</b>					
Salaries/Fringe	\$ 583,393	32,603	429,162	74%	-18%
Direct	\$ 3,507,500	172,760	1,655,921	47%	-45%
Common/Indirect	\$ 380,660	20,097	271,934	71%	-21%
<b>TOTAL EXPENSES</b>	<b>\$ 4,471,553</b>	<b>\$ 225,459</b>	<b>\$ 2,357,016</b>	<b>53%</b>	
<b>Net Profit (Loss)</b>	<b>\$ -</b>	<b>\$ (87)</b>	<b>\$ (502)</b>		

BDC	Adopted Amended Budget 07/08	August, 2008	YTD	Represents 92% of Fiscal Year	Budget Variance
<b>Revenues</b>					
Processing	\$ 166,000	17,896	45,956	28%	-64%
Interest	\$ 50,000	-	67,030	134%	42%
Servicing	\$ 267,000	25,725	292,543	110%	18%
Other	\$ 53,326	-	6,198	12%	-80%
<b>TOTAL REVENUES</b>	<b>\$ 536,326</b>	<b>\$ 43,621</b>	<b>\$ 411,727</b>		
<b>Expenses</b>					
Salaries/Fringe	\$ 363,079	15,611	204,162	56%	-36%
Direct Expenses	\$ 43,000	1,375	21,284	49%	-43%
Common/Indirect	\$ 130,246	6,015	67,202	52%	-40%
<b>TOTAL EXPENSES</b>	<b>\$ 536,326</b>	<b>\$ 23,001</b>	<b>\$ 292,648</b>		
<b>Net Profit (Loss)</b>	<b>\$ -</b>	<b>\$ 20,620</b>	<b>\$ 119,079</b>		

Northeast Florida Regional Council  
Balance Sheet  
August 2008

	<b>FY 06/07</b> <b>August 2007</b>	<b>FY 07/08</b> <b>August 2008</b>
<b>ASSETS</b>		
Regional Council Cash	1,485,491	2,890,377
Healthy Start Cash	213,129	-
BDC Cash	-	166,095
Regional Council Accounts Receivable	707,979	548,467
BDC Accounts Receivable	104,898	28,486
Healthy Start Accounts Receivable	196,415	-
Due from other funds - BDC	64,536	-
Closing Cost	17,709	9,833
<b>Total Current Assets</b>	<b>2,790,157</b>	<b>3,643,257</b>
<b>Property and Equipment:</b>		
Office furniture and equipment	749,340	733,678
Software	115,200	115,200
Land	271,910	271,910
Construction in Progress	-	546
Building	1,928,090	1,928,090
Building improvements	467,166	467,166
Less accumulated depreciation	1,019,188	1,103,854
<b>Total Property and Equipment, net</b>	<b>2,512,518</b>	<b>2,412,736</b>
<b>Total Assets</b>	<b>5,302,675</b>	<b>6,055,993</b>
<b>LIABILITIES</b>		
Accounts payable	31,261	18,956
Due to other funds	64,536	53,065
Loan deposits	107,398	29,986
Accrued salaries and leave	195,820	152,370
Regional Council Deferred Revenue	1,161,959	1,451,725
Healthy Start Deferred Revenue	60,815	-
Tenant deposits	10,104	8,232
Notes payable	1,548,467	1,948,992
<b>Total Liabilities</b>	<b>3,180,359</b>	<b>3,663,325</b>
<b>EQUITY</b>		
<b>Equity and Other Credits:</b>		
Retained earnings	2,122,316	2,392,667
<b>Total Equity and Other Credits</b>	<b>2,122,316</b>	<b>2,392,667</b>
<b>Total Liabilities, Equity and Other Credits</b>	<b>5,302,675</b>	<b>6,055,993</b>

## YTD Comparison

06/07

07/08

### AGENCYWIDE

October	\$	19,119*	\$	19,696*
November	\$	70,889*	\$	99,821*
December	\$	99,805*	\$	70,833*
January	\$	108,838*	\$	82,606*
February	\$	131,824*	\$	84,498*
March	\$	163,602*	\$	85,213*
April	\$	196,138*	\$	87,855*
May	\$	241,354*	\$	135,333*
June	\$	255,024*	\$	119,069*
July	\$	286,401*	\$	111,192*
August	\$	323,295*	\$	141,965*
September	\$	319,143*		

### BDC

October	\$	4,000	\$	11,818
November	\$	43,538	\$	49,496
December	\$	44,135	\$	35,533
January	\$	42,115	\$	43,981
February	\$	56,579	\$	47,337
March	\$	62,051	\$	53,900
April	\$	77,943	\$	56,913
May	\$	103,372	\$	95,047
June	\$	107,149	\$	102,363
July	\$	116,666	\$	98,459
August	\$	129,105	\$	119,079
September	\$	143,660		

\* Includes BDC Year to Date totals.

## MEMORANDUM

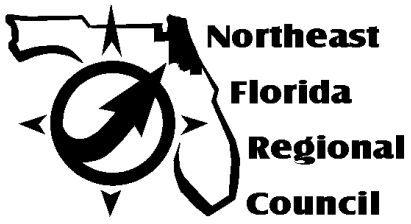
DATE: September 23, 2008  
 TO: Northeast Florida Regional Council  
           DS  
 FROM: Donna Starling, Chief Financial Officer  
 RE: August Investment Report

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Sweep Account Interest	FY 06/07	FY 07/08
August Interest	\$ 3,078	\$ 1,591
Year to Date Interest	\$32,778	\$27,469

Building Construction Sweep Account Interest	FY 06/07	FY 07/08
August Interest	\$ 0	\$ 356
Year to Date Interest	\$ 0	\$ 956

Florida Local Government Investment Trust		
Current Balance	\$14,191	\$14,696



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# Tab 3



*Bringing Communities Together*

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## MEMORANDUM

**DATE:** September 22, 2008  
**TO:** Northeast Florida Regional Council  
**THRU:** Planning and Growth Management Policy Committee  
**FROM:** Edward Lehman, Director of Planning & Development  
**RE:** Comprehensive Plan Amendment Review: September 2008

During the month of September, 2008, Regional Council staff reviewed fourteen (14) comprehensive plan amendments. Six (6) transmitted and five (5) adopted amendments are brought before the Committee and Board for review.

### **Transmitted Amendments:**

City of Green Cove Springs	Transmitted Amendment 08-1
Nassau County	Transmitted Amendment 08-2
City of Palatka	Transmitted Amendment 08-2
Town of Pomona Park	Transmitted Amendment 08-1
City of St. Augustine Beach	Transmitted Amendment 08-2
City of Crescent City	Transmitted Amendment 08-1

### **Adopted Amendments:**

City of Keystone Heights	Adopted Amendment 08-1
City of Keystone Heights	Adopted Amendment 08PEFE-1
Town of Hastings	Adopted Amendment 08PEFE-1
City of Green Cove Springs	Adopted Amendment 08PEFE-1
Clay County	Adopted Amendment 08-1MI

### **Small-Scale Amendments\*:**

City of Bunnell	Ordinance 2008-28
• <i>Changes 9.5 acres from County Agriculture and Timberlands to City Commercial</i>	

**Board Memorandum**  
**September 22, 2008**  
**Page 2**

City of Bunnell

Ordinance 2008-30

- *Changes 8.58 acres from County Agriculture and Timberlands to City Commercial*

City of Bunnell

Ordinance 2008-32

- *Changes 9.5 acres from County Agriculture and Timberlands to City Commercial*

\*The Small Scale Amendments are generally consistent with the Goals and Policies of the Northeast Florida Strategic Regional Policy Plan, and will not be brought to the Council for review. Staff reviews of the Transmitted and Adopted Amendments are attached.


# Tab 4

## MEMORANDUM

**DATE:** September 22, 2008

**TO:** Northeast Florida Regional Council

**THRU:** Planning and Growth Management Policy Committee

**FROM:** Edward Lehman,  Director of Planning and Development

**RE:** City of Green Cove Springs Transmitted Amendment 08-1

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### Scope of Review

The Regional Council received the City of Green Cove Springs Transmitted Amendment 08-1 on August 19, 2008. The City of Green Cove Springs requested formal review by the Department of Community Affairs. Therefore, pursuant to Florida Statute Chapter 163 and the contract between the Department of Community Affairs and the Regional Council, staff reviewed the Transmitted Amendment for adverse impacts to Regional Resources and extra-jurisdictional impacts. Staff has prepared this Objections, Recommendations, and Comments report to send to the Department of Community Affairs upon approval by the Council.

### Amendment Summary

The City of Green Cove Springs Transmitted Amendment 08-1 contains a proposed text amendment to the Future Land Use Element, which adds a land use category of Mixed Use Highway. In addition, the amendment contains a number of proposed changes to the Future Land Use Map to apply the new Mixed Use Highway land use category to parcels along U.S. 17.

Policy 1.6.1 of the Future Land Use Element is proposed to be modified by adding subsection (g), which establishes the new Mixed Use Highway land use category. The

**Board Memorandum**  
**September 22, 2008**  
**Page 2**

new Mixed Use Highway land use establishes the land use mix as 60% industrial and 40% commercial. No residential land uses are permitted. Maximum lot coverage for the industrial and commercial land uses are 85% with maximum height of buildings 55 feet for industrial and 45 feet for commercial.

The future land use amendments address the land use change for seven parcels that have been annexed into Green Cove Springs. The seven parcels are located in the south part of Green Cove Springs, along the west side of U.S. 17 south of its intersection with S.R. 16 (south). The City states that the property is being developed for a mixed use highway industrial/commercial development to promote economic development in this part of Green Cove Springs/Clay County, and to help replace for jobs lost from the conversion of the Reynolds Industrial Park. The following FLUM changes are proposed:

- To change 18.7 acres from County Rural Fringe to Mixed Use Highway,
- To change 10.0 acres from County Commercial and Rural Fringe to Mixed Use Highway,
- To change 20.0 acres from County Commercial and Rural Fringe to Mixed Use Highway,
- To change 24.17 acres from County Commercial and Rural Fringe to Mixed Use Highway,
- To change 8.4 acres from County Commercial and Rural Fringe to Mixed Use Highway,
- To change 4.43 acres from County Commercial and Rural Fringe to Mixed Use Highway, and
- To change 6.03 acres from County Rural Fringe to Mixed Use Highway.

All parcels are located within the Green Cove Springs Utility Service Area. There is available sewer capacity to accommodate project wastewater. In addition, there is adequate potable water capacity to accommodate the project. The roadways within the area of the proposed change have available capacity, and should be able to accommodate traffic resulting from the proposed land use changes.

*Staff has no comments or concerns about the proposed new land use category and the proposed changes to the FLUM.*

**Recommendation:**

**Staff respectfully recommends that the Committee approve this report for transmittal to the Department of Community Affairs.**


# Tab 5

## MEMORANDUM

**DATE:** September 22, 2008

**TO:** Northeast Florida Regional Council

**THRU:** Planning and Growth Management Policy Committee

**FROM:**   
Edward Lehman, Director of Planning and Development

**RE:** Nassau County Transmitted Amendment 08-2

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### **Scope of Review**

The Regional Council received Nassau County Transmitted Amendment 08-2 on September 5, 2008. Nassau County has requested review of this amendment package. Pursuant to Chapter 163, Florida Statute and the contract between the Department of Community Affairs and the Regional Council, staff reviewed the Transmitted Amendment for adverse impacts to Regional Resources and extra-jurisdictional impacts. Staff has prepared this Objections, Recommendations, and Comments report to send to the Department of Community Affairs upon approval by the Council.

### **Amendment Summary**

Nassau County Transmitted Amendment 08-2 includes two amendments to the Future Land Use Map (FLUM), and text amendments to the Future Land Use Element of the Comprehensive Plan.

Future Land Use Amendments

**1. Proposal to change 120 acres from Medium Density Residential to Industrial and 80 acres from Medium Density Residential to Conservation**

The amendment proposes to change 120 acres from Medium Density Residential to Industrial and 80 acres from Medium Density Residential to Conservation. The subject parcel is located along the east side of Harts Road along Hayley Place, south of the Harts Road/S.R. 200 intersection. The parcel is presently vacant, and is bordered by industrial and vacant land to the east along the CSX railroad right-of-way, to the north and south by rural residential homes, and to the west by single-family homes and vacant land. The subject parcel was rezoned in 2006 to PUD for a residential development of 284 single family units and 60 multifamily units. However, changing market conditions, availability of central water and sewer, and the presence of the rail adjacent to the property have provided an impetus for a land use change to industrial. The current future land use map development potential is 600 single-family dwelling units, and the proposed development potential is 500,000 square feet of heavy industrial and 500,000 square feet of warehouse development.

*Staff agrees with Nassau County staff that an industrial use for the subject property is a more appropriate use from a planning perspective than is medium density residential.*

**2. Proposal to change 150 acres from Agricultural and Commercial to 139 acres of Industrial and 11 acres of Conservation**

The amendment proposes to change 150 acres from Agricultural and Commercial to 139 acres of Industrial and 11 acres of Conservation. The subject parcel is located along the east side of U.S. 17 just north of its interchange with I-95. The parcel is presently vacant with a closed borrow pit, and is bordered by vacant land to the north, with the U.S. 17, I-95, and the interchange of these two roadways, along with the CSX railroad right-of-way forming the boundary on the other three sides. The current future land use map development potential is 200,000 square feet of commercial development and 50 single-family dwelling units, and the proposed development potential is 845,000 square feet of light industrial warehouse development.

*Comment: The County should not adopt this amendment unless there is a developer's agreement that commits the applicant to providing central water and sewer to the project.*

**Board Memorandum**  
**September 22, 2008**  
**Page 3**

Text Amendments

The text amendments address issues related to siting of industrial lands, commercial and industrial intensity standards, and other modifications to clarify some land use categories. Specifically, the text amendments are as follows:

Policy 1.02.05 of the Future Land Use Element contains the land use categories of the Future Land Use Map. Nassau County is proposing to amend Policy 1.02.05 to clarify the terms Building Coverage Ratio (BCR) and Impervious Surface Ratio (ISR). Maximum commercial intensity standards for BCR of 40% and ISR of 67% are proposed for inclusion in Policy 1.02.05, and height limits are removed. Maximum industrial intensity standards for BCR of 50% and ISR of 75% are proposed for inclusion in Policy 1.02.05, and height limits are removed. Maximum public buildings and grounds intensity standards for BCR of 40% and ISR of 67% are proposed for inclusion in Policy 1.02.05.

The County is also proposing to delete the Mixed Use Development (Floating District) land use category from Policy 1.02.05. In the proposed adoption ordinance, the County notes that this land use category has never been applied and has become obsolete due to the adoption of the PUD overlay and Multi-use categories.

*Staff has no comments or concerns about the text amendments.*

**Recommendation:**

**Staff respectfully recommends that the Committee and the Council approve this report for transmittal to the Department of Community Affairs.**

# Tab 6



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## MEMORANDUM

**DATE:** September 15, 2008

**TO:** Northeast Florida Regional Council

**THRU:** Planning and Growth Management Policy Committee

**FROM:** Guy Parola, AICP, Program Administrator

**RE:** City of Palatka Transmitted Amendment 08-2

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### Scope of Review

The Regional Council received City of Palatka Transmitted Amendment 08-2 on September 10, 2008. The City of Palatka requested that the Department of Community Affairs review the amendments. Therefore, pursuant to Chapter 163, Florida Statute and the contract between the Department of Community Affairs and the Regional Council, staff reviewed the Transmitted Amendment for adverse impacts to Regional Resources and extra-jurisdictional impacts.

Staff has prepared this Objections, Recommendations, and Comments report to send to the Department of Community Affairs upon approval by the Council. It should be noted that the Future Land Use Map (FLUM) changes contained within this amendment are necessitated by the requirement that annexed properties be incorporated into the City's Comprehensive Plan.

### Amendment Summary

The amendment packet consists of five large-scale amendments to the FLUM. Four of the amendments involve lands that were developed prior to annexation into the City. Therefore, the resulting land use amendments do not increase the intensity or density of the property as developed. The amendments to the FLUM are summarized below:

**Board Memorandum**  
**September 15, 2008**  
**Page 2**

**Amendment 1:**

<b>1.</b>	<b>Acres</b>	<b>From</b>	<b>To</b>
	279.84	County Industrial	City Industrial

This amendment proposes to change the FLUM designation from County Industrial to City Industrial. The property is part of the business park located adjacent to Kay Larkin Airport, with frontages on both C.R. 309C and St. Johns Avenue. Entrance to the business park is provided via a four-lane, boulevard entrance.

The lands comprising the business park were annexed into the City in 2002 pursuant to an Interlocal Agreement entered into by the County and the City, which was executed on December 14, 1999.

In 1998, prior to incorporation into the City, the lands were changed to Industrial by the Board of County Commissioners. On February 18, 1999, the Department of Community Affairs issued a Notice of Intent finding the amendment in compliance.

City staff notes that the Level of Service standards for transportation have been met throughout the development of the site.

*Staff has no comments regarding this amendment.*

<b>2.</b>	<b>Acres</b>	<b>From</b>	<b>To</b>
	28.86	County Urban Service	City Commercial

This amendment proposes to change the FLUM designation from County Urban Service to City Commercial. In 2003, the site was annexed into the City, and has been developed with a Lowes (approximately 353,000 square feet of floor area). Pursuant to State Statutes, lands that have been annexed by a municipality are to be incorporated into their Comprehensive Plan.

The site is accessible either by Reid Street (S.R. 100) or by S. R. 19. As shown by City staff analysis, Level of Service standards were, at the time of development, maintained. Level of Service standards will continue to be maintained throughout the five-year planning horizon.

*Staff has no comments regarding this amendment.*

**Board Memorandum**  
**September 15, 2008**  
**Page 3**

<b>3.</b>	<b>Acres</b>	<b>From</b>	<b>To</b>
	12.91	County Urban Service	City Commercial

This amendment proposes to change the FLUM designation from County Urban Service to City Commercial. In 2004, the site was annexed into the City. Pursuant to a 2003 Memorandum of Agreement between the County and the City, both entities reviewed and approved the development.

Pursuant to State Statutes, lands that have been annexed by a municipality are to be incorporated into their Comprehensive Plan.

The site is accessible via S.R. 19. Level of Service Standards will be maintained throughout the five-year planning horizon.

*Staff has no comments regarding this amendment.*

<b>4.</b>	<b>Acres</b>	<b>From</b>	<b>To</b>
	260.91	County Urban Reserve and County Agriculture	City Other Public Facilities

This amendment proposes to change the Future Land Use Map designations from County Urban Reserve and County Agriculture to City Other Public Facilities. The site was annexed into the City in 2003. Pursuant to State Statutes, lands that have been annexed by a municipality are to be incorporated into their Comprehensive Plan.

The site, which fronts a CSX rail line and Browns Landing Road (county maintained local roadway) contains the City's Wastewater Treatment Plant (WWTP). There are 11 people who work on-site. Consequently, there is very little impact to the Level of Service standards.

The WWTP was constructed in 1985, and became operational in 1987. Currently, DEP permits the plant for treating 3.0MGD of wastewater and effluent.

*Staff has no comments regarding this amendment.*

**Board Memorandum  
September 15, 2008  
Page 4**

<b>5.</b>	<b>Acres</b>	<b>From</b>	<b>To</b>
	18.55	City Agriculture	City High Density Residential

In 1992, the property was annexed into the City. In 2006, the City amended the Future Land Use Map to change a 9.90 acre portion of the property to High Density Residential. Due to a technicality, the amendment was not acknowledged by the Department of Community Affairs. Consequently, the site remains Agriculture.

This request is to change the entire undeveloped 18.55 acre site to High Density Residential. Maximum density will be capped at 12 units per acre through an enforceable development agreement.

Impact analysis by the applicant shows that Level of Service standards will be maintained through the five-year planning horizon.

*Staff has no comments regarding this amendment.*

**Recommendation**

**Staff respectfully recommends that the Committee and the Council approve this report for transmittal to the Department of Community Affairs.**

# **Tab 7**

## MEMORANDUM

**DATE:** September 18, 2008

**TO:** Northeast Florida Regional Council

**THRU:** Planning and Growth Management Policy Committee

**FROM:** Ameera Sayeed, Senior Regional Planner <sup>AS</sup>

**RE:** Town of Pomona Park Transmitted Amendment 08-1

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### Scope of Review

The Regional Council received the Town of Pomona Park's Transmitted Amendment 08-1 on September 4, 2008. The Town of Pomona Park requested that the Department of Community Affairs review the amendments. Therefore, pursuant to Chapter 163, Florida Statute and the contract between the Department of Community Affairs and the Regional Council, staff reviewed the Transmitted Amendment for adverse impacts to Regional Resources and extra-jurisdictional impacts. Staff has prepared this Objection, Recommendations, and Comments report to send to the Department of Community Affairs upon approval by the Council.

### Amendment Summary

The Town of Pomona Park Transmitted Amendment 08-1 contains one proposed change to the Future Land Use Map and text amendments to the Land Use, Recreation and Open Space and Capital Improvements Elements of the Comprehensive Plan.

#### Future Land Use Map Amendments

**1. Proposal to change 65 acres from Rural Residential and Agriculture to Mixed Use.**

The amendment proposes to change parcels totaling 65 acres; 41 acres is designated Rural Residential and 24 acres Agriculture. The project proposes to develop 137 single family lots and two commercial parcels totaling 2.36 acres. The proposed project is a mixed use project located on U.S. 17. The northern most parcel front both U.S. 17 and

Sisco Road, which is a two lane road intersecting at U.S. 17 approximately one-half mile from the properties.

*Staff has no comments or concerns about the proposed changes.*

#### Text Amendment

The purpose of the text amendments is to amend the Land Use, Recreation and Open Space and Capital Improvement Elements of the Comprehensive Plan.

#### Future Land Use Element

New Policy A.1.9.4 has been added and addresses the maximum number of units for lands described in Comprehensive Plan Amendment 08-1 (parcels 30-11-27-0000-0030-0000 and 30-11-27-0000-0070-0010) shall be a maximum of 137 single-family units.

#### Recreation and Open Space Element

Policy F.1.4.2 amends Table F-3 to reflect the shuffleboard court levels of service standard to 1,500 (population served).

#### Capital Improvements Element

Policy H.1.7.13 amends Table H-1 to reflect the shuffleboard courts levels of service standard to 1,500 (population served).

*Staff has no comments or concerns about proposed text amendments.*

#### **Recommendation**

**Staff respectfully recommends that the Committee and the Council approve this report for transmittal to the Department of Community Affairs.**


# **Tab 8**

## MEMORANDUM

**DATE:** September 22, 2008

**TO:** Northeast Florida Regional Council

**THRU:** Planning and Growth Management Policy Committee

**FROM:** Guy Parola, AICP, Program Administrator 

**RE:** City of St. Augustine Beach Transmitted Amendment 08-2

---

### **Scope of Review**

The Regional Council received City of St. Augustine Beach Transmitted Amendment 08-2 on September 18, 2008. Pursuant to Chapter 163, Florida Statute and the contract between the Department of Community Affairs and the Regional Council, staff reviewed the Transmitted Amendment for adverse impacts to Regional Resources and extra-jurisdictional impacts. Staff has prepared this Objections, Recommendations, and Comments report to send to the Department of Community Affairs upon approval by the Council.

### **Amendment Summary**

City of St. Augustine Beach Transmitted Amendment 08-2 consists of several text changes to the Future Land Use Element. The first grouping of text changes designates commercial parcels within a portion of the City limits for commercial infill: there is no accompanying amendment to the Future Land Use Map. The designation of these parcels for infill does not affect the property entitlements. This designation was initiated in an effort to increase the City's competitiveness for receiving a Florida Communities Trust grant to purchase a section of the Maratea subdivision for park and preservation purposes.

The second grouping of text amendments are the result of objections and comments that both the Northeast Florida Regional Council and the Florida Department of Community Affairs presented in response to a previously transmitted amendment: the previous amendment (07-2) sought to designate a portion of the City as "Mixed Use." The primary objections expressed by both agencies were: (1) a lack of data and analysis, and (2) a lack of development parameters, which made impact analysis difficult.

This transmitted amendment seeks to place development parameters on both the existing land use categories as well as the proposed mixed-use district, which will make impact analysis of the previously transmitted FLUM amendment (07-2) possible. Specifically, this amendment adds the following text to the Future Land Use Element:

**Objective: Land Use Districts**

**L.1.8** The City will base future land use decisions on the Future Land Use Map for the City.

**Policies:**

**L.1.8.1** Any amendments to the Future Land Use Map shall not exceed densities and intensities established by this policy. The Land Use Districts are:

Low Density Residential allowing for one (1) to four (4) units per acre.

Medium Density Residential allowing up to seven (7) units per acre.

Medium Low Density allowing up to seven (7) units per acre.

High Density Residential allowing up to twelve (12) units per acre.

Mixed Use allowing for Commercial with a floor area ratio up to 40% of the gross lot size or residential use up to ten (10) units per acre.

Commercial allowing a floor area ratio up to 40% of the gross lot size.

Conservation allowing no dwelling units or commercial uses.

Institutional allowing floor area ratio up to 40% of the gross lot size.

Planned unit Development allowing for no more than 4 units per acre for residential use or Commercial Use not exceeding 40% floor area ratio for the gross lot size.

*Staff has no comments regarding these amendments.*

**Recommendation:**

**Staff respectfully recommends that the Planning and Growth Management Policy Committee and the Council approve this report for transmittal to the Department of Community Affairs.**

# Tab 9

## MEMORANDUM

**DATE:** September 23, 2008

**TO:** Northeast Florida Regional Council

**THRU:** Planning and Growth Management Policy Committee

**FROM:** Guy Parola, AICP, Planning Program Administrator

**RE:** Crescent City Transmitted Amendment 08-1

---

### Scope of Review

The Regional Council received Crescent City Transmitted Amendment 08-1 on September 22, 2008. This Transmitted Amendment 08-1 was heard by the Crescent City Commission on September 11, 2008, at which time it was approved for transmittal to the Department of Community Affairs. Crescent City requested formal review by the Department of Community Affairs. Pursuant to Florida Statute Chapter 163 and the contract between the Department of Community Affairs and the Regional Council, staff reviewed the Transmitted Amendment for adverse impacts to Regional Resources and extra-jurisdictional impacts. Staff has prepared the Objections, Recommendations, and Comments report to send to the Department of Community Affairs upon approval by the Council.

### Amendment Summary

The amendment package contains one amendment to the Future Land Use Map that changes 49± acres from County Agriculture and County Industrial to City Low Density Residential, which allows up to four units per acre. The site is within Floodzone A, meaning that it is located within an area where there is a one percent chance of flood occurrence within any given year. Crescent City's Comprehensive Plan contains policies in the Future Land Use Element that restrict development within flood prone areas such as Floodzone A. Additionally, the City's land development regulations place additional, more defined restrictions.

Crescent City's Comprehensive Plan limits development by using the following minimum open space requirements:

- Residential land use           60% open space
- Commercial land use         50% open space
- Industrial land use           45% open space

*At this time, staff does not have any specific comments, recommendations or concerns regarding the proposed amendments.*

**Staff Comments and Recommendations**

**Staff respectfully recommends that the Planning and Growth Management Policy Committee and the Council approve this report for transmittal to the Department of Community Affairs.**

# **Tab 10**

## MEMORANDUM

**DATE:** September 15, 2008

**TO:** Northeast Florida Regional Council

**THRU:** Planning and Growth Management Policy Committee

**FROM:** Edward Lehman, Director of Planning and Development

**RE:** City of Keystone Heights Adopted Amendment 08-1

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### Scope of Review

The Regional Council received the City of Keystone Heights Adopted Amendment 08-1 on September 3, 2008. Pursuant to Florida Statute Chapter 163 and the contract between the Department of Community Affairs (DCA) and the Regional Council, staff has reviewed the adopted amendment to determine whether it is consistent with the Goals, Objectives, and Policies of the Northeast Florida Strategic Regional Policy Plan. Staff has prepared this report to forward to the Department of Community Affairs upon approval by the Council.

### Amendment Summary

The transmitted amendments that correspond to this adoption package were reviewed at the April, 2008 meeting of the Council, at which time the Committee and Council approved staff's recommendation to transmitted Amendment 08-1 (attached) to the DCA. By letter dated June 13, 2008, DCA notified the City that they had no objections to the proposed change.

The City of Keystone Heights Adopted Amendment 08-1 consists of a change to the Future Land Use Map (FLUM) for three parcels, two of which have been annexed into Keystone Heights, from 24.89 acres of County Industrial, 13.0 acres from County Rural Fringe, and 0.48 acres of Commercial, to 38.37 acres of City Residential. The subject

property is located on the east side of S.R. 21 just north of its intersection with S.R. 100. The Council recommended that the City consider an alternative land use mix other than a single land use in approving the plans for the subject parcel.

**Recommendation**

**Staff recommends that the Committee and Council find the City of Keystone Heights adopted amendment 08-1 consistent with the Northeast Florida Strategic Regional Policy Plan.**



**TRANSMITTED AMENDMENT**

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## MEMORANDUM

**DATE:** March 27, 2008

**TO:** Northeast Florida Regional Council

**THRU:** Planning and Growth Management Policy Committee

**FROM:** Edward Lehman, Director of Planning and Development

**RE:** City of Keystone Heights Transmitted Amendment 08-1

### Scope of Review

The Regional Council received City of Keystone Heights Transmitted Amendment 08-1 on March 26, 2008. The City of Keystone Heights has requested that the Department of Community Affairs review this amendment. Pursuant to Chapter 163, Florida Statute and the contract between the Department of Community Affairs (DCA) and the Regional Council, staff reviewed the Transmitted Amendment for adverse impacts to Regional Resources and extra-jurisdictional impacts. Staff has prepared this Objections, Recommendations, and Comments report to send to the DCA upon approval by the Council.

### Amendment Summary

**Proposal to change 38.37 acres from County Industrial, County Rural Fringe, and Commercial to City Residential.**

The City of Keystone Heights Transmitted Amendment 08-1 consists of a proposed change to the Future Land Use Map (FLUM) for three parcels, two of which have been annexed into Keystone Heights, from 24.89 acres of County Industrial, 13.0 acres from County Rural Fringe, and 0.48 acres of Commercial,

**Board Memorandum**

**March 27, 2008**

**Page 2 of 2**

to 38.37 acres of City Residential. The subject property is located on the east side of S.R. 21 just north of its intersection with S.R. 100. The property is bordered on the north by commercial and vacant property, on the south by commercial, residential, and institutional uses, on the east by residential, and on the west by office and commercial. The maximum potential development under the existing land use designations consists of 373,410 square feet of industrial, 7,230 square feet of commercial, and 39 single-family dwelling units. The maximum potential amount of development under the proposed land use is 230 single-family units.

The proposed change will result in a decrease in potential number of gross new external trips. The City did not provide an analysis of net new external trips. This project is going from several land uses to a single land use, therefore it is assumed that there would be some internal capture from the mix of land uses. However, staff does not believe that there will be significant increase from the single land use proposed in this amendment. The property will be served by Clay County Utility Authority, which has adequate capacity.

*Comment: Staff has some concerns about the conversion of a mix of residential and non-residential land uses to all residential in this part of the region. The City should explore if there are alternatives to the single use land use that is being proposed, in order to provide a better land use mix. Staff notes that the developer mentioned the possibility of mixed use in the future – this possibility should not be ignored.*

**Recommendation:**

**Staff respectfully recommends that the Committee and the Council approve this report for transmittal to the Department of Community Affairs.**

**Tab 11**



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## MEMORANDUM

**DATE:** September 22, 2008

**TO:** Northeast Florida Regional Council

**THRU:** Planning and Growth Management Policy Committee

**FROM:** Valerie Evans, AICP, Principal Regional Planner

**RE:** Keystone Heights Adopted Amendment 08PEFE-1

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### Scope of Review

The Regional Council received Keystone Heights Adopted Amendment 08PEFE-1 on September 3, 2008. Pursuant to Chapter 163, Florida Statute and the contract between the Department of Community Affairs (DCA) and the Regional Council, staff reviewed the Adopted Amendment for adverse impacts to Regional Resources and extra-jurisdictional impacts.

### Amendment History

The City of Keystone Heights adopted Amendment 08PEFE-1 on August 18, 2008. The Council reviewed the transmitted amendment at the April 2008 meeting. At that the Committee and Council approved transmittal to DCA with comments relating to the operating capacity and level of service and inconsistencies in addressing the deficiencies. In addition, DCA issued an ORC report that identified some additional areas that needed to be addressed.

### Amendment Summary

Amendment 08PEFE-1 creates a "Public School Facilities Element" within the Comprehensive Plan, amends the Intergovernmental Coordination Element and Capital Improvements Element as required by statute to include policies for: (1)

**Board Memorandum**

**September 22, 2008**

**Page 2**

coordination of land use decisions with the Clay County School District, and (2) to incorporate a financially feasible school district facilities work plan (Policy 1.1.4).

*Staff has no comments regarding this amendment.*

**Recommendation:**

**Staff respectfully recommends that the Planning and Growth Management Policy Committee and the Council approve this report for transmittal to the Department of Community Affairs.**



**TRANSMITTED AMENDMENT**

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## MEMORANDUM

**DATE:** March 27, 2008

**TO:** Northeast Florida Regional Council

**THRU:** Planning and Growth Management Policy Committee

**FROM:** Guy Parola, AICP, Program Administrator

**RE:** Keystone Heights Transmitted Amendment 08PEFE-1

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### Scope of Review

The Regional Council received Keystone Heights Transmitted Amendment 08PEFE-1 on March 27, 2008. Pursuant to Chapter 163, Florida Statute and the contract between the Department of Community Affairs (DCA) and the Regional Council, staff reviewed the Transmitted Amendment for adverse impacts to Regional Resources and extra-jurisdictional impacts. Staff has prepared this Objections, Recommendations, and Comments report to send to the DCA upon approval by the Council.

### Amendment Summary

The proposed amendment packet contains a new "Public School Facilities Element" as well as amendments to the text of both the Intergovernmental Coordination Element and the Capital Improvements Element. The amendments are in response to the statutory requirements for school concurrency and Public School Facilities Elements.

The County has adopted a Level of Service (LOS) standard for elementary, middle and high schools of 110% of capacity, although Keystone Heights adopts by policy a LOS of 120% for Keystone Heights Elementary School for the short-term (5-year) planning horizon. In addition to the 5-year planning horizon, the

**Board Memorandum**

**March 27, 2008**

**Page 2**

Clay County School District (District) is adopting a long-term (15 year) concurrency management system to address existing deficiencies in schools. The District has opted to adopt less than district wide School Concurrency Service Areas (SCSAs), utilizing school attendance zones, which has the affect of creating separate SCSA maps for elementary, middle and high schools.

The five-year capital improvements outlay for the District are contained in an Educational Facilities Plan (EFP). The EFP is divided into four sections: planning, maintenance and transportation, capital outlay and 5-year district facilities work program.

*Comment: By the 2011 school year, which is within the five-year planning horizon, Keystone Heights Elementary School will be operating at 116% capacity, which exceeds the LOS of 110% established by the School District, except that PSFE Policy 2.4 assigns an LOS of 120% for years 2007/08 through 2011/12.*

*A long-term concurrency (i.e., planning) horizon should be utilized to address the long-range deficiency, as there are no plans within the 5-year horizon to address this LOS deficiency.*

**Recommendation:**

**Staff respectfully recommends that the Planning and Growth Management Policy Committee and the Council approve this report for transmittal to the Department of Community Affairs.**

# **Tab 12**



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## MEMORANDUM

**DATE:** September 23, 2008

**TO:** Northeast Florida Regional Council

**THRU:** Planning and Growth Management Policy Committee

**FROM:** Guy Parola, AICP, Program Administrator

**RE:** The Town of Hastings Adopted Amendment 08PEFE-1

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### Scope of Review

The Regional Council received the Town of Hastings's Adopted Amendment 08PEFE-1 on September 23, 2008. The Town requested that the Department of Community Affairs (DCA) perform and expedited review of the amendment to find it in compliance. Pursuant to Chapter 163, Florida Statute and the contract between the DCA and the Regional Council, staff reviewed the Adopted Amendment for adverse impacts to regional resources and facilities, as well as any extra-jurisdictional impacts.

### Amendment History

Hastings adopted Amendment 08PEFE-1 on August 11, 2008. The Council reviewed this amendment at the February 2008 meeting, at which time the Committee and Council approved, with staff's comments, transmittal to DCA. The Town addressed the objections, recommendations and comments issued by DCA as well as the one Regional Council comment and revised.

**Amendment Summary**

The Adopted Amendment packet consists of all required components to implement school concurrency, including (1) text amendments to the Intergovernmental Coordination Element (IGC); (2) text amendments to the Capital Improvements Element (CIE); (3) the required Interlocal Agreement between the St. Johns County School District, St. Johns County, and the applicable municipalities; and (4) a new Public Education Facilities Element (PEFE).

The proposed PEFE and corresponding text amendments to the IGC and CIE are mandated by State statute, with the format and required sections generally standardized throughout the State.

*Staff Comments: None.*

**Recommendation**

**Staff respectfully recommends that the Planning and Growth Management Policy Committee and the Council find the Town of Hastings's Adopted Amendment 08PEFE-1 consistent with the Northeast Florida Strategic Regional Policy Plan.**

**MEMORANDUM**

**DATE:** February 25, 2008

**TO:** Northeast Florida Regional Council

**THRU:** Planning and Growth Management Policy Committee

**FROM:** Guy Parola, AICP, Program Administrator

**RE:** Town of Hastings Transmitted Amendment 08PEFE-1

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**Scope of Review**

The Regional Council received Town of Hastings Transmitted Amendment 08PEFE-1 on February 20, 2008. Pursuant to Chapter 163, Florida Statute and the contract between the Department of Community Affairs and the Regional Council, staff reviewed the Transmitted Amendment for adverse impacts to Regional Resources and extra-jurisdictional impacts. Staff has prepared this Objections, Recommendations, and Comments report to send to the Department of Community Affairs upon approval by the Council.

**Amendment Summary**

The Town of Hastings' Transmitted Amendment 08PEFE-1 consists of text amendments to the Comprehensive Plan. Specifically, 08PEFE-1 creates a "Public School Facilities Element" within the Comprehensive Plan, amends the Intergovernmental Coordination Element and Capital Improvements Element as required by statute to include policies for: (1) coordination of land use decisions with the St. Johns County School District, and (2) to incorporate a financially feasible school district facilities work plan.

The Town of Hasings has adopted the District-wide level of service standard for schools at 100% of school capacity, based on permanent Florida Inventory of School House (FISH) capacity. New schools will have a student capacity as follows:

**Board Memorandum**  
**February 25, 2008**  
**Page 2**

- Elementary (k-5): 700
- Middle (6-8): 1,000
- k-8: 1,000
- High (9-12): 1,500

The Town of Hastings adopted the PSFE without substantive differences between their transmitted amendment and the amendments transmitted for PSFE's throughout the County.

*Staff Comments: The Concurrency Service Area (CSA) maps are contained in the Support Documentation submitted with the amendment, and are adopted by policy. Staff suggests that the CSAs should be included as adopted figures within the Comprehensive Plan.*

**Recommendation:**

**Staff respectfully recommends that the Planning and Growth Management Policy Committee and the Council approve this report for transmittal to the Department of Community Affairs, noting staff's comments.**

# **Tab 13**



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## MEMORANDUM

**DATE:** September 23, 2008

**TO:** Northeast Florida Regional Council

**THRU:** Planning and Growth Management Policy Committee  
*ats*

**FROM:** Anna T. Shepherd, AICP, Senior Regional Planner

**RE:** Green Cove Springs Adopted Amendment 08PEFE-1

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### Scope of Review

The Regional Council received Green Cove Springs Adopted Amendment 08PEFE-1 on September 23, 2008. Green Cove Springs requested that the Department of Community Affairs (DCA) review the amendment for compliance. Per Chapter 163, Florida Statutes, and the contract between the DCA and the Regional Council, staff reviewed the Adopted Amendment for adverse impacts to regional resources and facilities, as well as any extra-jurisdictional impacts.

### Amendment Summary

The amendment includes a new "Public School Facilities Element" as well as text amendments to both the Intergovernmental Coordination Element and the Capital Improvements Element. The amendments address statutory requirements for school concurrency and Public School Facilities Elements.

Green Cove Springs has adopted a Level of Service standard for elementary, middle and high schools of 110% of capacity. In addition to the five-year planning horizon, the Green Cove Springs School District (District) is adopting a long-term (15-year) concurrency management system to address existing deficiencies in schools. The District has opted to adopt less than district wide

**Board Memorandum**  
**September 23, 2008**  
**Page 2**

School Concurrency Service Areas (SCSA), using school attendance zones, which creates separate SCSA maps for elementary, middle and high schools.

**Amendment History**

Green Cove Springs adopted Amendment 08PEFE-1 on August 5, 2008. The Council reviewed this amendment at the April 2008 meeting, at which time the Committee and Council approved transmittal to DCA. The Town addressed seven objections issued by DCA and revised 08-PEFE-1 in accordance with applicable State statutes.

*No Comments from staff.*

**Recommendation:**

**Staff respectfully recommends that the Planning and Growth Management Policy Committee and the Regional Council find this adopted amendment consistent with the Northeast Florida Strategic Regional Policy Plan.**

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**TRANSMITTED AMENDMENT**

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## MEMORANDUM

**DATE:** March 24, 2008

**TO:** Northeast Florida Regional Council

**THRU:** Planning and Growth Management Policy Committee

**FROM:** Guy Parola, AICP, Program Administrator

**RE:** Green Cove Springs Transmitted Amendment 08PEFE-1

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### Scope of Review

The Regional Council received Green Cove Springs Transmitted Amendment 08PEFE-1 on March 7, 2008. Pursuant to Chapter 163, Florida Statute and the contract between the Department of Community Affairs (DCA) and the Regional Council, staff reviewed the Transmitted Amendment for adverse impacts to Regional Resources and extra-jurisdictional impacts. Staff has prepared this Objections, Recommendations, and Comments report to send to the DCA upon approval by the Council.

### Amendment Summary

The proposed amendment packet contains a new "Public School Facilities Element" as well as amendments to the text of both the Intergovernmental Coordination Element and the Capital Improvements Element. The amendments are in response to the statutory requirements for school concurrency and Public School Facilities Elements.

Green Cove Springs has adopted a Level of Service standard for elementary, middle and high schools of 110% of capacity. In addition to the 5-year planning horizon, the Green Cove Springs School District (District) is adopting a long-term

**Board Memorandum**

**March 24, 2008**

**Page 2**

(15 year) concurrency management system to address existing deficiencies in schools. The District has opted to adopt less than district wide School Concurrency Service Areas (SCSAs), utilizing school attendance zones, which has the affect of creating separate SCSA maps for elementary, middle and high schools.

Green Cove Springs will adopt the school board's educational facilities plan on May 1, 2008, and by December 1<sup>st</sup> of each year thereafter.

*No Comments from staff.*

**Recommendation:**

**Staff respectfully recommends that the Planning and Growth Management Policy Committee and the Council approve this report for transmittal to the Department of Community Affairs.**

# **Tab 14**



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## MEMORANDUM

**DATE:** September 22, 2008

**TO:** Northeast Florida Regional Council

**THRU:** Planning and Growth Management Policy Committee

**FROM:** Edward Lehman, Director of Planning and Development

**RE:** Clay County Adopted Amendment 08-1MI

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### Scope of Review

The Regional Council received the Clay County adopted amendment 08-1MI on September 3, 2008. Pursuant to Florida Statute Chapter 163 and the contract between the Department of Community Affairs and the Regional Council, staff has reviewed the adopted amendment to determine whether it is consistent with the Goals, Objectives, and Policies of the Northeast Florida Strategic Regional Policy Plan. Staff has prepared this report to forward to the Department of Community Affairs upon approval by the Council.

### Amendment History

Clay County adopted Amendment 08-1MI on August 26, 2008. The transmitted amendment that corresponded to this adoption package was reviewed as part of an overall transmittal packet at the June, 2007 meeting of the Council, at which time the Committee and Council approved staff's recommendations with no comments on the Camp Blanding Amendments (attached) for transmittal to Department of Community Affairs (DCA). After review of the transmitted amendment package, in a letter dated August 3, 2007, DCA raised no objections and comments. The County did not adopt the Camp Blanding policies with the other amendments that were part of the 07-2 transmittal packet. Amendments addressing compatibility of land use with military

**Board Memorandum  
September 22, 2008  
Page 2**

installations are exempt from the twice per calendar year limitation on comprehensive plan adoptions.

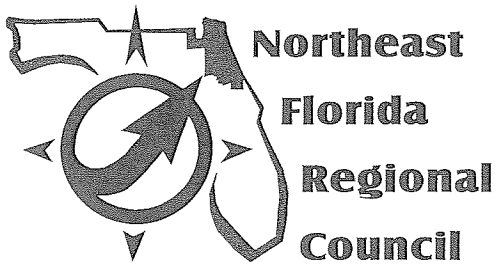
**Amendment Summary**

Pursuant to State Law, Clay County's comprehensive plan must address coordination and land use compatibility with Camp Blanding (s.163.3175 and s.163.3177(6)(a), F.S.). To address these requirements, the County partnered with Camp Blanding to identify land use compatibility issues. The Clay County Camp Blanding Joint Training Center Land Use Compatibility Amendment includes goals, objectives, and policies addressing these issues.

Objective 10 addresses the need for future development to be compatible with the current and long-term viable use of Camp Blanding. Policy 10.1 requires notification of Camp Blanding for amendments and rezonings that increase residential density. Policy 10.2 addresses Military Influence Notice Acknowledgements to be recorded in plats. Objective 11 addresses intergovernmental coordination and communication with Camp Blanding. Policy 11.1 addresses ex-officio participation of a Camp Blanding representative on the County Planning Commission. Policies 11.2 and 11.3 include Camp Blanding as a review agency for amendments. Policy 11.4 addresses communication for complaints received from private property owners regarding the operation of Camp Blanding.

**Recommendation**

**Staff respectfully recommends that the Committee and the Council find Clay County Adopted Amendment 08-1MI consistent with the Strategic Regional Policy Plan.**



*Transmitted Amendment*

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## MEMORANDUM

**DATE:** June 5, 2007

**TO:** Northeast Florida Regional Council

**THRU:** Planning and Growth Management Policy Committee

**FROM:** Edward Lehman, <sup>EL</sup> Director of Planning and Development

**RE:** Clay County Transmitted Amendment 07-2

### Scope of Review

The Regional Council received Clay County Transmitted Amendment 07-2 on June 4, 2007. Clay County requested formal review by the Department of Community Affairs. Therefore, pursuant to Florida Statute Chapter 163 and the contract between the Department of Community Affairs and the Regional Council, staff reviewed the Transmitted Amendment for adverse impacts to Regional Resources and extra-jurisdictional impacts. Staff has prepared this Objections, Recommendations, and Comments report to send to the Department of Community Affairs upon approval by the Council.

### Amendment Summary

Clay County Transmitted Amendment 07-2 contains two proposed changes to the Future Land Use Map (FLUM), two text amendments, and adoption of a special Camp Blanding Land Use Compatibility Plan. The changes transmitted by the County are as follows:

1. The amendment proposes to change 47.06 acres from Rural Residential to Rural Fringe. The subject property is located on the north side of Kingsley Lake near the intersection of C.R. 16A and S.R. 16 in southwest Clay County. The parcel is presently

## Board Memorandum

June 5, 2007

Page 2

occupied by about 100 RV spaces, 14 rental cabins, and a restaurant. The site is bordered on the north by a convenience store in Commercial land use, on the south by Kingsley Lake, and on the east and west by single-family residential development in Rural Residential land use. The maximum potential development on parcel under the existing land use designation is 47 units (with points and clustering), with the maximum potential development under the proposed land use designation is 94 units. The developer has indicated that they intend to redevelop this property with 70 units. Clay County Planning Department staff supported this amendment because it is a redevelopment project that improves existing site conditions.

2. The County is proposing to delete Policy 4.6, because its implementation results in the creation of subdivisions that are substandard in terms of access, drainage infrastructure, and the ability to provide services. Policy 4.6 allows individuals having a current County homestead exemption which has been in effect for the past four years and own property in Rural Residential, Agriculture/Residential or Agriculture land use for five or more years to subdivide the property as specified in the land development regulations. County Planning Staff recommended approval of the deletion of this policy, recognizing that it circumvents the subdivision regulations and the Plan's density requirements, thereby perpetuating the creation of residential lots that are more difficult to provide emergency services, law enforcement services, and schools.

3. The amendment proposes to change 149.73 acres from Rural Residential (50.73 acres) and Conservation (99 acres) to Recreation/Preservation. The subject property is located west of the intersection of Ball Road and U.S. 17. The property is the Camp Chowenwaw park and conservation area, which is a former Girl Scout camp that was purchased with grant money and County match dollars, to be used as a County Park. The site is bordered on the west and south by single family residential, with Black Creek bordering to the north, and undeveloped land in a Mixed-Use land use category to the east. According to Clay County Planning staff, the amendment is necessary in order to conform to the Camp Chowenwaw management plan and to maintain consistency with the Comprehensive Plan.

4. Pursuant to State Law, Clay County's comprehensive plan must address coordination and land use compatibility with Camp Blanding (s.163.3175 and s.163.3177(6)(a), F.S.). To address these requirements, the County partnered with Camp Blanding to identify land use compatibility issues. The Clay County Camp Blanding Joint Training Center Land Use Compatibility Amendment includes goals, objectives, and policies addressing these issues. Objective 1 and its policies addresses the need to protect the current and long-term viability of Camp Blanding by advancing the Camp Blanding Area of Influence as an overlay, coordination of residential density increases with the Camp, building heights, cell towers, lighting standards, aviation

**Board Memorandum**

**June 5, 2007**

**Page 3**

easements, and real estate disclosure forms. Objective 2 and its policies address coordination with Camp Blanding through inclusion as an ex-officio member of the Planning Board, coordination of comprehensive plan reviews, and support for buffering activities.

5. The Conservation Element is being updated to reflect the State-approved Manatee Protection Plan, which was approved by FFWCC on June 28, 2006. Policy 2.1 is being revised to include that where the shoreline exceeds 250 feet within areas of the county subject to the Plan, no more than 50 linear feet of native shoreline vegetation shall be altered. Policy 5.11 has been revised to include the need to coordinate with USFWS and the FFWCC in administering the criteria and requirements of the plan, as well as the need for the County's Parks, Recreation and Special Events Division to maintain signage identifying manatee habitat and County boating speed zones.

*Council staff has no comments or concerns about these amendments.*

**Recommendation**

**Staff respectfully recommends that the Committee and the Council approve this report for transmittal to the Department of Community Affairs.**

# **Tab 15**



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**MEMORANDUM**

**DATE:** September 19, 2008

**TO:** Northeast Florida Regional Council

**THRU:** Planning and Growth Management Policy Committee

**FROM:** Guy Parola, AICP, Planning Program Administrator

**RE:** City of Green Cove Springs Evaluation and Appraisal Report

**Scope of Review**

The Regional Council received the City of Green Cove Springs Evaluation and Appraisal Report (EAR) on August 18, 2008. The EAR was prepared pursuant to the requirements of S. 163.3191, Florida Statutes, (F.S.). Pursuant to Section 163.3191(6), F.S., and the contract between the Department of Community Affairs and the Regional Council, staff has reviewed the adopted amendment to determine whether it sufficiently addresses the Goals, Objectives, and Policies of the Northeast Florida Strategic Regional Policy Plan, as well as the requirements of S. 163.3191(2), F.S. Staff has prepared this report to forward to the Department of Community Affairs upon approval by the Council.

**EAR History**

Section 163.3191, F.S., requires that “each local government shall adopt an EAR once every seven years assessing the progress in implementing the local government’s Comprehensive Plan.” The EAR assesses the successes and shortcomings of the plan and provides recommendations for changes. The EAR-based amendments will be adopted within 18 months after adoption of the EAR.

**EAR Summary**

Public participation efforts began in mid 2005 through a visioning process. The community priorities were garnered from the stakeholders and vetted through a visioning committee. The priorities were restated through the formation of goals,

actions, and implementation measures. The goals, actions, and implementation measures serve as the basis for the local major issues.

List of Local Major Issues

- 1) Maintain the small town character of Green Cove Springs**
  - ◇ Adopt a historic preservation ordinance
- 2) Provide opportunities for affordable housing**
  - ◇ Promote availability
- 3) Promote the redevelopment of the US 17 / SR 16 corridors**
  - ◇ Create gateways into the City on US 17 and SR 16, and promote the redevelopment of vacated car dealerships
- 4) Improve the traffic circulation in and around Green Cove Springs**
  - ◇ Promote the development of a truck by-pass route
- 5) Provide the infrastructure to meet the needs of Green Cove Springs**
  - ◇ Identify needs and funding
- 6) Expand recreational opportunities for residents of, and visitors to, Green Cove Springs**
  - ◇ Promote year-round use of the spring
  - ◇ Development of a community center
  - ◇ Develop incentives and opportunities for increased recreation activities
- 7) Promote a business friendly environment in Green Cove Springs**
  - ◇ Promote the development of a variety of business types, including office, retail, commercial, and industrial development
  - ◇ Coordinate economic development efforts with other regional entities
- 8) Strengthen code enforcement**
  - ◇ Promote ongoing code enforcement activities

- ◇ Between land use and transportation, and incentives to promote mixed-use development

Special Topics

**1) Compatibility with Military Installations**

N/A

**2) School Location and Concurrency**

The City of Green Cove Springs has adopted a public school facilities element.

**3) Water Supply Planning**

The City is not within a Priority Water Resource Caution Area, and is therefore not required to prepare a 10-Year Water Supply Facilities Work Plan.

**3) Coastal High Hazard Areas**

N/A

**4) Concurrency Management Areas**

N/A

**5) Financial Feasibility**

EAR document acknowledges the 5-year Capital Improvement Program needs to be adopted into the Capital Improvement Element.

**Recommendation:**

**Staff respectfully recommends that the Committee and the Council recommend to the Department of Community Affairs that the City of Green Cove Springs Evaluation and Appraisal Report is sufficient.**

# **Tab 16**



*Bringing Communities Together*

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## MEMORANDUM

DATE: September 23, 2008

TO: Northeast Florida Regional Council

THRU: Planning and Growth Management Policy Committee Chairman

FROM: Valerie F. Evans, Principal Regional Planner

RE: Intergovernmental Coordination and Review (IC&R) Status Log and Report Activity for the Month of September 2008.

During the month of September 2008, 27 applications were received for the IC&R review process. Of these applications 25 were exempt and sent through the local review process. Two non-exempt applications were sent through the state review process. The completed applications have been processed accordingly.

Regional completed application fund sources are broken down as follows:

	Current Month	Year to Date
<b>Federal</b>	750,000	21,453,885.30
<b>State</b>	0	522,208.00
<b>Applicant</b>	0	5,375,670.00
<b>Other/Local</b>	0	2,516,130.00
<b>Totals</b>	750,000	29,867,893.30

Each active and completed application is reported in the:

**MONTHLY IC&R REVIEW DATA BASE – September 1 - 30, 2008**

Sep-08

BAKER						
NEFRC #	SAI#	Act.	Application/Project Title	Applicant	Cost Sorc.	Total Cost
		Federal Asst.		FDOT		
Federal	Applicant	State	Other/Local	RPC Due	SCH Due	Status

CLAY						
NEFRC #	SAI#	Act.	Application/Project Title	Applicant	Cost Sorc.	Total Cost
Federal	Applicant	State	Other/Local	RPC Due	SCH Due	Status

DUVAL						
NEFRC #	SAI#	Act.	Application/Project Title	Applicant	Cost Sorc.	Total Cost
<a href="#">DV08-0187</a>	EXEMPT		<a href="#">ERP - San Pablo Road Widening</a>	Robert Dyer		
Federal	Applicant	State	Other/Local	RPC Due 10/3/08	SCH Due	Status
<a href="#">DV08-0188</a>	EXEMPT		<a href="#">ERP - Atlantic &amp; University Intersection Imp</a>	Van Humphreys		
Federal	Applicant	State	Other/Local	RPC Due 10/3/08	SCH Due	Status
<a href="#">DV08-0189</a>	EXEMPT		<a href="#">ERP-Petite Ambassadors Lang. Sch.</a>	JLW Property Mgt.		
Federal	Applicant	State	Other/Local	RPC Due 10/3/08	SCH Due	Status
<a href="#">DV08-0190</a>	EXEMPT		<a href="#">ERP- Crossroads Distribution Center</a>	PRC-LA FL. Venture Grp.		
Federal	Applicant	State	Other/Local	RPC Due 10/3/08	SCH Due	Status
<a href="#">DV08-0191</a>	EXEMPT		<a href="#">ERP - Pecan Industrial Park</a>	Pecan Ind. Prk. LLC		
Federal	Applicant	State	Other/Local	RPC Due 10/3/08	SCH Due	Status
<a href="#">DV08-0192</a>	EXEMPT		<a href="#">ERP - Repair Patrol Road</a>	US Dept of Navy		
Federal	Applicant	State	Other/Local	RPC Due 10/3/08	SCH Due	Status
<a href="#">DV08-0193</a>	EXEMPT		<a href="#">ERP- Tradeplex Commons</a>	Nassau Land Holdings		
Federal	Applicant	State	Other/Local	RPC Due 10/3/08	SCH Due	Status
<a href="#">DV08-0194</a>	EXEMPT		<a href="#">ERP - LaVilla/Brooklyn Mst. Stormwater</a>	COJ		
Federal	Applicant	State	Other/Local	RPC Due 10/3/08	SCH Due	Status
<a href="#">DV08-0195</a>	EXEMPT		<a href="#">ERP-Lambremont Pool</a>	L.Lambremont		
Federal	Applicant	State	Other/Local	RPC Due 10/3/08	SCH Due	Status

NEFRC #	SAI#	Act.	Application/Project Title	Applicant	Cost Sorc.	Total Cost
<a href="#">DV08-0196</a>	<b>EXEMPT</b>		<a href="#">ERP- Cryatal Springs Rd. Imp.</a>	Robert Dyr		
Federal	Applicant	State	Other/Local	RPC Due 10/3/08	SCH Due	Status
<a href="#">DV08-0197</a>	<b>EXEMPT</b>		<a href="#">ERP - New Berlin Distr Ctr.</a>	Alta Lakeside		
Federal	Applicant	State	Other/Local	RPC Due 10/3/08	SCH Due	Status
<a href="#">DV08-0198</a>	<b>EXEMPT</b>		<a href="#">ERP- Herndon Bros.</a>	T. Herndon		
Federal	Applicant	State	Other/Local	RPC Due 10/3/08	SCH Due	Status
<a href="#">DV08-0199</a>	<b>EXEMPT</b>		<a href="#">ERP- The Still Property</a>	Benez Devlp. LLC		
Federal	Applicant	State	Other/Local	RPC Due 10/3/08	SCH Due	Status
<a href="#">DV08-0200</a>	<b>EXEMPT</b>		<a href="#">ERP- I-295 Property</a>	Charles Hendrix		
Federal	Applicant	State	Other/Local	RPC Due 10/3/08	SCH Due	Status
<a href="#">DV08-0201</a>	<b>EXEMPT</b>		<a href="#">ERP- Ortega Blvd &amp; Verona Pond Imp.</a>	COJ		
Federal	Applicant	State	Other/Local	RPC Due 10/3/08	SCH Due	Status

#### FLAGLER

NEFRC #	SAI#	Act.	Application/Project Title	Applicant	Cost Sorc.	Total Cost
<a href="#">FL08-0038</a>			<a href="#">ERP-ABC Fine Wine &amp; Spirits Store No. 197</a>	ABC Liquors		
Federal	Applicant	State	Other/Local	RPC Due	SCH Due	Status
<a href="#">FL08-0039</a>	<b>FL200809154430C</b>		Feasibility Study Flagler Cty Shore Protection	Dept of Army/Jax COE		
Federal	Applicant	State	Other/Local	RPC Due 10/5/08	SCH Due 10/16/08	Status

#### NASSAU

NEFRC #	SAI#	Act.	Application/Project Title	Applicant	Cost Sorc.	Total Cost
<a href="#">NA08-0033</a>	<b>EXEMPT</b>		<a href="#">ERP - Florida Petroleum Tradeplex</a>	R. Higginbotham		
Federal	Applicant	State	Other/Local	RPC Due 10/3/08	SCH Due	Status

#### PUTNAM

NEFRC #	SAI#	Act.	Application/Project Title	Applicant	Cost Sorc.	Total Cost
<a href="#">PT08-0013</a>	<b>FL20088204401C</b>		<a href="#">HUD CDBG Infrastructure Imp.</a>	City of Palatka		
Federal	Applicant	State	Other/Local	RPC Due 9/30/08	SCH Due 10/3/08	Status
\$750,000.00						

#### ST. JOHNS

NEFRC #	SAI#	Act.	Application/Project Title	Applicant	Cost Sorc.	Total Cost
<a href="#">SJ08-0088</a>	<b>EXEMPT</b>		<a href="#">ERP - Bartram Farm Unit 2</a>	Alterra Group		
Federal	Applicant	State	Other/Local	RPC Due 10/3/08	SCH Due	Status

NEFRC #	SAI#	Act.	Application/Project Title	Applicant	Cost Sorc.	Total Cost
<a href="#">SJ08-0089</a>	<b>EXEMPT</b>		<a href="#">ERP - Bryant Hall Replacement</a>	FL School for Deaf and Blind		
Federal	Applicant	State	Other/Local	RPC Due 10/3/08	SCH Due	Status
NEFRC #	SAI#	Act.	Application/Project Title	Applicant	Cost Sorc.	Total Cost
<a href="#">SJ08-0090</a>	<b>EXEMPT</b>		<a href="#">ERP - Lewis Speedway Project</a>	J. Mills		
Federal	Applicant	State	Other/Local	RPC Due 10/3/08	SCH Due	Status
NEFRC #	SAI#	Act.	Application/Project Title	Applicant	Cost Sorc.	Total Cost
<a href="#">SJ08-0091</a>	<b>EXEMPT</b>		<a href="#">ERP - Swimming Pool</a>	Tillotson		
Federal	Applicant	State	Other/Local	RPC Due 10/3/08	SCH Due	Status
NEFRC #	SAI#	Act.	Application/Project Title	Applicant	Cost Sorc.	Total Cost
<a href="#">SJ08-0092</a>	<b>EXEMPT</b>		<a href="#">ERP - Sam Knio's Gas Station</a>	Assad Knio		
Federal	Applicant	State	Other/Local	RPC Due 10/3/08	SCH Due	Status
NEFRC #	SAI#	Act.	Application/Project Title	Applicant	Cost Sorc.	Total Cost
<a href="#">SJ08-0093</a>	<b>EXEMPT</b>		<a href="#">ERP - Sunsational Plaza</a>	F&L of PVB		
Federal	Applicant	State	Other/Local	RPC Due 10/3/08	SCH Due	Status
NEFRC #	SAI#	Act.	Application/Project Title	Applicant	Cost Sorc.	Total Cost
<a href="#">SJ08-0094</a>	<b>EXEMPT</b>		<a href="#">ERP - Ozzie RV and Baot Storage</a>			
Federal	Applicant	State	Other/Local	RPC Due 10/3/08	SCH Due	Status
NEFRC #	SAI#	Act.	Application/Project Title	Applicant	Cost Sorc.	Total Cost
<a href="#">SJ08-0095</a>	<b>EXEMPT</b>		<a href="#">ERP - Pacetti Road Pet Spa</a>	Pacetti Road Inveswtor, LLC		
Federal	Applicant	State	Other/Local	RPC Due 10/3/08	SCH Due	Status
NEFRC #	SAI#	Act.	Application/Project Title	Applicant	Cost Sorc.	Total Cost
<a href="#">SJ08-0096</a>	<b>EXEMPT</b>		<a href="#">ERP - Palm Coast Landing</a>	Jim McMullan		
Federal	Applicant	State	Other/Local	RPC Due 10/3/08	SCH Due	Status
NEFRC #	SAI#	Act.	Application/Project Title	Applicant	Cost Sorc.	Total Cost
<a href="#">SJ08-0097</a>	<b>EXEMPT</b>		<a href="#">ERP - Pirates Island</a>	Akel & Akel Partnership		
Federal	Applicant	State	Other/Local	RPC Due 10/3/08	SCH Due	Status

ERP - No response letter required unless an objections to the project is received.

	Current Month	Year to Date
<b>Federal</b>	\$750,000.00	\$21,453,885.30
<b>State</b>	\$0.00	\$522,208.00
<b>Applicant</b>	\$0.00	\$5,375,670.00
<b>Other/Local</b>	\$0.00	\$2,516,130.00
<b>Totals</b>	\$750,000.00	\$29,867,893.30

**Tab 17**

## MEMORANDUM

**DATE:** September 22, 2008

**TO:** Northeast Florida Regional Council

**THRU:** Planning and Growth Management Policy Committee  
*EL*

**FROM:** Edward Lehman, Director of Planning and Development

**RE:** September Development of Regional Impact Report

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The following report summarizes current DRI activity for the above-cited month. All additions and updates are *italicized*.

### **Cordova Palms**

The ADA for Cordova Palms was submitted on April 19, 2006. Cordova Palms was formerly known as Lemberg North. The pre-application conference for the DRI was held on October 25<sup>th</sup>. The project is located along the western side of U.S. 1 just west of the St. Augustine Airport. The master development plan calls for 1700 residential dwelling units, 600,000 square feet of retail, and 100,000 square feet of office development. First sufficiency review was transmitted to the applicant on May 22, 2006. The first sufficiency response was received on September 11, 2006. Second sufficiency review comments were transmitted to the applicant on October 11, 2006. The applicant recently requested and received a 90-day extension to the 120-day period to respond to the first sufficiency review. The applicant submitted the second sufficiency response on July 13, 2007. The County has been notified to set the public hearing for the D.O. The applicant has requested a waiver from the 90-day period to have the hearing to allow for the Comprehensive Plan amendment to be processed.

### **Durbin**

The pre-application conference for the Durbin DRI was held on December 6, 2006. The Durbin DRI is located along I-95 at Racetrack Road in northern St. Johns County, along the Duval County line. The master development plan calls for 4,500 dwelling units,

**September DRI Report**  
**September 22, 2008**  
**Page 2**

1,700,000 square feet of office development, 3,000,000 square feet of retail development and 800 hotel rooms. The ADA for Durbin has been submitted. A sufficiency response was transmitted to the applicant on February 9. The applicant has requested an additional extension until August in order to work with FDOT on alignments of roadway improvements.

**Elkton**

The Elkton DRI is a proposed multi-use DRI located in St. Johns County along S.R. 207 west of I-95. The pre-application conference was held on January 27<sup>th</sup>. The proposed development plan consists of a three-phase development, with 3600 dwelling units, 40,000 square feet of office, 140,000 square feet of retail, 40,000 square feet of medical, and 70,000 square feet of industrial. The sufficiency review for Elkton was transmitted to the applicant on Sept 13 – transportation comments were transmitted on Sept 27. The applicant has submitted the first sufficiency response. Second sufficiency review comments were transmitted to the applicant on February 2. The applicant has submitted the second sufficiency response, and the Council staff has notified St. Johns County to set the public hearing.

**Navona Creek**

The Navona Creek DRI is a proposed multi-use DRI located in Baker County just to the east of the proposed Cedar Creek DRI. The pre-application conference was held on August 10<sup>th</sup>. The proposed development plan consists of 5,913 single-family dwelling units, 4087 multi-family dwelling units, 1,500,000 square feet of business park development, 330,000 square feet of village center development, and a 120-bed hospital.

**Old Brick Township**

The Old Brick Township DRI is a proposed multi-use DRI located in Flagler County in the northern portion of the County along the St. Johns County line. The property is located west of U.S. 1 and east of C.R. 13 (Old Brick Road). The pre-application conference was held on December 14<sup>th</sup>. The proposed development plan calls for three five-year phases and consists of 5,000 dwelling units, 1,000,000 square feet of industrial development, 50,000 square feet of office development, and 100,000 square feet of commercial development. The ADA was submitted for review, with the sufficiency response transmitted to the applicant on June 26.

**Shops on Duval (River City Marketplace) Substantial Deviation**

The pre-application conference for the Shops on Duval Substantial Deviation DRI (expansion of River City Marketplace) has been scheduled for September 29<sup>th</sup>. The developer is proposing to expand the amount of square footage within this DRI well above the substantial deviation threshold. At this time, the size of that expansion is not known.

**Hunter's Ridge Substantial Deviation**

Hunter's Ridge is an approved DRI in Flagler County and Ormond Beach. As part of the settlement of an appeal of the D.O., in 1992 an area of Hunter's Ridge was determined to be a "Substantial Deviation Area." No development can occur until this area of the project goes through substantial deviation review. The pre-application conference was held on January 18 in Flagler County. The amount of development proposed within the Substantial Deviation Area consists of 849 single-family dwelling units, 69,900 square feet of office space, 52,580 square feet of retail space, and 58,520 square feet of light industrial space.

**The following is a rough+ estimate of the date for presentation of DRI projects to the NEFRC for consideration of staff recommendation:**


<u>Project</u>	<u>Date</u>
Durbin	<i>April 2009</i>
Cordova Palms	<i>May 2009</i>
Elkton	<i>June 2009</i>
Navona Creek	<i>Unknown</i>
Old Brick Township	<i>March 2009</i>
<del>Shops on Duval</del>	<del>September 2009</del>
Hunter's Ridge Substantial Deviation	<i>March 2009</i>

# **Tab 18**

## MEMORANDUM

**Date:** September 25, 2008

**To:** Northeast Florida Regional Council Board of Directors

**From:** Brian D. Teeple, Chief Executive Officer 

**Re:** Regional Leadership Academy

---

As you know there has been some confusion regarding the future of the Regional Leadership Academy (RLA). While the RLA Advisory Committee has recommended that this year's class be cancelled and the program be given to the Jacksonville Chamber of Commerce, the Legislative Committee took this issue up last month and voted to retain the RLA as a program of the Council.

It is respectfully requested that the Board affirm the Legislative Committee decision to bring the RLA into the Council and operate it as a program of the Council.

I am happy to answer any questions you may have.

# Tab 19



*Bringing Communities Together*

Baker • Clay • Duval • Flagler • Nassau • Putnam • St. Johns

## MEMORANDUM

**Date:** September 24, 2008  
**To:** Northeast Florida Regional Council Board of Directors  
**From:** Al Chester - Emergency Preparedness Programs Administrator *ASC*  
**Re:** Emergency Preparedness Programs Update

### Statewide Regional Evacuation Study Program (SRESP)

All RPC's are now fully engaged in Phase II of the study. The following action items and events are planned and/or being executed:

- The statewide data base of critical infrastructure, shelter inventory, and related geo-coded attributes is growing more complete, with 88% of statewide structures validated and coded;
- Wilbur Smith Associates (the transportation modeling contractor) has submitted, and the Work Group has accepted, a refined and revised Scope of Work which addresses several contractual discrepancies and items needing clarification. The project can now proceed according to schedule. The new SOW includes a very aggressive implementation plan which has us completing the project by September 2009;
- The Work Group is attempting to formulate concise and complete definitions for several dozen terms and phrases which are integral to the study. This discrepancy is very important to resolve correctly, as these definitions will largely steer the course of potential growth management litigation, land use mapping, establishment and labeling of evacuation routes, and other issues;
- Wilbur Smith Associates has assigned local points of contact in all regions to coordinate the next operational steps in the implementation plan;
- The behavioral survey result for NE Florida (over 700 pages) has been completed and is being reviewed;
- LIDAR flights and deliverables are still experiencing quality control issues, but some progress is being made and we anticipate completion of this deliverable within 60 days;

- RPC's are setting up their meetings with WSA points of contact, local emergency and planning managers, and the Behavioral Analysis contractor (Dr. Jay Baker). These meetings will further define and refine local issues of Small Area Data (demographics) collection and verification, validation of behavioral analysis assumptions, and resolve other county data management local;
- The regional coordination meeting for NE Florida (Baker, Clay, Duval, Nassau, Putnam, and St. Johns counties) has been set for Friday, October 17<sup>th</sup>. All counties will be represented, and we are creating an agenda which will include WSA presentations on Small Area Data and other demographic issues, Dr. Jay Baker for behavioral survey assumption validations, and general orientation for county management on the next steps in the transportation modeling process.

### **State Homeland Security Grant Program**

EPP Staff facilitated the Nassau County Operation Argus Tabletop Exercise, a port security exercise held on August 13<sup>th</sup>, involving several Nassau County agencies, the Port of Fernandina, and Florida Department of Law Enforcement. The exercise was run in conjunction with the full-scale Operations Argus conducted by the US Coast Guard at JAXPORT and Port Canaveral. The After-Action report for this exercise has been completed in draft form and will be finalized following the After-Action Conference.

The Federal Reserve Bank of Jacksonville Tabletop Exercise has concluded, and the After-Action Report draft has been completed. The After-Action Conference was postponed due to Tropical Storm Fay, and the new date and time is October 6, 2008 at 1:30 p.m.

Nassau County contracted with the Northeast Florida Regional Council to facilitate an After-Action Review of the county's response to Tropical Storm Fay. The After-Action Review conference has been conducted, and the After-Action Report is currently being completed.

### **Local Mitigation Strategy/Hazard Mitigation Grant Program**

In the month of September, the Council helped to facilitate the Third Quarter meetings of the Local Mitigation Strategy (LMS) Task Forces for Baker, Clay, Nassau, and Putnam County. St. Johns County held their meeting in August at the Emergency Operations Center in St. Augustine. These meetings of the Task Force for each County take place during the peak of the hurricane season. Consideration for meeting dates had to be made to accommodate potential responses to Tropical Cyclones like Fay, Hanna, Ike, and Josephine.

The Council is coordinating with the Task Force chairs and County Emergency Management to identify potential mitigation projects, as well as potential funding sources for their projects, especially after the effects of Tropical Storm Fay. With the hazards associated with high winds, heavy rains, and possible flooding, the Task Force for each County will be making considerations to help prepare for future disasters, and lessen their effects on the people and communities of Northeast Florida. The Task Force maintains a priority list of ranked projects and helps determine a course of action when funds become available. While each

County is vulnerable to damage, it is the intent of the Task Force to help reduce the magnitude of potential impacts from hazards, both natural and man-made. With the continuing growth throughout Northeast Florida, and the vulnerability to hazards also increasing, mitigation has become a crucial and viable component of emergency planning and post-disaster redevelopment.

In Nassau County, residents in the western part of the county saw firsthand the effects of Tropical Storm Fay and the flooding that occurred near Thomas Creek. Many residents suffered severe flood damage and losses; Nassau County is eligible for Individual Assistance to citizens and households (as is Baker and Duval Counties). Citizens are encouraged to call FEMA toll free at **800-621-3362**, or to visit **[www.fema.gov](http://www.fema.gov)** for further information. Further Federal Assistance through the Hazard Mitigation Grant Program will become available to Nassau County (along with Baker, Duval, Putnam, and St. Johns Counties) later on this year, which may help identify and solve the problems associated with Thomas Creek's flooding.

Putnam County's Emergency Operations Center Wind Retrofit Project has received 75% of its reimbursement funds from FFEMA. The remainder shall be awarded upon final inspection and project closeout, which is currently in progress. Kelley Smith, Middleton Burney, and Jenkins school sites held their Project Kickoff Meeting over the summer and, with the beginning of the school year, will be progressing into the architectural/engineering planning stages of their shelter projects.

Wind retrofit and mitigation projects such as these are important in counties with shelter deficits. The Hazard Mitigation Grant Program seeks to sustain actions and efforts that will reduce or eliminate long-term risk from hazards and their affects by providing counties with funding for wind retrofit or shelter projects.

### **Regional Domestic Security Task Force/Urban Area Security Initiative/Exercise and Event Update**

The NEFRC issued a Request for Proposal (RFP) for the purchase of EOC Management software on January 15, 2008. The NEFRC is facilitating the purchase for the Consolidated City of Jacksonville and Duval County on behalf of the Jacksonville UASI. The final submission date for proposals was February 15, 2008. An evaluation team comprised of members from Duval, Baker, Clay, Nassau, and St. Johns counties, as well as the Regional RDSTF Coordinator, UASI Program Manager, and NEFRC staff participated in an extensive evaluation process and software demonstration and the NEFRC is currently completing cost negotiations for final purchase.

The NEFRC assisted in planning and facilitating the "Northeast Florida Violent Crimes Workshop" on September 3, 2008 at the University of North Florida (UNF) on behalf of Project Safe Neighborhoods and the Alachua County Sheriff's Office. The Workshop consisted of a variety of speakers in the morning session, Sheriff Joey Dobson of Baker County, Professor Michael Hallett of UNF, Mr. Matthew White with Jacksonville Sheriff's Office, and Mr. Brian Stamper of the Navy Criminal Investigative Service. Sheriff John Rutherford of Duval County was the keynote speaker during the Workshop Luncheon. The afternoon session was composed of several breakout groups to discuss various topics of violent crime in our community, such as Violent Crimes and Its Causes, Crime Indicators and Measures, and Crime Prevention and Tactics. After these sessions, the

groups, gathered together for the final general session to report out their group's findings, observations, and summarize the dialogue that took place. Members of the Law Enforcement Community from across Northeast Florida were able to come together and discuss these issues in a collaborative environment to discuss this very important issue and how it will effect growth and development in our area, as well as the threats posed to our communities and possible solutions.

**Critical Infrastructure Threat Assessment and Mitigation Software Project (CITAMS)**

**Project Status:** In response to an unanticipated organizational re-alignment within the Emergency Preparedness Programs Division, Al Chester has been promoted to the position of EPP Program Administrator. To cover our CITAMS staffing requirements, Senior Regional Planner Steve McMikle has been designated as the CITAMS Program Coordinator, effective September 15<sup>th</sup>. Although CITAMS will be his primary function, Steve will also oversee the implementation of Phase II of the Statewide Regional Evacuation Study Program, for which he has been study manager since April, 2007. The SRESP is in a data collection and validation phase, and Steve will oversee this operation to successful conclusion with assistance from our GIS Coordinator, Jonathan Goyings. Steve is well-qualified to manage the CITAMS project, with a background in law enforcement, military security and logistics, and as an anti-terrorism mitigation contract trainer with the Department of Homeland Security. The CITAMS project has experienced some scheduling delays and operational implementation discrepancies due to personnel shifts and adjustments, but we anticipate that it will be back on schedule within the next 30 days. Position descriptions for Assessors and Data Entry Clerk slots have been completed and will be advertised before the end of the September. JSO is now fully CITAMS operational and we still anticipate Final System Acceptance by November 2008.

**Project Funding:** Expenditure of first year CITAMS monies provided by the LETP grant (\$450,000) is on schedule and will be completed by January 2009 and is currently 50% completed. FDLE has approved second-year monies (\$430,000) for the program based on justification provided by the CITAMS Project Coordinator working with FDLE representatives.



# ***Northeast Florida Local Emergency Planning Committee***

6850 Belfort Oaks Place, Jacksonville, Florida 32216  
(904) 279-0880 Fax (904) 279-0881  
Web site: [www.nefrc.org](http://www.nefrc.org)

## **MEMORANDUM**

**DATE:** September 17, 2008

**TO:** Northeast Florida Regional Council

**FROM:** Jason Taylor, Staff *JT*

**RE:** District IV - Local Emergency Planning Committee (LEPC) Update

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The LEPC meeting for District IV was held on August 28, 2008 at 2:00 pm, at the St. Johns River Water Management District Office here in Jacksonville, FL.

The next meeting will occur on November 12, 2008 at 10:00 am at the NEFRC Office.

### **2008 Tier II filing**

The Council has received most of our Tier IIs for the Northeast Florida region. We are currently implementing a filing system that will utilize both electronic and paper means to best suit quick retrieval and emphasize organization. 2009 Reporting files should begin arriving at the new year for filing.

### **Hazardous Materials Analysis Update**

Site visits are completed in Baker, Clay, Nassau, Putnam, and St. Johns Counties. Besides a few sites that will not return telephone calls to schedule visits, all were found to be compliant. Updates from the State have been received and will be incorporated with current information. Any and all corrections that have been identified are in the process of being completed.

### **LEPC 07/08 HMEP Planning Project**

Funding is provided to perform eligible activities as identified in the Hazardous Materials Emergency Preparedness Planning Grant Program. The Staff assigned to this program will



conduct activities pursuant to this scope of work with the support of the LEPC and consistent with the direction of the Division.

On behalf of the LEPC, Staff will perform a quality control of the Tier IIs that are being submitted by Section 302 and 311/312 facilities within the District. All of the Section 302s will be accomplished prior to doing Section 311/312s. This project is expected to be completed before contract deadline of September 30, 2008.

### **HMEP Training Projects**

#### *Clandestine Drug Lab Awareness/Operations Course*

September 23-24 – Stuart, FL: This is a 16-hour course that is suitable for law enforcement line personnel, Fire fighters, EMS, customs officials, probation officers, social workers and utilities service personnel that may come in contact with a clandestine laboratory. Students will be informed of potential hazards associated with clandestine laboratories and actions that should be taken (or not taken) at a suspected lab site. Topics include: Marijuana grow houses, history of methamphetamine, interagency cooperation, chemicals and equipment commonly found at clandestine laboratories, hazards to first responder personnel and the community, hazard assessment, site control, and decontamination. District IV of the LEPC is sponsoring four members of the St. Johns County Fire Rescue to attend this training.

#### *2008 Fire Department Safety Officers Association Annual Safety Forum*

October 27 – 31, 2008 – Orlando, FL: The Annual Safety Forum and Incident/Health Safety Officer Academies (ISO and HSO). While the HSO is a 16-hour certification course geared towards current Safety Officers, the ISO Academy is a 16-hour certification course designed to improve firefighters' effectiveness as the Incident Safety Officer, giving in-depth knowledge and experience elements as ISOs and give more situational exercises and scenario practice. The LEPC will be sponsoring four firefighters from Clay and Duval County for the conference.

### **Upcoming Training**

#### *Incident Command Systems 300/400 – Postponed due to TS Fay*

November 3-7: These two courses will teach first responders about the nationally standardized Incident Command structure and the process associated with Disaster Management, with an emphasis on the Planning and Logistics role.



ICS 300, Intermediate Incident Command System, covers the following range of topics: ICS Fundamentals review, description of the NIMS Command and Management component, the incident/event management process for expanding incidents, implementation of the incident management process, and the development of an Incident Action Plan.

ICS 400, Advanced Incident Command System, includes materials on these subjects: the advantages of Unified Command, issues and analysis of incident complexity, responsibilities of the Command and General Staff, reporting relationships and how they can be effectively used, process for transfer of command, and information on Area Command and Multi-Agency Coordination.


Registration will include between 25 to 30 responders/firefighters in the area to receive this crucial training for incident management. The courses will be hosted by Clay County Fire Rescue.

**Tab 20**

## **MEMORANDUM**

**Date:** September 22, 2008

**To:** Northeast Florida Regional Council Board of Directors and  
Business Development Corporation of Northeast Florida Board of Directors

**From:** Steven E. Mahaven, Executive Director, BDC 

**Re:** Discussion Summary: Period Ending August 31, 2008 – Update Report

- 
- A. SUMMARY OF LOANS AUTHORIZED BY THE SBA (Combined classification)**  
Lender in process with SBA approval to close on construction loan
- B. SUMMARY of LOANS AT THE SBA:** One loan at SBA for consideration
- C. SUMMARY OF LOANS AT\OR APPROVED BY THE EXECUTIVE LOAN COMMITTEE:** The ELC reviews, approves and/or ratifies loan requests on behalf of the BDC Board of Directors prior to submission of the 504-loan applications to the U.S. Small Business Administration for the Agency's final consideration.
- D. SUMMARY OF LOANS IN PROCESS OF BEING UNDERWRITTEN BY STAFF:** Loans listed on this month's report under this category represent potential 504 loan requests.
- E. STATUS OF PORTFOLIO – REPORT PERIOD – August 31, 2008: For the period ending**  
BDC is servicing a portfolio of sixty seven loans totaling for the report period. This compared to sixty seven loans for \$33,922,891.28. Servicing revenue for the period totaled \$25,014.12 for the period. Last period servicing revenue totaled \$25,353.47. BDC has received a request from another borrower for a three month deferment. The request has been submitted to SBA for approval.
- F. CDC MANAGEMENT REPORT PERIOD:** Three loans are shown as 65 days past due. One loan is in the process of an assumption and will be brought current. The second made two payments and it is expected that at least a monthly payment will continue to be made. A third loan has been placed on deferment. BDC has recommended that SBA not pull the debenture on any of these loans.

\* \* \*

**Business Development Corporation, Inc.**

Through 9.22.08

**August-08**

<b>Name of Company</b>	<b>County</b>	<b>Total Project</b>	<b>Bank</b>	<b>504 (net) amount</b>	<b>Equity</b>	<b>Jobs</b>	<b>Ad Valorem</b>	<b>BDC Fee</b>
<b>Establish Funding Date</b>								
<b>Establish Funding Date</b>								
<b>Construction/interim</b>								
New Castle Marine - St Johns	Putnam	4,400,000	2,200,000	1,540,000	660,000	20	70,000	23,000
<b>Construction/interim - 1</b>								
<b>Loans at SBA</b>								
Alberts Assets - Big Oak	Clay	670,000	335,000	234,500	67,000	5	8,172	4,020
<b>Loans at SBA - 1</b>								
<b>At/approved by ELC</b>								
<b>At/approved by ELC</b>								
<b>Underwriting in process</b>								
Morris	Duval	510,000						
First Coast Petro	Duval	600,000						
Beach Blvd Motor - assumption	Duval	500,000						
Rowes	Duval	1,300,000						
Preferred Mgmt	Flagler	600,000						
<b>Underwriting in Process - 4</b>		<b>\$ 1,610,000</b>						

# **Tab 21**



*Bringing Communities Together*

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## MEMORANDUM

**DATE:** September 22, 2008

**TO:** Northeast Florida Regional Council

**FROM:** Guy Parola, AICP, Program Administrator

**RE:** September Planning Activities Report

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The following report summarizes planning activities for the above-cited month. DRI activity is addressed in the regular DRI update memo, which has historically been provided to the Council. Comprehensive Plan reviews are presented to the Board for final recommendation and are therefore not summarized in this review.

### **Transportation Planning**

Council staff completed two concurrency / traffic analysis reviews for Nassau County and Fernandina Beach.

### **Transportation Disadvantaged Program**

Staff continues to function as the Designated Official Planning Agency for six of the seven Northeast Florida Regional Council counties. In September, NEFRC staff organized four quarterly Transportation Disadvantaged Local Coordinating Board meetings for Baker, Nassau, Flagler and St. Johns Counties.

### **Affordable Housing Programs**

Staff continued to address monthly responsibilities with Putnam County affordable housing. In September, several S.H.I.P rehabilitation projects were completed, and ten applications were taken in.

## **Planning Activities Report**

**September 22, 2008**

**Page 2**

### **Technical Assistance**

NEFRC staff continues to assist the City of Palatka in updating their Comprehensive Plan. The Evaluation and Appraisal Report (EAR) based amendments that were adopted in July have been found in compliance by the Florida Department of Community Affairs.

Staff continues to assist St. Johns County with their EAR. The draft document has been finalized and is scheduled for adoption in October.

NEFRC staff continues to assist Flagler County in preparing their EAR. NEFRC staff is scheduled to meet with County staff to finalize a draft of their local major issues list and begin the public involvement phase.

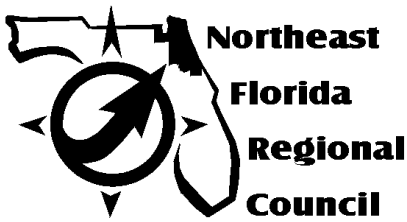
Staff finalized the City of Atlantic Beach's list of major issues and continues to assist the City throughout the EAR process. Staff is assisting the City in developing a Transportation Concurrency Exception Area.

NEFRC is assisting the Town of Interlachen with an update of their land development regulations, which will be presented to the Town late October.

### **Funding Opportunities**

Staff continues to seek funding opportunities that further the objectives of the Council and that help our communities.

**Tab 22**



*Bringing Communities Together*

Baker • Clay • Duval • Flagler • Nassau • Putnam • St. Johns

## MEMORANDUM

**Date:** September 22, 2008  
**To:** Northeast Florida Regional Council Board of Directors  
**From:** Margo Moehring *Margo Moehring*  
Director, Strategic Initiatives  
**Re:** Strategic Initiatives Program Update

### First Coast Vision and Reality Check First Coast

The Reality Check Committees continue to work hard and make progress in planning for the event. As a reminder, the date and venue have been confirmed:

**Date:** May 21, 2009  
**Venue:** St. Johns County Convention Center/The Renaissance Resort at World Golf Village

In order to get the job done for Reality Check First Coast, we have assigned Council staff, besides me, to Committees. I remain the overall Project Manager and staff the Coordinating Committee. This enables staff to participate in this challenging effort and use their specific expertise, while accomplishing tasks as cost efficiently as possible. This is of particular importance while fundraising efforts are gearing up, so that planning may continue in this period before many sponsors are engaged.

Our attention is focused on a kickoff press conference to be held in November, after which we will take our efforts on the road, both for fundraising and to get the word out. We are forming a Speakers Bureau and would be happy to do a Reality Check First Coast presentation to any group that Board members might recommend. Work also continues on the baseline data, mapping and analysis needs for Reality Check First Coast. Decisions are needed in the data area so that we may test our assumptions and methods far in advance of the actual exercise, so that the 'kinks' are worked out before May 21, 2009.

### Regional Community Institute

We are working with the Regional Community Institute (RCI) Board regarding their next meeting. As mentioned in the last program update, once the RCI begins more regular meetings, it is anticipated they will consider proposed changes to the bylaws, along with a proposed organizational chart, that will, among other things, recognize the partnership with ULI North Florida to put on Reality Check First Coast.


**Comprehensive Economic Development Strategy**

In August, the Economic Development Administration approved the application filed in June for a matching grant from that agency to fund creation of a Comprehensive Economic Development Strategy (CEDS). Council Staff are currently reaching out to economic development personnel and Chambers of Commerce in all seven counties and the region to get input into the appropriate makeup of a representative CED Strategy Committee to be brought to the NEFRC Board for review and approval.

# **Tab 23**

**MEMORANDUM**

TO: Northeast Florida Regional Council Board

FROM:  Jeanie Palmer, Program Coordinator for Transportation Disadvantaged

DATE: September 24, 2008

SUBJECT: New Representative for the Clay County TD Local Coordinating Board

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The Northeast Florida Regional Council serves as the Designated Official Planning Agency for the Transportation Disadvantaged (TD) program in Baker, Clay, Flagler, Nassau, Putnam, and St. Johns counties, and is responsible for membership appointments to the TD program's Local Coordinating Board (LCB).

The following LCB appointment is being recommended to the Council:

Clay County LCB  
Representing Children-At-Risk                      Ms. Maria McNair

Ms. McNair's resume is attached. She is currently the Director of Program Administration for Episcopal Children's Services, Inc.

**Staff recommends that the Council Board approve the appointment of Ms. McNair to the Clay County Transportation Disadvantaged Local Coordinating Board.**

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## MARIA MCNAIR

3111 Rococo Court  
Orange Park, FL 32073

Cell: 904-476-5526  
Email: MariaDiazG@aol.com

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### EXECUTIVE PROFILE

A results-oriented, vision-driven professional with experience in **management, marketing and research, customer service and community outreach, strategic planning, process improvement, and youth development services**. Some of my specialized skills and experience include, but are not limited to:

#### Business Operation and Processes

- Development of Policies & Procedures – Including procedure and training manual development
- Process Improvement & Contract Compliance
- Team & Management Leadership – Over four (4) yrs. of supervisory or personnel management experience
- Budget Management & Development
- Training & Development – Including Mentoring & Coaching Skills

#### Marketing & Business Development

- Marketing Research & Business Development
- Environmental Scanning/Assessments – Market research and identifying industry trends
- Development of Marketing/Trade Reports - Interpreting Findings & Presenting to Management
- Benchmarking Projects, including customer survey development
- Events/Exhibits Coordination
- Customer Relations Management
- Community Relations - Program development and outreach

#### Other Skills

MS Office: Word, Excel, Access, PowerPoint, Outlook  
MS Project (basic), ACT!, and internet navigation.  
PhotoShop, Quark Xpress, and illustrator (Basic)  
**Bilingual - Spanish**

### POSITIONS HELD

#### The Hester Group, LLP

2007-Present

Marketing Director

- *Responsible for developing marketing campaigns, to include radio and print advertising, and community outreach initiatives for various clients in the educational and healthcare industries.*
- *Responsible for researching local Hispanic Market and maintaining current knowledge of our agency competition as it relates to Multicultural Marketing.*
- *Responsible for managing and growing all assigned agency clients.*

#### The Bridge of Northeast Florida, Inc.

2005-2007

B.U.S. Program Manager

- *Managed over 20 full-time and part-time staff, 10 paid interns, and over 20 volunteers for the Bridge Urban Springfield (B.U.S.) after-school program. This program enrolls an average of 300 youth ages five (5) through eighteen (18) during the school year and 250 during summer camp.*
- *Successfully increased enrollment in our summer camp 2006 program by 20% while still maintaining consistent youth attendance and ensuring quality academic and extra curricular programs and activities.*

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## MARIA MCNAIR

3111 Rococo Court  
Orange Park, FL 32073

Cell: 904-476-5526  
Email: MariaDiazG@aol.com

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- *Managed a budget of over \$1 Million for the after-school and summer camp programs.*
- *Managed various grant contracts, including funding from the Jacksonville Children's Commission, United Way, The Blue Foundation, Robert Wood Johnson, The Jaguars Foundation, and other private grants. Prepared necessary reports to comply with grants' requirements.*
- *Managed student database and tracked program performance. Prepared regular reports to present to senior management and kept statistical records of students' data and school performance to include in the organization's annual report.*
- *Served as member of the Student Scholarship Committee and coordinated training sessions for our high school students to prepare college admission applications and financial aid application. This program awarded 10-12 scholarships per year.*

### **University of Phoenix, Jacksonville, Florida**

**2003-2005**

Enrollment Counselor

- *Counseled new and prospective students about various undergraduate and graduate degree programs.*
- *Provided new student orientation and assisted them to transition well into the selected program of study.*
- *Counseled students on various financial aid options, including Federal Financial Aid (Students Loans and Pell Grant), GI Bill, Employment Tuition Assistance Program through their employer or cash payment options.*
- *Assisted students in getting all enrollment and financial aid paperwork to ensure all necessary documentation was done and student was cleared to start a degree program.*
- *Served as Project Manager/Treasurer of the Quality Work Life Committee, 2004-2005.*

### **Jacksonville Airport Authority, Jacksonville, Florida**

**1997-2003**

Information Analyst/Acting Process Improvement Manager (2001-2003) with JAA

Business Development Research Specialist (1997-2001) with JPA

- *Developed and implemented a Performance Measurement System to track and monitor performance.*
- *Developed a Process Improvement Program which resulted in cost savings of over \$500,000 and more efficient department productivity.*
- *Developed and managed a volunteer program of over 100 individuals during 911.*
- *Developed and implemented a Benchmarking Project with 12 other commercial airports to identify and implement best practices.*
- *Managed a Public Awareness Program and other Community Projects, including the Public Arts Program and the Airport News Show, which aired twice a month.*
- *Coordinated the strategic planning process for preparation of JAA's Strategic Plan 2002-2005.*
- *Managed and monitored budgets in excess of \$2 Million for four departments: Executive Director (CEO), Government Affairs, Public Arts Program, and Community Relations.*
- *Prepared market and passenger reports to support air trade development initiatives, as well as trade reports of commodities imported and exported through the Jacksonville Port Authority.*

### **The Father's House Int'l, Jacksonville, Florida**

**1996-2001**

Director, Children's Ministry

- *Managed Children's Ministry and Sunday School Program for children ages infants to twelve (12) years old.*
- *Supervised teachers and volunteers.*
- *Responsibilities included curriculum selection and coordination of teacher's training.*

---

**MARIA MCNAIR**

3111 Rococo Court  
Orange Park, FL 32073

Cell: 904-476-5526  
Email: [MariaDiazG@aol.com](mailto:MariaDiazG@aol.com)

---

**EDUCATION**

**Master of Business Administration**, University of Phoenix; 2004  
**Bachelor of Science in International Business**, Jacksonville University; 2000  
**Department of Children & Families**, Director's Credential Certification; 2006  
**Jacksonville Children's Commission**, Professional Youth Development Certification; 2006

**COMMUNITY AND PROFESSIONAL ORGANIZATIONAL INVOLVEMENT**

National Association of Hispanic MBAs  
Volunteer Jacksonville  
INROADS Inc., Leadership Development Institute, 2001 Facilitator  
Children Aid Society, Jacksonville Children's Commission, The Bridge of Northeast Florida, The Guardian Catholic Schools, JCCI and United Way

**Tab 24**

**MEMORANDUM**

TO: Northeast Florida Regional Council Board

FROM: *jp* Jeanie Palmer, Program Coordinator for Transportation Disadvantaged

DATE: September 24, 2008

SUBJECT: Resolution Limiting Medicaid NET Expenses

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The Agency for Health Care Administration (AHCA) contracts with the Florida Commission for the Transportation Disadvantaged to provide its non-emergency transportation (NET) services. The Commission then contracts with Community Transportation Coordinators (CTCs) in each county for these services. The contract has a provision making the CTCs responsible for Medicaid non-emergency travel for riders with an approved medical order for treatment out of the county. This requirement includes paying for the patient's cost of transportation, meals, and lodging for such a trip. If an attendant is required, such as a nurse, to accompany and stay with the patient, the cost for these services for the attendant, including his/her salary would also be the responsibility of the CTC (see attached).

The expenses for one lengthy out-of-county stay for a NET Medicaid client and attendant could deplete the entire CTC's Medicaid allocation. Recently, situations as stated above have arisen several times with CTCs in Northeast Florida causing a hardship with their Medicaid NET funding. This requirement has the potential for devastating consequences for CTCs unless something can be done to take the provision out of the CTCs contracts.

**Staff recommends that the Northeast Florida Regional Council Board approves the resolution supporting the limitation of Medicaid non-emergency travel expenses for Community Transportation Coordinators.**

[Code of Federal Regulations]  
[Title 42, Volume 3]  
[Revised as of October 1, 2004]  
From the U.S. Government Printing Office via GPO Access  
[CITE: 42CFR440.170]

[Page 243-245]

TITLE 42--PUBLIC HEALTH

CHAPTER IV - CENTERS FOR MEDICARE & MEDICAID SERVICES, DEPARTMENT OF HEALTH AND HUMAN SERVICES (CONTINUED)

PART 440 SERVICES: GENERAL PROVISIONS--Table of Contents

Subpart A Definitions

Sec. 440.170 Any other medical care or remedial care recognized under State law and specified by the Secretary.

(a) Transportation. (1) ''Transportation'' includes expenses for transportation and other related travel expenses determined to be necessary by the agency to secure medical examinations and treatment for a recipient.

(2) Transportation, as defined in this section, is furnished only by a provider to whom a direct vendor payment can appropriately be made by the agency. If other arrangements are made to assure transportation under Sec. 431.53 of this subchapter, FFP is available as an administrative cost.

(3) ''Travel expenses'' include--

(i) The cost of transportation for the recipient by ambulance, taxicab, common carrier, or other appropriate means;

(ii) The cost of meals and lodging en route to and from medical care, and while receiving medical care; and

(iii) The cost of an attendant to accompany the recipient, if necessary, and the cost of the attendant's transportation, meals, lodging, and, if the attendant is not a member of the recipient's family, salary.

(b) Services furnished in a religious nonmedical health care institution. Services furnished in a religious nonmedical health care institution are services furnished in an institution that:

(1) Is an institution that is described in (c) (3) of section 501 of the Internal Revenue Code of 1986 and is exempt from taxes under section 501(a) of that section.

(2) Is lawfully operated under all applicable Federal, State, and local laws and regulations.

(3) Furnishes only nonmedical nursing items and services to patients who

[[Page 244]]

choose to rely solely upon a religious method of healing and for whom the acceptance of medical health services would be inconsistent with their religious beliefs.

(4) Furnishes nonmedical items and services exclusively through nonmedical nursing personnel who are experienced in caring for the physical needs of nonmedical patients.

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# Resolution

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*Northeast Florida Regional Council*

**2008-14**

**In Support of**

## **Limitations of Medicaid Non-emergency Travel Expenses for Community Transportation Coordinators**

*WHEREAS, the Community Transportation Coordinators (CTC) are responsible for expenses for transportation and other related travel expenses determined to be necessary by the Agency for Health Care Administration to secure medical examinations and treatment for a recipient eligible for Medicaid non-emergency transportation services; and*

*WHEREAS, Medicaid non-emergency transportation services include cost of meals and lodging en route to and from medical care, and while receiving medical care; and the cost of an attendant to accompany the recipient, if necessary, and the cost of the attendant's transportation, meals, lodging, and if the attendant is not a member of the recipient's family, salary; and*

*WHEREAS, this provision was not in the original contract, but added as a fourth amendment; and*

*WHEREAS, expenses for one out-of-county client could severely deplete funds for transportation services for all other needy Medicaid non-emergency transportation riders in a county; and*

*WHEREAS, a Community Transportation Coordinator cannot deny Medicaid non-emergency transportation services to any Medicaid rider as part of its signed agreement in the Medicaid contract with the Florida Commission for the Transportation Disadvantaged; and*

*WHEREAS, Medicaid riders are some of the most frail, disabled, and needy citizens of the County.*

**NOW THEREFORE, BE IT RESOLVED** that the Northeast Florida Regional Council's Board of Directors hereby supports budget limitations for the Community Transportation Coordinator for travel expenses regarding out-of-county Medicaid non-emergency transportation services.

*Unanimously adopted by the Northeast Florida Regional Council in a regular meeting assembled in the City of Jacksonville, the second day of October, 2008.*

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**The Honorable Harold Rutledge**  
President

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**Brian D. Teeple**  
CEO

# **Tab 25**



**NORTHEAST FLORIDA REGIONAL COUNCIL**  
2008/2009 COMMITTEE MEMBERSHIP  
(10/01/08)

**President:** Michael Boyle  
(Serves as Ex-Officio of all Committees)  
**1st Vice President:** Michael Griffis  
**2nd Vice President:** Art Graham  
**Secretary/Treasurer:** Hugh Fish

**PERSONNEL, BUDGET, AND FINANCE POLICY COMMITTEE** (Quorum: 3)

***Responsibilities:*** Provide policy direction, input and recommendations to the Board of Directors on annual agency budget and revisions, investment and finance policies, personnel policies, purchasing policies, annual audit review and reconciliation, annual executive director employment contract, and any other matter appropriately coming before the Committee.

**Chairman:** Larry Williams (Nassau)  
**Vice Chair:** Bob Sgroi (Flagler)  
Hugh Fish (Baker)  
Bob Page (Clay)  
Art Graham (Duval)  
Chip Laibl (Putnam)  
Cyndi Stevenson (St. Johns)

**FLORIDA REGIONAL COUNCILS ASSOCIATION/LEGISLATIVE POLICY COMMITTEE** (Quorum: 4)

***Responsibilities:*** Provide policy direction, input and recommendations to the Board of Directors on external legislative initiatives and proposals as well as develop legislative positions appropriate for the Region and the Council and any other issue appropriately coming before the Committee. Members shall also be selected to represent the Council on the Florida Regional Councils Association.

**Chairman:** Michael Boyle (Nassau) FRCA County Rep  
**Vice Chairman:** Art Graham (Duval) FRCA Municipal Rep  
Mike Griffis (Baker)  
Chereese Stewart (Clay)  
Jon Netts (Flagler)  
Larry Williams (Nassau) FRCA Gubernatorial Rep  
Chip Laibl (Putnam)  
Cyndi Stevenson (St. Johns)

**PLANNING & GROWTH MANAGEMENT POLICY COMMITTEE**

(Quorum: 6)

***Responsibilities:*** Provide policy direction, input and recommendations to the Board of Directors on general planning and growth management policy, strategic regional policy planning/visioning, local government comprehensive plans and amendments, local government evaluation and appraisal reports, Developments of Regional Impact, optional sector plans, Base Reuse Plans, Campus Master Plans, Florida Quality Developments, Intergovernmental Coordination and Review projects, Power Plant Ten-Year Site Plans, Electrical Transmission Lines, Natural Gas Transmission Lines, and any other issue appropriately coming before the Committee.

**Chairman:** Michael Griffis (Baker)

**Vice Chairman:** Bob Spaeth (Nassau)

Darryl Register (Baker)

Carol Vallencourt (Clay)

Bill Bishop (Duval)

Mary Louise Dungey (Duval)

Paul Parsons (Duval)

Catherine Robinson (Flagler)

Shirley Graham (Nassau)

Nancy Harris (Putnam)

Mary Lawson-Brown (Putnam)

Tom Williams (Putnam)

Don Crichlow (St. Johns)

Harry Maxwell (St. Johns)

Karen Stern (St. Johns)

*Jeff Cole (Ex-Officio)*

*Wes Larson (Ex-Officio)*

*Larry Parks (Ex-Officio)*

*Gregory Strong (Ex-Officio)*

**AD-HOC REGIONAL LEADERSHIP AWARDS SELECTION COMMITTEE:** (Quorum: 3)

***Responsibilities:*** As a Committee with full power, make selections, after input and recommendations of the Staff, for the yearly Regional Leadership Awards.

Darryl Register (Baker)

Carol Vallencourt (Clay)

Mary Louise Dungey (Duval)

Bob Sgroi (Flagler)

Bob Spaeth (Nassau)

Tom Williams (Putnam)

Harry Maxwell (St. Johns)


*Alternates: Hugh Fish (Baker), Harold Rutledge (Clay), Art Graham (Duval), Jon Netts (Flagler), Larry Williams (Nassau), Wes Larson (Putnam), Don Crichlow (St. Johns)*

# **Tab 26**

## MEMORANDUM

**DATE:** September 25, 2008

**TO:** Northeast Florida Regional Council Board Members

**FROM:** Brian D. Teeple, Chief Executive Officer 

**RE:** FY 2007-2008 Attendance Roster

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Attached is the Northeast Florida Regional Council Attendance Roster for Fiscal Year 2007/2008. Please review for accuracy.

By standing direction from the Council, these data are annually reported to the appropriate appointing authorities. Before we send it out, I wanted you to have an opportunity to check the accuracy of our data. If you discover a problem, please contact Angi Giles at 904-279-0885, ext. 145, or email [agiles@nefrc.org](mailto:agiles@nefrc.org).

Thank you for your attention to this matter.

Northeast Florida Regional Council  
Board Meeting Attendance  
2007/2008

Meeting Dates:	10/4/2007	11/1/2007	12/6/2007	1/3/2008	2/7/2008	3/6/2008	4/3/2008	5/1/2008	6/5/2008	7/3/2008	8/7/2008	9/4/2008
<b>BAKER</b>												
G Ginger Barber	E	-	-	-	-	-	-	-	-	-	-	-
M Hugh Fish	P	P	P	P	P	P	P	P	E	P	P	P
C Comm. Mike Griffis	E	E	E	P	P	P	P	P	P	E	P	P
C Darryl Register	P	P	E	P	P	P	P	P	P	P	P	P
<b>CLAY</b>												
M Councilman Paul Bue	P	P	P	P	P	P	E	P	P	P	P	P
G Deidra Franklin	E	E	E	E	E	E	-	-	-	-	-	-
M Councilman Bob Page	-	-	-	-	-	-	-	-	-	-	-	P
C Comm. Harold Rutledge	P	P	P	P	P	P	P	P	P	P	P	P
C Comm. Chereese Stewart	P	P	E	P	P	P	P	P	P	P	E	P
G Carol Vallencourt	E	P	P	P	P	P	E	E	P	P	P	E
<b>DUVAL</b>												
C Councilmember Bill Bishop	-	-	-	-	-	-	-	-	P	P	P	P
C Councilmember Richard Clark	E	E	E	A	E	-	-	-	-	-	-	-
G Mary Louise Dungey	P	P	P	A	P	E	P	P	P	P	E	E
M Comm. James Fletcher	E	-	-	-	-	-	-	-	-	-	-	-
C Councilmember Ronnie Fussell	-	-	E	P	P	P	E	P	-	-	-	-
C Councilmember Art Graham	-	-	-	-	P	P	A	P	P	P	P	P
M Comm. Paul Parsons	-	-	-	-	-	-	-	-	-	-	-	E
<b>FLAGLER</b>												
C Comm. Milissa Holland	E	E	E	-	-	-	-	-	-	-	-	-
M Mayor Joann King	P	E	E	E	P	E	-	-	-	-	-	-
M Mayor Catherine Robinson	-	-	-	-	-	-	-	-	-	-	E	P
C Comm. Jim O'Connell	E	P	P	P	P	P	P	E	P	P	E	P
G Bob Sgroi	P	P	P	P	P	P	P	P	P	E	P	P
C Mayor Jon Netts	-	-	-	-	P	P	P	P	P	P	P	P
<b>NASSAU</b>												
C Comm. Michael Boyle	P	P	P	P	P	P	P	P	P	P	P	P
M Mayor Shirley Graham	-	-	-	-	-	-	-	-	-	E	E	E
M Mayor Bill Leeper	A	E	E	E	P	E	E	E	-	-	-	-
G Bob Spaeth	P	P	E	P	P	P	P	P	P	P	P	E
G Larry Williams	P	P	E	P	P	P	A	P	P	P	P	P
<b>PUTNAM</b>												
C Comm. Nancy Harris	P	P	P	A	P	E	E	P	P	P	E	E
C Comm. Chip Laibl	P	E	P	A	P	E	E	P	P	P	E	P
C Comm. Mary Lawson-Brown	P	P	P	E	P	E	P	E	A	P	P	E
G Tom Williams	P	P	P	E	P	P	P	P	P	P	P	E
<b>ST. JOHNS</b>												
M Comm. Don Crichlow	P	P	E	E	P	P	E	P	P	P	P	E
C Comm. Tom Manuel	P	P	P	P	E	E	P	P	E	-	-	-
G Harry Maxwell	P	E	P	E	P	E	P	E	P	E	P	P
C Comm. Ben Rich	-	-	-	-	-	-	-	-	-	P	P	E
G Karen Stern	P	P	P	P	E	P	P	P	P	E	P	P
C Comm. Cyndi Stevenson	P	P	P	P	P	P	P	P	P	P	E	E
<b>EX-OFFICIO</b>												
G Linda Burnette	P	P	P	P(a)	P(a)	P	P(a)	P(a)	P	-	-	-
G Jeff Cole	-	-	-	-	-	-	-	-	-	P	P	P
G Wes Larson	-	-	-	-	-	E	P(a)	E	P	P	P	E
G Larry Parks	P	P	P	P	P	P	P	P	P	P(a)	P	P
G Gregory Strong	P(a)	P(a)	P	P(a)	P(a)	P(a)	P	P(a)	P(a)	P(a)	P	P(a)

P=Present, E=Excused, A=Absent, (a)alternate attendee, Dash=not on Board at this time


# **Tab 27**

## MEMORANDUM

**Date:** September 24, 2008

**To:** Northeast Florida Regional Council Board of Directors

**Thru:** NEFRC Personnel, Budget & Finance Policy Committee

**From:** Brian D. Teeple, Chief Executive Officer 

**Re:** Recommended Contract Award for NEFRC Roof Replacement

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Request for Proposal (RFP) Roof Replacement – Summation of Actions

The NEFRC issued the Request for Proposal to fifteen (15) potential bidders on July 25, 2008.

A mandatory Site Visit and Pre-Proposal Conference was held on August 12, 2008 with eight (8) vendors in attendance. As a result of the conference, Amendment #1 to the RFP was issued to include provisions for vibration concerns over the IT Server Room. The opening of the RFP was extended to September 3, 2008 at 2:00 p.m. to allow contractor consideration.

At the time of closing, the NEFRC received one (1) offer from Design-Build Solutions, Inc. (DBS) a Subsidiary of the Garland Company. The initial contractor qualification evaluation required by the Florida Statue 287.055 was done on September 4, 2008 with the contractor found to be qualified.

Technical evaluation of the offer was also completed on September 4, 2008 with the contractor found acceptable pending clarifications. The request for technical clarifications was forwarded to the contractor on September 10, 2008 with the DBS response received on September 15, 2008.

The contractor's oral presentation was held on September 17, 2008. Upon completion, the contractor was found to be technically acceptable.

Negotiations were successfully held with DBS on September 23, 2008. Pricing for the Option #1 (gabled roof) was lowered from \$512,720.00 to \*\$460,000.00 or \$465,000.00; depending on the drain solution chosen for the west end of the building. The DBS "Best and Final Offer" was received on September 24, 2008.

**Recommendation: Award contract to Design-Build Solutions, Inc., a Subsidiary of The Garland Company for an amount not to exceed \$465,000.00.**



**Design-Build Solutions, Inc.**<sup>TM</sup>

9105 Way Avenue • Cleveland, Ohio 44105

Ph: 216-430-3604 Fax: 216-641-0633

Nationwide: 866-327-0306 ext:1

September 24, 2008

Mrs. Joyce Rhodes  
Procurement & Fiscal Assistant  
Northeast Florida Regional Council  
6850 Belfort Oaks Place  
Jacksonville, FL 32216

Re: Final Pricing for Standing Seam Metal Retrofit Roof Project

Dear Joyce,

We are pleased to submit the negotiated firm and final pricing for the *Northeast Florida Regional Council Roof Replacement*.

Please find your preferred options listed below:

Option 3:      Low Slope, Gabled Roof                      \$460,000  
                         \*Includes minimum drain pipe from downspouts to parking lot

Option 3.1      Low Slope, Gabled Roof                      \$465,000  
                         \*Includes drain pipe along left side of building to holding pond

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

Thank you for your time and consideration.

Sincerely,

Ron Neely  
Director of National Sales

**Tab 28**



## Orlando World Center Marriott September 25-26, 2008

### Day 1

9:00-10:00	<p>Call to Order Tim Center, Executive Director, Century Commission for a Sustainable Florida; Vice President of Sustainability Initiatives, Collins Center for Public Policy</p> <p>Welcome and Congress Objectives Steve Seibert, Senior Vice President and Director of Policy Collins Center for Public Policy</p> <p>Congress Purpose and Actions Honorable Richard Baker, Mayor, City of St. Petersburg Chair, Century Commission for a Sustainable Florida</p>	Grand Ballroom
10:00-12:15	<p>Opening Plenary Session, All Delegates</p> <p>Presentations of current issues, current needs and future needs as they relate to the environment, agriculture, public consumption and other uses</p> <ul style="list-style-type: none"> <li>• Michael Sole, Secretary Florida Department of Environmental Protection</li> <li>• Eric Draper, Florida Audubon</li> <li>• Chuck Aller , Florida Department of Agriculture and Consumer Services</li> <li>• Chuck Carden, Tampa Bay Water; Chair, Florida 2030</li> </ul> <p>All Delegates, Discussion of Guiding Principles, development of key context of issues and needs</p>	Grand Ballroom
12:15-1:30	<p>Casey Coy, Florida Aquarium Luncheon and Speaker</p>	Crystal Ballroom
1:30-3:00	<p>Facilitated Breakout Sessions Delegates will break out into groups of 20-24 members each to participate in facilitated discussions of issues/actions/needs in greater detail to further develop, rank and prioritize action steps</p>	5 Breakout Rooms
3:00-3:30	<p>Sponsored Networking Break</p>	Grand Ballroom Atrium

3:30-5:45	Facilitated Breakout Sessions Continuation of Facilitated Breakout Discussions Rank priorities by Breakout Group creating 3-5 recommendations per topic area for both short-term and long-term needs of Environment, Agriculture and Public Consumption and Other (power)	5 Breakout Rooms
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6:00-7:30	Sponsored Networking Reception- Delegates and Congress Attendees  Dinner on your own	Fairway Terrace
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## Day 2

7:30-8:30	Sponsored Networking Continental Breakfast	Crystal Ballroom
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8:30-10:00	Plenary Session <ul style="list-style-type: none"><li>• Presentation of results of discussions and rankings from Day 1</li><li>• Rank issues and actions steps as a group</li></ul>	Grand Ballroom
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10:00-10:30	Sponsored Networking Break	Grand Ballroom Atrium
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10:30-12:00	Facilitated Breakout Sessions Delegates move to breakout rooms to vote to approve or revise group rankings. Develop 3-5 short and 3-5 long-term actions per topic area	5 Breakout Rooms
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12:00-1:30	Steve Seibert, Senior Vice President and Director of Policy Collins Center for Public Policy Keynote Luncheon Speaker	Crystal Ballroom
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1:30-2:30	Plenary Session Discussion of Next Steps begins <ul style="list-style-type: none"><li>• Return to Guiding Principles, evaluate short and long-term action plans,</li><li>• Obtain consensus on rankings and proposed action steps to be forwarded to the Century Commission</li></ul>	Grand Ballroom
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2:30-3:00	Sponsored Break	Grand Ballroom Atrium
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3:00	Concluding Comments/Next Steps	Grand Ballroom
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