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MEETING NOTICE

NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

There will be a meeting of the North Central Florida Regional Planning Council on **September 22, 2016**. The meeting will be held at the **Lake City Holiday Inn Hotel & Suites, 213 Southwest Commerce Boulevard, Lake City, Florida**. Dinner will start at 7:00 p.m. and the meeting at **7:30 p.m.**

*Please call the Council at 352.955.2200, or 800.226.0690, or email strong@ncfrpc.org by September 19, 2016 to let us know if you will be attending the meeting. (You can call after hours and leave a message on voice mail too.) **THANK YOU.***

(Location Map on Back)

Please be advised that the Council meeting packet is posted on the Council website at <http://ncfrpc.org> (click on Upcoming Meetings and Meeting Packets, then click on North Central Florida Regional Planning Council Full Packet.)

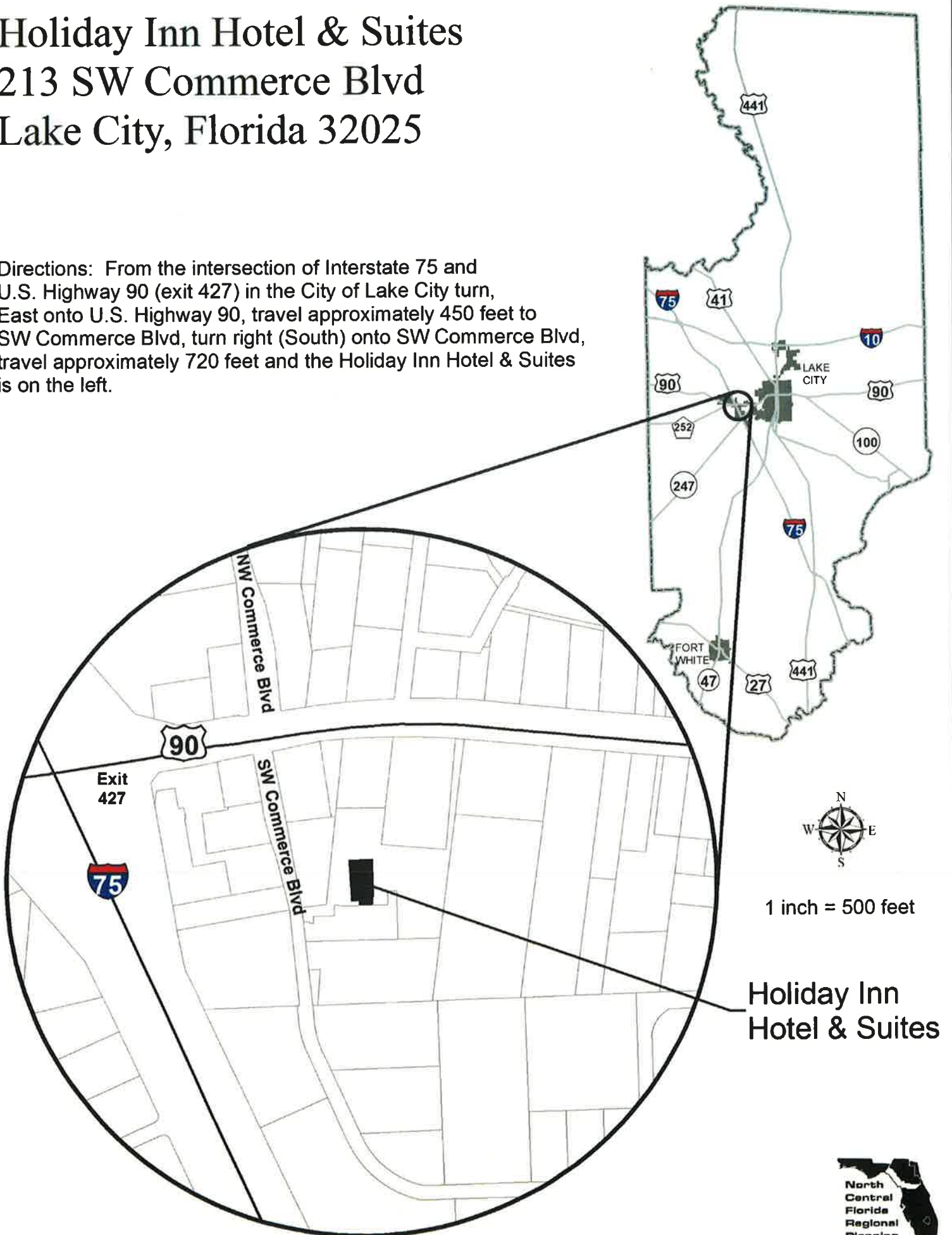
Dedicated to improving the quality of life of the Region's citizens,
by coordinating growth management, protecting regional resources,
promoting economic development and providing technical services to local governments.

Holiday Inn Hotel & Suites

213 SW Commerce Blvd

Lake City, Florida 32025

Directions: From the intersection of Interstate 75 and U.S. Highway 90 (exit 427) in the City of Lake City turn, East onto U.S. Highway 90, travel approximately 450 feet to SW Commerce Blvd, turn right (South) onto SW Commerce Blvd, travel approximately 720 feet and the Holiday Inn Hotel & Suites is on the left.



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AGENDA

NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

Holiday Inn Hotel & Suites
213 Southwest Commerce Boulevard
Lake City, Florida

September 22, 2016
7:30 p.m.
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- I. INVOCATION AND PLEDGE OF ALLEGIANCE
- II. INTRODUCTIONS
- III. APPROVAL OF AGENDA
- IV. GUEST SPEAKER - Ginger Morgan - North Central Regional Coordinator
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Florida Fish and Wildlife Conservation Commission
- * V. APPROVAL OF MINUTES - August 25, 2016 5
- VI. CONSENT AGENDA
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- * B. Clearinghouse Committee

Committee Level Comprehensive Plan Review Items

1. #122 - Columbia County Comprehensive Plan Draft Amendment (DEO No. 16-1ESR)
2. #124 - City of Madison Comprehensive Plan Adopted Amendment (DEO No. 16-1ESR)

- * C. Regional Planning Committee - Evaluation and Appraisal Report Based Amendments 41
North Central Florida Strategic Regional Policy Plan

- D. Audit Committee

- * 1. Selection of Auditor Fiscal Years 2015-16, 2016-17 and 2017-18 43
- * 2. Engagement Letter for Auditor Fiscal Year 2015-16 45

IX. EX-OFFICIO MEMBER REPORTS

X. CITIZEN COMMENTS

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

XI. EXECUTIVE DIRECTOR'S REPORT

- * A. Florida Regional Councils Association Monthly Activity Report 55
- * B. Florida Chamber Foundation Scorecard 59

- * See Attachments

NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
MINUTES

Holiday Inn Hotel & Suites
Lake City, Florida

August 25, 2016
7:30 p.m.

MEMBERS PRESENT

Anthony Adams, Lafayette County
LaBarfield Bryant, City of Jasper
Harvey Budd, City of Gainesville
Beth Burnam, Hamilton County
Charles Chestnut IV, Alachua County
Ken Cornell, Alachua County
Louie Davis, City of Waldo
Rick Davis, Madison County
Scarlet Frisina, Columbia County
Adrian Hayes-Santos, City of Gainesville
William Hunter, Hamilton County
John Meeks, Levy County
James Montgomery, Columbia County
Patricia Patterson, Taylor County
Daniel Riddick, Bradford County
DeLoris Roberts, City of Hawthorne
Larry Sessions, Suwannee County
Carolyn Spooner, City of Starke
James Tallman, Union County
Lorene Thomas, Dixie County
Helen Warren, City of Gainesville
Robert Wilford, City of Alachua

NON-VOTING DELEGATE PRESENT

None

EX-OFFICIO MEMBER REPRESENTATIVES
PRESENT

Bill Henderson, Florida Department
of Transportation
Russell Simpson, Florida Department of
Environmental Protection

COUNCIL ATTORNEY PRESENT

Jonathan Wershow

MEMBERS ABSENT

Jim Catron, City of Madison
Rick Coleman, City of Newberry
Jason Evans, High Springs
Shirley Hampton, City of Perry
Jason Holifield, Dixie County
Fletcher Hope, City of Archer
Garth Nobles, Jr., City of Live Oak
Lee Pinkoson, Alachua County
Kenrick Thomas, Gilchrist County
Daniel Webb, Union County
Mike Williams, Madison County
Stephen Witt, City of Lake City

OTHERS PRESENT

Sandra Buck-Camp
Josh Cucinella
Diana Davis
Susan Davis
Dustin Hinkel
LJ Johnson
Brian Kauffman
Scott Mixon
Susan Ramsey
Judy Rice
James Schindler
Chet Thompson

STAFF PRESENT

Steven Dopp
Scott Koons
Jean Strong
Tara Tucker

Board Members names are bolded

Gubernatorial Members names are italicized

I. INVOCATION, PLEDGE OF ALLEGIANCE AND INTRODUCTIONS

Chair Davis called the meeting to order at 7:32 p.m. with an invocation given by Commissioner Patterson and a pledge of allegiance to the flag. Chair Davis stated that there was a quorum of the Council.

Chair Davis welcomed and introduced Brian Kauffman, County Coordinator from Madison County; Dustin Hinkle, County Administrator from Taylor County; Judy Rice, City Clerk from the City of Newberry; Susan Ramsey, Executive Director from Hamilton County Industrial Development Authority and Chair of the Comprehensive Economic Development Strategy Committee; Sandra Buck-Camp and LJ Johnson, members of the Columbia, Hamilton, Suwannee Transportation Disadvantaged Local Coordinating Board; James Schindler, Business Services Representative from CareerSource North Central Florida and Diana Davis, wife of Council member Louie Davis.

Chair Davis asked that Item VI.B.3. #116 - Alachua County Comprehensive Plan Adopted Amendment; Item VI.B.4. #117 - Town of Lee Comprehensive Plan Adopted Amendment; VI.B.5. #118 - City of Hampton Comprehensive Plan Adopted Amendment; and Item # VI.B.6. #119 - Marion County Comprehensive Draft Amendment which were received subsequent to the distribution of the Council meeting packet be added to the agenda.

ACTION: Commissioner Patterson made the motion, with a second by Commissioner Chestnut, to add Item VI.B.3. #116 - Alachua County Comprehensive Plan Adopted Amendment; Item VI.B.4. #117 - Town of Lee Comprehensive Plan Adopted Amendment; VI.B.5. #118 - City of Hampton Comprehensive Plan Adopted Amendment; and Item # VI.B.6. #119 - Marion County Comprehensive Draft Amendment to the agenda. The motion carried unanimously.

II. GUEST SPEAKER - Scott Mixon - Public Affairs Manager
Foley Cellulose Mill - Georgia Pacific

Scott Koons, Executive Director, introduced Scott Mixon - Public Affairs Manager and Chet Thompson, Fenholloway Water Quality Project Manager, Foley Cellulose Mill - Georgia Pacific. Mr. Mixon and Mr. Thompson provided Council members an overview of the economic impact of the Foley Cellulose Mill - Georgia Pacific has on the regional economy and an update on the Fenholloway Water Quality Project. Chair Davis thanked Mr. Mixon and Mr. Thompson for their presentation.

III. APPROVAL OF MINUTES - July 28, 2016

Chair Davis asked that the minutes of the July 28, 2016 meeting be approved as written.

ACTION: Commissioner Frisina made the motion, with a second by Mayor Davis, to approve the minutes of the July 28, 2016 meeting as written. The motion carried unanimously.

IV. CONSENT AGENDA -

A. Monthly Financial Report - July 2016

B. Local Government Comprehensive Planning Assistance Service Agreements -
Fiscal Year 2016-17

- C. Hazardous Waste Monitoring Verification and Notification Services Agreements -
Fiscal Year 2016-17

Chair Davis asked if there were any questions regarding any of the items on the Consent Agenda and requested that these items be approved.

ACTION: Commissioner Patterson made the motion, with a second by Commissioner Chestnut, to approve the items on the Consent Agenda which is attached. The motion carried unanimously.

V. CHAIR'S REPORT -

- A. Introduction of New Members

Chair Davis welcomed new Council member John Meeks, County Commissioner from Levy County.

- B. Resolutions of Appreciation - Tim Marden

Chair Davis asked that a Resolution of Appreciation for past services be approved for Tim Marden, who served as a Council member representing the City of Newberry since July 2013.

ACTION: Mayor Davis made the motion, with a second by Vice-Mayor Spooner to approve the Resolution of Appreciation for Tim Marden. The motion carried unanimously.

VI. COMMITTEE REPORTS

- A. Executive Committee - None
- B. Clearinghouse Committee

Mr. Montgomery, Clearinghouse Committee Chair, gave the Clearinghouse Committee report. He stated that the Clearinghouse Committee met earlier in the evening and reviewed the following local government comprehensive plan amendments which were included on the Council agenda for consideration.

#114 - Marion County Comprehensive Plan Adopted Amendments
#115 - Hamilton County Comprehensive Plan Draft Amendment

Mr. Montgomery stated subsequent to the distribution of the Council meeting packets, the Council received the following late-arriving items which require action prior to the next meeting.

#116 - Alachua County Comprehensive Plan Adopted Amendment
#117 - Town of Lee Comprehensive Plan Adopted Amendment
#118 - City of Hampton Comprehensive Plan Adopted Amendment
#119 - Marion County Comprehensive Plan Draft Amendment

He reported that the Committee finds that that the local government comprehensive plans, as amended, are not anticipated to result in significant adverse impacts to regional facilities, Natural Resources of Regional Significance or adjacent local governments. He stated that additionally, the Committee finds that for all but one of the items, significant adverse impacts are not anticipated to occur to regional facilities. However, he noted that the Committee finds that the significant adverse impacts may occur to a segment of the Regional Road Network from item #119 Marion County Draft Amendment.

Mr. Montgomery stated that the Committee recommends forwarding these findings to the respective local governments and the Florida Department of Economic Opportunity.

ACTION: Mr. Montgomery made the motion, with a second by Commissioner Patterson, to approve the Clearinghouse Committee recommendations concerning #114 - Marion County Comprehensive Plan Adopted Amendments; #115 - Hamilton County Comprehensive Plan Draft Amendment; #116 - Alachua County Comprehensive Plan Adopted Amendment; #117 - Town of Lee Comprehensive Plan Adopted Amendment; # 118 - City of Hampton Comprehensive Plan Adopted Amendment and #119 - Marion County Comprehensive Plan Draft Amendment. The motion carried unanimously.

C. Regional Planning Committee - Evaluation and Appraisal Report Based Amendments
North Central Florida Strategic Regional Policy Plan

Commissioner Burnam, Regional Planning Committee Chair, reported that the Committee met earlier in the evening to continue the process of preparing amendments to the North Central Florida Strategic Regional Policy Plan. She stated tonight the Committee reviewed the Regional Significant Facilities and Resources Element as well as the Coordination Outline, Dispute Resolution Rule and the Glossary Terms. Commissioner Burnam stated that the Committee anticipates submitting the proposed amendments to the Council for its consideration at the October 2016 Council meeting.

D. Comprehensive Economic Development Strategy Committee Report

Ms. Susan Ramsey, Comprehensive Economic Development Strategy Committee Chair, reported that the Committee met August 18, 2016. She stated that the Committee meets annually to determine whether any changes are needed to the Comprehensive Economic Development Strategy and to discuss economic development projects which have occurred in the region during the past year.

Ms. Ramsey stated that the information provided by Committee members will be used as part of an annual report to the U.S. Economic Development Administration and that the report is necessary to maintain local government eligibility for U.S. Economic Development Administration grants. She stated that no changes were proposed to the Comprehensive Economic Development Strategy. However, she stated that the Strategy is required to be updated every five years and is next scheduled to be updated by September 2017. Ms. Ramsey further stated that the Committee will work on updating

the Comprehensive Economic Development Strategy next year and the next meeting of the Committee is anticipated to be held in March 2017.

VII. EX-OFFICIO MEMBER REPORTS

Susan Davis, St. Johns River Water Management District, was introduced by Chair Davis. Ms. Davis stated that she is the Intergovernmental Coordinator and works with Alachua, Lake, Marion and Putnam Counties. She reported that the District will be soliciting applications for cost share water projects in October 2016.

Bill Henderson, Florida Department of Transportation, stated that the final I-75 Relief Task Force meeting was held August 12, 2016. He further stated that the Department will host Small County Road Assistance Program, Small County Outreach Program and County Incentive Grant Program grant application workshops on October 3, 2016 at the Suwannee River Water Management District in Live Oak and October 6, 2016 at the St. Johns Water Management District in Palatka.

Russell Simpson, Florida Department of Environmental Protection, distributed information concerning the Zika virus and stated that more information may be obtained from the Florida Department of Health website.

Josh Cucinella, Florida Fish and Wildlife Conservation Commission, stated that the Commission provides technical services to private land owners and local governments concerning wildlife habitat management. He also stated that the Commission works with agency partners, developers, engineers and consultants to mitigate and minimize impacts to wildlife.

VIII. CITIZEN COMMENTS - None

IX. EXECUTIVE DIRECTOR'S REPORT

A. Florida Chamber Foundation Scorecard™

Mr. Koons stated that the Florida Chamber Foundation has developed the Florida Scorecard™ to provide Florida leaders the metrics needed to secure Florida's future. The Florida Chamber Foundation's objective to develop a 20-year, statewide strategic plan requires a commitment to measuring our current status and progress toward the stated goals of the Six Pillars 20-year Strategic Plan. He further stated that the Scorecard reports metrics related to each of the Six Pillars. The Six Pillars are Talent Supply and Education, Innovation and Economic Development, Infrastructure and Growth Leadership, Business Climate and Competitiveness, Civic and Governance Systems and Quality of Life and Quality Places. He reviewed the August 2016 Scorecard™ included in the Council meeting packet.

B. Interlocal Agreement Amendments

Mr. Koons stated that Senate Bill 1216 (Chapter 2015-30, Laws of Florida) enacted by the Legislature during the 2015 Legislative Session eliminated the Withlacoochee Regional Planning Council and transferred Levy County and Marion County to the north central Florida region. He further stated that the Council was created by an interlocal agreement pursuant to Section 163.01,

Florida Statutes, as amended, entered into by counties and municipalities located in the north central Florida region.

Mr. Koons reported that in order to add Levy County and Marion County to the membership of the Council, the existing member local governments at its September 24, 2015 meeting, recommended proposed to the interlocal agreements to the existing member local government.

Mr. Koons stated that staff completed presentations concerning the amendments to the interlocal agreement creating the Council with the current 24 member local governments and all current 24 member local governments approved the amendments to the interlocal agreement. He stated that the amended interlocal agreement became effective January 1, 2016.

Mr. Koons further reported that on August 1, 2016, the Marion County Board of County Commissioner tabled a resolution adopting the amended interlocal amendment and authorized the submission of a letter to the Governor requesting that Marion County be assigned to the east central Florida region. He also reported that on August 16, 2016, the Levy County Board of County Commissioners adopted a resolution adopting the amended interlocal agreement to become a member local government of the Council and appointed County Commissioner John Meeks as their representative to the Council.

C. 2015-16 Member Certificates of Outstanding Attendance

Mr. Koons reported that an essential component of the ability of the Council to conduct its business is the regular attendance of members at Council meetings, and a Council Member Attendance Recognition Program was established by the Council at the May 22, 2008 Council meeting to recognize the commitment of those Council members actively engaged in the organization by regularly attending Council meetings. Mr. Koons then presented attendance awards in recognition of their attendance at every scheduled Council meeting during Program Year 2015-16 to Daniel Riddick, Bradford County Commissioner and Patricia Patterson, Taylor County Commissioner.

D. Executive Director's Cup

Mr. Koons stated that in furtherance of the Council Member Attendance Recognition Program and to encourage attendance at Council meetings, an Executive Director's Cup is awarded each year to recognize the perfect attendance by either county, city or gubernatorial members during a program year.

Mr. Koons presented the 2015-16 Executive Director's Cup to County members, Daniel Riddick, Bradford County and Patricia Patterson, Taylor County. Mr. Koons also stated that the Executive Director's Cup is prominently displayed at the Council office.

Chair Davis informed the Council that the next Council meeting will be held on September 22, 2016 at the Holiday Inn Hotel & Suites in Lake City. The meeting was adjourned at 8:35 p.m.

Rick Davis, Chair

9/22/16
Date

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September 15, 2016

TO: Council Members
 FROM: Scott R. Koons, AICP, Executive Director
 SUBJECT: Monthly Financial Report - August 2016

SRK

Please find attached a copy of the Monthly Financial Report for the Council's activities for August 2016. The following paragraphs discuss revenues and expenditures to the budget for the month and year to date.

Revenue

The total revenue for the Council for year to date is within budgeted figures. Revenue at the end of 11 months is 81 percent of budget.

Expenditures

The total expenditures for the Council for year to date are within budgeted figures. Total expenditures at the end of 11 months is 85 percent of budget.

Conclusion

In conclusion, staff is pleased with the financial condition of the Council. The adjusted general fund balance should remain at an acceptable level at the end of the fiscal year.

Overall, as is regularly reported, the financial condition of the Council is sound. Staff is not aware of anything in the current fiscal year that will change this situation.

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

Attachment

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NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
Summary Financial Statement (Unaudited)
August 31, 2016

BALANCE SHEET

ASSETS

Current Assets

Checking / Savings

913,500

Accounts Receivable

855,411

Other Current Assets

23,323

Total Current Assets

1,792,234

TOTAL ASSETS

1,792,234

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

0

Other Current Liabilities

58,302

Total Liabilities

58,302

Equity

1,733,932

TOTAL LIABILITIES & EQUITY

1,792,234

NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
Summary Financial Statement (Unaudited)
August 31, 2016

SUMMARY STATEMENT

	Adopted Budget FY 2015-16	August 2016	Year to Date	Percent of Budget
Revenue	1,876,300	35,555	1,520,362	81%
Expenses	1,876,300	127,317	1,594,186	85%

NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
Summary Financial Statement (Unaudited)
August 31, 2016

REVENUE

Account	Adopted Budget FY 2015-16	August 2016	Year to Date	Percent of Budget
Program Development	30,300	555	22,525	74%
Regional Planning				
Regional Planning & Review	90,000	0	49,110	55%
		0		
Public Safety & Regulatory Compliance				
Coastal Flooding	0	0	5,000	0%
Homeland Security Activities	0	0	8,000	0%
Hazardous Waste Monitoring	58,900	0	0	0%
Local Emergency Planning Committee	118,200	0	57,518	49%
Hazards Analyses	12,200	0	16,434	135%
Local Mitigation Strategies	17,400	0	12,300	71%
Pipeline Safety	0	0	18,000	0%
Regional Evacuation	0	0	28,000	0%
Transportation				
Gainesville Urbanized Area Transportation Planning	405,200	0	363,220	90%
Gainesville Urbanized Area Mass Transit	204,500	0	152,430	75%
Transportation Disadvantaged - Alachua County	24,200	0	10,754	44%
Transportation Disadvantaged - Region	192,700	0	157,524	82%
Economic Development				
Comp Econ Development Strategy & Tech Assistance	153,000	0	96,360	63%
Original Florida Tourism Task Force Staffing	72,000	0	13,053	18%
Original Florida Tourism Task Force	224,000	35,000	225,700	101%
Vision North Central Florida		0	2,500	
Local Government Assistance				
General Technical Services	8,000	0	4,389	55%
City & County Planning Services	215,700	0	232,894	108%
Community Development Block Grant Administration	50,000	0	44,651	89%
Total Revenue	1,876,300	35,555	1,520,362	81%

NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

Summary Financial Statement (Unaudited)

August 31, 2016

EXPENDITURES

Account	Adopted Budget FY 2015-16	August 2016	Year to Date	Percent of Budget
Audit	15,000	0	0	0%
Building Occupancy & Grounds	55,000	3,138	33,195	60%
Contractual Services	48,000	20,257	96,920	202%
Dues, Publications, Subscriptions & Training	50,000	2,098	60,785	122%
Furniture & Equipment	15,000	0	0	0%
Insurance and Bonding	18,000	0	19,115	106%
Legal Costs	14,000	668	10,228	73%
Machine Rental/Maintenance	5,000	0	3,187	64%
Meeting Expenses	19,000	1,350	16,775	88%
Moving Expense	2,000	0	0	0%
Office Supplies	23,000	1,461	14,681	64%
Personnel	1,265,100	84,134	1,015,319	80%
Postage	8,000	0	3,256	41%
Printing	2,000	0	595	30%
Recruiting	2,000	0	0	0%
Reproduction	11,000	3,692	15,659	142%
Telephone	6,000	741	5,536	92%
Travel	80,000	2,100	58,233	73%
Original Florida Tourism Task Force	224,000	7,678	240,702	107%
Contingency	14,200	0	0	0%
Total Expenses	1,876,300	127,317	1,594,186	85%



VI. B.

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September 15, 2016

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Agreement with Florida Division of Emergency Management for
Hazardous Materials Emergency Preparedness - Fiscal Year 2016-17

RECOMMENDATION:

Authorize the Chair to execute an agreement with the Florida Division of Emergency Management for an amount of \$55,610 in training and planning funds, on behalf of the North Central Florida Local Emergency Planning Committee, for Fiscal Year 2016-17.

BACKGROUND:

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

The Local Emergency Planning Committee will select a planning project for the year at their November 2016 meeting. The project last year consisted of a commodity flow study to identify the most common hazardous materials transported through the north central Florida region.

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

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September 15, 2016

TO: Council Members

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

SUBJECT: Certificate of Service for Council Employee

As you know, the Council amended its Personnel Regulations to establish an Employee Length of Service Program.

The strength and stability of an organization is based upon the experience and institutional knowledge of its senior, long-serving employees. Kevin Parrish has been an employee of the Council for 30 years and currently serves as Information Technology and Property Management Director. As a token of appreciation for 30 years of service to the Council and in recognition of his dedicated service to the Council, the attached certificate of service is being presented to Mr. Parrish.

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

Attachment

o:\council.mtg\cnc\mtgmemos\parrish 30 yr certificate.docx

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September 15, 2016

TO: Council Members

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

SUBJECT: Proclamation Declaring October 2016 as Community Planning Month

RECOMMENDATION:

Approve the attached proclamation declaring October 2016 as Community Planning Month in the north central Florida region.

BACKGROUND:

The month of October 2016 has been designated to celebrate National Community Planning Month. The American Planning Association and its professional institute, the American Institute of Certified Planners, endorse National Community Planning Month as an opportunity to highlight the contributions sound planning and plan implementation make to the quality of life in communities and the environment.

It is recommended that the Council join in the celebration of National Community Planning Month by proclaiming October 2016 as Community Planning Month to recognize the valuable contributions made by professional community and regional planners and to extend its thanks for the continued commitment to public service by these professionals (see attached Proclamation).

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

Attachment

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PROCLAMATION

DECLARING OCTOBER 2016 AS COMMUNITY PLANNING MONTH

WHEREAS, change is constant and affects all cities, towns, suburbs, counties, rural areas, regions, and other places; and

WHEREAS, community planning and plans can help manage this change in a way that provides better choices for how people work and live; and

WHEREAS, community planning provides an opportunity for all residents to be meaningfully involved in making choices that determine the future of their community; and

WHEREAS, the full benefits of planning requires public officials and citizens who understand, support, and demand excellence in planning and plan implementation; and

WHEREAS, the month of October 2016 is designated as National Community Planning Month throughout the United States of America and its territories; and

WHEREAS, the celebration of National Community Planning Month provides an opportunity to publicly recognize the participation and dedication of the members of planning and zoning boards and other citizen planners who have contributed their time and expertise to the improvement of the north central Florida region; and

WHEREAS, the celebration of National Community Planning Month provides an opportunity to publicly recognize the many valuable contributions made by professional community and regional planners in the north central Florida region and extend our heartfelt thanks for the continued commitment to public service by these professionals.

NOW, THEREFORE, by the North Central Florida Regional Planning Council hereby proclaims the month of October 2016 as ***Community Planning Month*** throughout the north central Florida region in conjunction with the celebration of National Community Planning Month.

DULY ADOPTED AND PROCLAIMED this 22nd day of September 2016.

ATTEST:

SEAL

Louie Davis, Secretary-Treasurer

Rick Davis, Chair

proclamation community planning month 16.docx



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September 15, 2016

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Proclamation Declaring October 7, 2016 as Manufacturing Day

RECOMMENDATION:

Approve the attached proclamation declaring October 7, 2016 as Manufacturing Day in the north central Florida region.

BACKGROUND:

The Fabrication and Manufactures Association International, the National Association of Manufactures, the U.S. Department of Commerce Manufacturing Extension Partnership and the Manufacturing Institute have designated the first Friday of October as Manufacturing Day.

This year October 7, 2016 has been designated to celebrate Manufacturing Day. Manufacturing Day is an effective way to highlight the importance of manufacturing in our region and support those manufacturing and school programs that prepare our workforce.

It is recommended that the Council join in the celebration of Manufacturing Day by proclaiming October 7, 2016 as Manufacturing Day to recognize the impact manufacturing has on north central Florida region (see attached Proclamation).

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

Attachment

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Dedicated to improving the quality of life of the Region's citizens,
 by coordinating growth management, protecting regional resources,
 promoting economic development and providing technical services to local governments.



PROCLAMATION

DECLARING OCTOBER 7, 2016 AS MANUFACTURING DAY

WHEREAS, the Fabrication and Manufactures Association International, the National Association of Manufactures, the U.S. Department of Commerce Manufacturing Extension Partnership and the Manufacturing Institute have designated the first Friday of October as Manufacturing Day;

WHEREAS, the goals of Manufacturing Day are to celebrate the impact manufacturing has on the north central Florida region, increase awareness about the benefits of a manufacturing career and attract students to future manufacturing jobs;

WHEREAS, recognizing Manufacturing Day is an effective way to highlight the importance of manufacturing in our region and support those manufacturing and school programs that prepare our future workforce;

WHEREAS, over 600 manufacturers provide jobs for over 16,000 citizens throughout the region and create products ranging from pulp and lumber products to fire rescue vehicles to orthopedic implant devices;

WHEREAS, regional companies and education/workforce partners support manufacturing and manufacturing careers through increased collaboration and service to the regional manufacturing community;

WHEREAS, manufacturing brings increased economic diversity to our region by providing high paying jobs at all skill levels and furthering the standard of living by focusing on technology, innovation and production;

NOW, THEREFORE, the North Central Florida Regional Planning Council hereby proclaims October 7, 2016 as ***Manufacturing Day*** in the north central Florida region and that the Council urges all citizens to discover the value manufacturing brings to our economy and encourages students and educators to learn about the possibility of manufacturing as a career.

DULY ADOPTED AND PROCLAIMED this 22nd day of September 2016.

ATTEST:

SEAL

Louie Davis, Secretary-Treasurer

Rick Davis, Chair



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September 15, 2016

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Proclamation Declaring October 16-22, 2016 as Hazardous Materials Awareness Week

RECOMMENDATION:

Approve the attached proclamation declaring the week of October 16-22, 2016 as Hazardous Materials Awareness Week in the north central Florida region.

BACKGROUND:

October 17, 2016 marks the 30th Anniversary of the passage of Emergency Planning and Community Right-to-Know Act that created local emergency planning committees.

The North Central Florida Local Emergency Planning Committee has the job of increasing the safety of our communities from chemical releases. Public outreach and education are important to increasing chemical safety in our communities. The Florida Division of Emergency Management has designated the week of October 16-22, 2016 as Hazardous Materials Awareness Week. It is recommended that the Council join in this public outreach effort by proclaiming the week of October 16-22, 2016 as Hazardous Materials Awareness Week (see attached Proclamation).

One goal of Hazardous Materials Awareness Week is to let the public know that facilities, first responders and emergency management are working together to ensure that our communities are as prepared as possible for both accidental and deliberate releases of hazardous materials. A second goal is to encourage local governments to take advantage of free hazardous materials training classes offered by the Local Emergency Planning Committee.

Attachment

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Dedicated to improving the quality of life of the Region's citizens,
 by coordinating growth management, protecting regional resources,
 promoting economic development and providing technical services to local governments.



PROCLAMATION

DECLARING OCTOBER 16-22, 2016 AS HAZARDOUS MATERIALS AWARENESS WEEK

WHEREAS, the safe use of hazardous materials is essential to citizens, business, industry and local governments to maintain economic stability and the public health; and

WHEREAS, the North Central Florida Regional Planning Council recognizes the importance of protecting our communities from both accidental and deliberate releases of hazardous materials and joins the North Central Florida Local Emergency Planning Committee, and numerous municipalities, counties and school boards, in publicly promoting community hazardous materials safety; and

WHEREAS, it is essential for local governments, regional planning councils and local emergency planning committees to work together to increase community safety by encouraging emergency responders to attend free training on how to safely respond to releases of hazardous materials; and

WHEREAS, citizens need to know that local governments, businesses, emergency responders and emergency planners are working together to ensure that our communities are as prepared as possible for both accidental and deliberate releases of hazardous materials.

NOW, THEREFORE, the North Central Florida Regional Planning Council hereby proclaims the week of October 16-22, 2016 as *Hazardous Materials Awareness Week* throughout the north central Florida region.

DULY ADOPTED AND PROCLAIMED this 22nd day of September 2016.

ATTEST:

SEAL

Louie Davis, Secretary-Treasurer

Rick Davis, Chair




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September 15, 2016

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Proclamation Declaring October 16-21, 2016 as Florida City Government Week

RECOMMENDATION:

Approve the attached proclamation declaring October 16-21, 2016 as Florida City Government Week in the north central Florida region.

The Florida League of Cities has designated the week of October 16-21, 2016 as Florida City Government Week. The League encourages every city to take an active part in promoting their city through civic education activities.

Florida City Government Week is part of an ongoing effort sponsored by the League to raise public awareness about services that cities perform and to educate the public about how city government works. Cities are encouraged to involve their local schools, businesses, media and civic clubs in their Florida City Government Week activities.

It is recommended that the Council join in the recognition of city government by proclaiming the week of October 16-21, 2016 as Florida City Government Week (see attached Proclamation).

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

Attachment

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PROCLAMATION

DECLARING OCTOBER 16-21, 2016 AS FLORIDA CITY GOVERNMENT WEEK

WHEREAS, city government is the government closest to most citizens; and the one with the most direct daily impact upon its residents; and

WHEREAS, city government is administered for and by its citizens, and is dependent upon public commitment to and understanding of its many responsibilities; and

WHEREAS, city government officials and employees share the responsibility to pass along understanding of public services and their benefits; and

WHEREAS, Florida City Government Week is a very important time to recognize the important role played by city government in our lives; and

WHEREAS, this week offers important opportunity to spread the word to all citizens of Florida that they can shape and influence this branch of government which is closest to the people; and

WHEREAS, the Florida League of Cities and its member cities have joined together to teach students and other citizens about municipal government through a variety of different projects and information; and

WHEREAS, Florida City Government Week offers an important opportunity to convey to all citizens of Florida that they can shape and influence government through their civic involvement.

NOW, THEREFORE, the North Central Florida Regional Planning Council hereby proclaims the week of October 16-21, 2016 as Florida City Government Week throughout the north central Florida region.

DULY ADOPTED AND PROCLAIMED this 22nd day of September 2016.

ATTEST:

SEAL

Louie Davis, Secretary-Treasurer

Rick Davis, Chair



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September 15, 2016

TO: Council Members

FROM: Rick Davis, Chair

SUBJECT: Executive Director Annual Performance Evaluation

The employment contract between the Executive Director and the Council specifies that the Executive Committee shall adopt performance standards to annually review and evaluate the Executive Director. It further specifies that the annual review and evaluation of the Executive Director shall be conducted by the Executive Committee. It also specifies that at its discretion, the Executive Committee is authorized to provide a merit increase to the Executive Director on an annual basis commencing October 1st of each year.

The Executive Committee has adopted performance standards to review and evaluate the Executive Director. An evaluation form incorporating these performance standards was mailed to each Executive Committee member to be completed prior to the September 22, 2016 Council meeting. The results of this evaluation have been tabulated by Council administrative staff and will be reviewed by the Executive Committee at their meeting on September 22, 2016. The action of the Executive Committee concerning the Executive Director annual performance evaluation and merit pay adjustment will be reported to the Council at the September 22, 2016 meeting.

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September 15, 2016

TO: Council Members

FROM: James Montgomery, Chair
 Clearinghouse Committee

RE: Chair's Report

COMMITTEE-LEVEL REVIEW ITEMS

The next regularly-scheduled meeting of the Clearinghouse Committee is 6:00 p.m., September 22, 2016 at the Holiday Inn and Suites, 213 SW Commerce Boulevard, Lake City. At its meeting, the Committee will review the following Committee-level items which require Council action.

I will present an oral report on the Committee's actions and recommendations at the Council meeting held later that evening.

Comprehensive Plan Amendments

- #122 - Columbia County Comprehensive Plan Draft Amendment (DEO No. 16-1ESR)
- #124 - City of Madison Comprehensive Plan Adopted Amendment (DEO No. 16-1ESR)
- #125 - City of Gainesville Comprehensive Plan Adopted Amendment (DEO No 16-2ESR)

Please be advised that the Clearinghouse Committee meeting packet is posted on the Council website at <http://ncfrpc.org> (click on Upcoming Meetings and Meeting Packets, then click on Clearinghouse Committee Full Packet).

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September 15, 2016

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: North Central Florida Strategic Regional Policy Plan Evaluation and Appraisal Report Amendments

In a manner similar to the process required by local governments, every five years each regional planning council is required to perform an evaluation and appraisal of its Strategic Regional Policy Plan.

The evaluation and appraisal process is a two-step process. The first step involves the preparation and adoption of the Evaluation and Appraisal Report. The second step involves the preparation and adoption of amendments to the Strategic Regional Policy Plan.

The Evaluation and Appraisal Report evaluates the progress of the regional plan at achieving the goals and at implementing the policies contained in the plan. The Evaluation and Appraisal Report identifies those areas of the plan in need of revision based on new information, changes to Florida Statutes, or changing regional trends and conditions. The Council adopted an Evaluation and Appraisal Report on December 10, 2015. The Evaluation and Appraisal Report identifies amendments that need to be prepared and considered by the Council for adoption.

The Regional Planning Committee will meet on September 22, 2016 to review and recommend amendments to the North Central Florida Strategic Regional Policy Plan.

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




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September 15, 2016

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Selection of Auditor for Fiscal Years 2015-16, 2016-17 and 2017-18 Audits

RECOMMENDATION:

Approve the selection of the auditing firm of Powell and Jones, Certified Public Accountants, of Lake City to conduct the Fiscal Year 2015-16, Fiscal Year 2016-17 and Fiscal Year 2017-18 audits of the Council, as recommended by the Audit Committee, with the understanding that this selection is for a three-year period unless the Council determines that the service being rendered is unsatisfactory.

BACKGROUND:

At the July 22, 2016 Council meeting, the Council authorized the Audit Committee to conduct a search for an auditing firm to recommend to the Council. One member of the Committee was appointed to represent the Metropolitan Transportation Planning Organization since that organization has traditionally engaged the same firm to conduct its audit. The Committee was also instructed to conduct the search with the understanding that the firm selected would be engaged for a three-year period unless the Council determines that the service being rendered is unsatisfactory.

As instructed, the Committee accepted statements of qualifications through August 15, 2016. The Audit Committee met on August 26, 2016 and evaluated two firms that submitted expressions of interest, and ranked them, as follows:

1. Powell & Jones Certified Public Accountants
2. Carr, Riggs & Ingram, LLC

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

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September 15, 2016

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Engagement Letter for Fiscal Year 2015-16 Audit

RECOMMENDATION:

Authorize the Chair to execute an engagement letter with the auditing firm of Powell and Jones, Certified Public Accountants, of Lake City to conduct the Fiscal Year 2015-16 audit of the Council's accounts for a lump sum fee for this service of \$15,500, with the understanding that this engagement includes an audit of the Council's Employee Pension Plan for the same fiscal year.

BACKGROUND:

The Audit Committee met with Mr. Richard Powell at the Council offices on September 15, 2016, at which time they discussed with the auditor the methodology to be employed, the staff capability, experience of the firm with similar audits, and the fee that would be charged. Please find attached a summary of the proposal made by Mr. Powell. As you can see, the fee to be charged is \$15,500 with an annual adjustment based upon the change in the Consumer Price Index for Urban Consumers during the three-year period, not to exceed three percent each year. This fee is \$466 more than the amount that was charged to prepare the audit for the current fiscal year.

Consequently, the Audit Committee recommends that the Council authorize the Chair to execute an engagement letter with Powell and Jones, Certified Public Accountants, to conduct the Fiscal Year 2015-16 audit.

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

Attachment

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Powell & Jones
Certified Public Accountants

Richard C. Powell, Jr., CPA
Marian Jones Powell, CPA

1359 S.W. Main Blvd.
Lake City, Florida 32025
386 / 755-4200
Fax: 386 / 719-5504
admin@powellandjonescpa.com

September 3, 2016

Mr. Rick Davis, Chair
North Central Florida Regional Planning Council
For the Gainesville Urbanized Area
2009 N.W. 67th Place, Suite A
Gainesville, FL 32653-1603

We are pleased to confirm our understanding of the services we are to provide North Central Florida Regional Planning Council for the Gainesville Urbanized Area for the year ended September 30, 2016. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of North Central Florida Regional Planning Council for the Gainesville Urbanized Area as of and for the year ended September 30, 2016. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement North Central Florida Regional Planning Council for the Gainesville Urbanized Area's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to North Central Florida Regional Planning Council for the Gainesville Urbanized Area's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Schedule of Expenditures of Federal Awards and State Financial Assistance

We have also been engaged to report on supplementary information other than RSI that accompanies North Central Florida Regional Planning Council for the Gainesville Urbanized Area's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- 3) Schedule of Expenditures of Federal Awards and State Financial Assistance

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to management and the Board of Director of North Central Florida Regional Planning Council for the Gainesville Urbanized Area. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of

laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of North Central Florida Regional Planning Council for the Gainesville Urbanized Area's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of North Central Florida Regional Planning Council for the Gainesville Urbanized Area's major programs. The purpose of these procedures will be to express an opinion on North Central Florida Regional Planning Council for the Gainesville Urbanized Area's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of North Central Florida Regional Planning Council for the Gainesville Urbanized Area in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These non-audit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional

judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for (1) establishing and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review on September 30, 2016.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to [include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4)

you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes, and any other non-audit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the non-audit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to North Central Florida Regional Planning Council for the Gainesville Urbanized Area; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Powell and Jones, CPA and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Powell and Jones, CPA's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by a federal agency. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the parties contesting the audit finding for guidance prior to destroying the audit documentation.

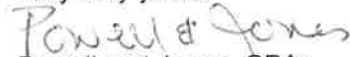
We expect to begin our audit on approximately January 15, 2017, and to issue our reports no later than April 1, 2017 unless extended by the Organization. Richard C. Powell, Jr. is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Terms for fees, time frames for audits and renewals are contained in our separate "Proposal for Audit Services". The fee for the current year audit will be \$ _____.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of our contract. Our 2014 peer review report is available upon request.

We appreciate the opportunity to be of service to North Central Florida Regional Planning Council for the Gainesville Urbanized Area and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,


Powell and Jones, CPAs

RESPONSE:

This letter correctly sets forth the understanding of North Central Florida Regional Planning Council for the Gainesville Urbanized Area.

Management signature: _____
Title: _____
Date: _____

Governance signature: _____
Title: _____
Date: _____

**POWELL AND JONES, CPAs
NORTH CENTRAL FLORIDA REGIONAL
PLANNING COUNCIL
AUDIT AND ACCOUNTING SERVICES
FEE PROPOSAL**

A. AUDIT AND ACCOUNTING SERVICES

1. Annual audit of North Central Florida Regional Planning Council (NCFRPC), including Employee Pension Trust Fund in accordance with applicable auditing standards and regulations; specifically including the following services:

- A. Annual audit of NCFRPC.
- B. Routine telephone consultation to NCFRPC Board, Executive and financial staff.
- C. Audit of all grants received by NCFRPC. If any audit fee is provided for any grant, the fee will be refunded to the NCFRPC.

2. Compensation for services:

	<u>09-30-16</u>	<u>09-30-17</u>	<u>09-30-18</u>
Lump sum fee for services described in Section A, including all costs.	\$ 15,500	*	*

*Prior year fee adjusted by the change in CPI-U, not to exceed 3%.

B. CONSULTING SERVICES

As specifically authorized from time-to-time during our contract period, and as allowed by professional standards, we will provide consulting and management advisory services to NCFRPC, at the following hourly rates:

Firm partner	\$110 per hour
Other CPA	\$100 per hour
Accountant	\$ 90 per hour
Technician	\$ 50 per hour

Any associated travel would be billed at State of Florida rates.

These rates will not be increased throughout the duration of our audit contract.

C. RENEWAL AND TERMINATION

This contract is binding on our firm but is specifically renewable on the part of NCFRPC on a year-by-year basis.

I am authorized to submit this fee proposal on behalf of Powell and Jones, CPAs.

 7/3/2016
Richard C. Powell, CPA Date



XI . A .

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September 15, 2016

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Florida Regional Councils Association Monthly Activity Report

The Florida Regional Councils Association is the statewide organization of the ten regional planning councils. The Association strengthens Florida's regional planning councils, partners with government and the business community to enhance regional economic prosperity and improves the consistency and quality of regional planning councils programs to ensure they add value to state, regional and local initiatives.

The Association strives to accomplish these goals by carrying-out the following objectives.

- Ensure regional planning councils are effective service organizations to the State of Florida, its local governments, and the citizens they serve;
- Ensure regional planning councils are consensus builders and problem solvers, and serve as conveners of the region by helping to articulate those multijurisdictional issues that need resolution;
- Encourage and promote opportunities for regional planning councils to become partners in state programs and initiatives, while promoting the unique themes of each region within the state and legislative environments;
- Monitor substantive state and federal legislative issues for the benefit of its members, and promote mutually supportive policy positions among the regional planning councils;
- Represent regional planning councils in national organizations, such as the National Association of Regional Councils, National Association of Development Organizations, and SouthEast Regional Directors Institute; and
- Foster relationships and partnerships and coordinate with state, regional, and national associations and organizations; non-profit entities; public-private partnerships; the Governor's Office; state agencies; and others, on issues of mutual interest and concern, and with whom the Association shares mutual goals and programs.

Please find attached the July/August 2016 Monthly Activity Report highlighting the activities of the Association.

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

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Dedicated to improving the quality of life of the Region's citizens,
by coordinating growth management, protecting regional resources,
promoting economic development and providing technical services to local governments.



Denise Imbler
FRCA Coordinator
(850) 509-4320

MONTHLY ACTIVITY REPORT: July/August 2016

RESOURCE DEVELOPMENT/CAPACITY BUILDING and OUTREACH

- Formatted and distributed the July and August Newsletters.
- To enhance partnerships and strengthen the relationship between regional planning councils and their state and federal partners, participated in or attended the following meetings:
 - Rural Economic Development Initiative (REDI) – July 15th
 - FDOT Safe Mobility for Life Coalition – July 19th and 20th
 - Future of Florida Forum Partners monthly conference call – July 25th
- Shared and researched potential funding opportunities regarding:
 - Countering Violent Extremism Grant
 - National Academies of Sciences, Engineering and Medicine Healthy Communities Grant
 - Department of Homeland Security training grant for Cybersecurity, Hazardous Materials, Economic Recovery and Rural Preparedness.
 - Department of Economic Opportunity assistance with peril of flood COMP plan requirements

ASSOCIATION MANAGEMENT


- Assisted with the development and collection of statewide project initiatives for the Legislative Committee.
- Completed the 4th quarter and end-of-year report for the Department of Economic Opportunity's Strategic Plan for Economic Development Reporting Protocol
- Updated the FRCA Website to address regular maintenance issues and post meeting agendas, summaries and monthly newsletters.
- Prepared for and participated in the July 7 – 8, 2016 EDAC and Policy Board meetings.
- Finalized the logistics, secured speakers, developed agendas, and drafted meeting materials for the August 18 - 19, 2016 FRCA EDAC and Partners meetings.
- Finalized logistics and prepared hand-out materials for the Florida League of Cities Conference.
- Secured exhibit hall space and submitted graphics for the Florida American Planning Association Conference in Tampa.
- Secured a hotel room block and meeting location for the September, October and December FRCA EDAC, Partners and Policy Board meetings.
- Began reviewing the FRCA Operations and Procedures Manual and the new membership orientation packet.



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September 15, 2016

TO: Council Members
FROM: Scott R. Koons, AICP, Executive Director 
SUBJECT: Florida Chamber Foundation Scorecard™

The Florida Chamber Foundation has developed the Florida Scorecard™ to provide Florida leaders the metrics needed to secure Florida's future. The Florida Chamber Foundation's objective to developing a 20-year, statewide strategic plan requires a commitment to measuring our current status and progress toward the stated goals of the Six Pillars 20-year Strategic Plan.

The Scorecard reports metrics for each of the Six Pillars. The Six Pillars are Talent Supply and Education, Innovation and Economic Development, Infrastructure and Growth Leadership, Business Climate and Competitiveness, Civic and Governance Systems and Quality of Life and Quality Places. Please find attached the September 2016 Scorecard.

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

Attachment

o:\council.mtg\cnc\mtgmemos\flchamberscorecard sept 2016.docx

THE FLORIDA SCORECARD

METRICS TO HELP SECURE FLORIDA'S FUTURE

State of Florida Metrics



UNEMPLOYMENT
RATE

4.7%

(Declining)

Jobs Year Over Year Change

250,000

Updated 07/2016



CONSUMER
SENTIMENT

89.0

(Declining)

Updated 06/2016



STATE OF
FLORIDA
VISITORS

\$89.1

Billion Visitor Spending

106.0

Million Visitors

Updated 01/2015



STATE HOUSING
STARTS & SALES

6,403

Starts (Improving)

23,758

Sales (Improving)

Updated 03/2016



SALES TAX
REVENUE

\$2.352

Billion per Month
(Improving)

Updated 2016



INCOME
MIGRATION

\$805K

Per Hour



POVERTY RATE

16.6%

(Improving)

Updated 2014



HIGH SCHOOL GRADUATION RATE

77.8%

(Improving)

Updated 01/2015



VOTER PARTICIPATION

51%

(Declining)

Updated 01/2014



RIGHT / WRONG DIRECTION

46%/37%

Updated 05/2016



LAND IN CONSERVATION

28%



POPULATION

20.27

Million

Updated 01/2015

THE FLORIDA SCORECARD: THEFLORIDAScorecard.org

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