



Serving  
Alachua • Bradford  
Columbia • Dixie • Gilchrist  
Hamilton • Lafayette • Levy • Madison  
Marion • Suwannee • Taylor • Union Counties

---

2009 NW 87th Place, Gainesville, FL 32653-1603 • 352.955.2200

# MEETING NOTICE

## EXECUTIVE COMMITTEE

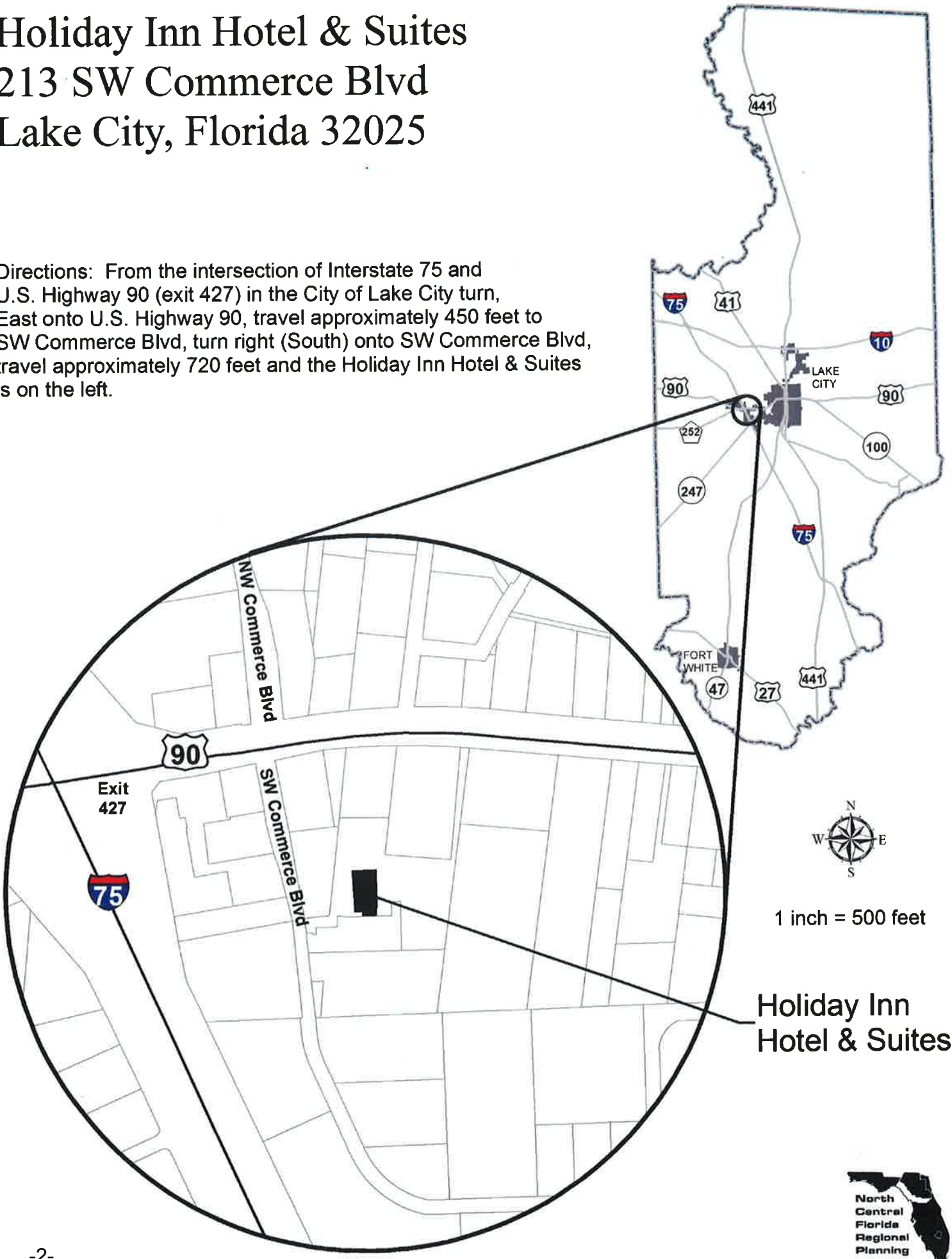
There will be a meeting of the Executive Committee of the North Central Florida Regional Planning Council on **September 24, 2015**. The meeting will be held at the Holiday Inn Hotel & Suites, 213 Southwest Commerce Boulevard, Lake City, Florida at 6:00 p.m.

(Location Map on Back)

# Holiday Inn Hotel & Suites

213 SW Commerce Blvd  
Lake City, Florida 32025

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





Serving  
Alachua • Bradford  
Columbia • Dixie • Gilchrist  
Hamilton • Lafayette • Levy • Madison  
Marion • Suwannee • Taylor • Union Counties

2009 NW 87th Place, Gainesville, FL 32653 - 1603 • 352.955.2200

## AGENDA EXECUTIVE COMMITTEE

Holiday Inn Hotel & Suites  
Lake City, Florida

September 24, 2015  
6:00 p.m.

	<u>Page</u>
* I. APPROVAL OF MINUTES - August 27, 2015	5
* II. CONTRACTS AND APPLICATIONS - U.S. Economic Development Administration Short-Term Planning and State Planning Grant Amendment	9
* III. PROGRAM REPORT - Transportation Disadvantaged Program Local Coordinating Board Appointments	11
IV. GENERAL ADMINISTRATION -	
* A. Proclamation Declaring October 2015 as Community Planning Month	13
* B. Proclamation Declaring October 2, 2015 Local Works Day	17
* C. Engagement Letter for Fiscal Year 2014-15 Audit	25
* D. Proposed Interlocal Agreement Amendments	31
* E. Executive Director Annual Performance Evaluation	43
V. OTHER BUSINESS - None	

\* See Attachments



EXECUTIVE COMMITTEE  
MINUTES

Holiday Inn Hotel & Suites  
Lake City, Florida

August 27, 2015  
6:00 p.m.

MEMBERS PRESENT

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

STAFF PRESENT

Scott R. Koons

COUNCIL ATTORNEY

Jon Wershow

MEMBERS ABSENT

Carolyn Spooner, Immediate Past Chair

Chair Daniel Riddick called the meeting to order at 6:13 p.m.

Chair Riddick asked that Item II.E., Amendment to Agreement with Florida Division of Emergency Management for Hazardous Materials Emergency Preparedness - Fiscal Year 2014-15 be added to the agenda.

**ACTION:** Commissioner Davis made the motion, with a second by Mayor Davis to add to the agenda Item II.E., Amendment to Agreement with Florida Division of Emergency Management for Hazardous Materials Emergency Preparedness - Fiscal Year 2014-15. The motion carried unanimously.

I. APPROVAL OF MINUTES - July 23, 2015

Chair Riddick asked that the minutes for the July 23, 2015 Executive Committee meeting be approved as written.

**ACTION:** Mayor Davis made the motion, with a second by Ms. Thomas to approve the minutes for June 23, 2015 as written. The motion carried unanimously.

II. CONTRACTS AND APPLICATIONS

A. Agreement with Florida Division of Emergency Management for Hazardous Materials Emergency Preparedness - Fiscal Year 2015-16

**ACTION:** Commissioner Davis made the motion, with a second by Mayor Davis to recommend that the Council authorize the Chair to sign an Agreement with Florida Division of Emergency Management for Hazardous Materials Emergency Preparedness - Fiscal Year 2015-16. The motion carried unanimously.

B. Local Government Comprehensive Planning Assistance Service Agreements - Fiscal Year 2015-16

**ACTION:** Ms. Thomas made the motion, with a second by Mayor Davis to recommend that the Council authorize the Chair to sign agreements with local governments for Local Government Comprehensive Planning Assistance - Fiscal Year 2015-16. The motion carried unanimously.

C. Hazardous Waste Monitoring Verification and Notification Services Agreements - Fiscal Year 2015-16

**ACTION:** Mayor Davis made the motion, with a second by Commissioner Davis to recommend that the Council authorize the Chair to sign agreements with local governments for Hazardous Waste Monitoring Verification and Notification Services - Fiscal Year 2015-16. The motion carried unanimously.

D. Local Mitigation Strategy Facilitation Services Agreement - Fiscal Year 2015-16 -Levy County

**ACTION:** Ms. Thomas made the motion, with a second by Commissioner Davis to recommend that the Council authorize the Chair to sign the Local Mitigation Strategy Facilitation Services Agreement - Fiscal Year 2015-16 for Levy County. The motion carried unanimously.

E. Amendment to Agreement with Florida Division of Emergency Management for Hazardous Materials Emergency Preparedness - Fiscal Year 2014-15

**ACTION:** Commissioner Davis made the motion, with a second by Mayor Davis to recommend that the Council authorize the Chair to execute an amendment extending the termination date of an agreement with the Florida Division of Emergency Management for Hazardous Materials Emergency Preparedness on behalf of the North Central Florida Local Emergency Planning Committee for Fiscal Year 2014-15. The motion carried unanimously.

### III. PROGRAM REPORT

A. Transportation Disadvantaged Local Coordinating Board Appointments - 2015-16

**ACTION:** Mayor Davis made the motion, with a second by Commissioner Davis to recommend that the Council appoint Deweece Ogden as the voting Florida Agency for Health Care Administration on the Columbia, Hamilton and Suwannee, Dixie and Lafayette County Transportation Disadvantaged Coordinating Boards; Paul Champion, Sr., as the voting Florida Department of Elder Affairs Representative on the Gilchrist County Transportation Disadvantaged Coordinating Board; and Bucky Nash as the Local Elected Official representing Columbia County on the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board. The motion carried unanimously.

B. Transportation Disadvantaged Local Coordinating Board Chair Appointment - Jason Bashaw

**ACTION:** Commissioner Davis made the motion, with a second by Ms. Thomas to recommend that the Council appoint Jason Bashaw Chair of the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board. The motion carried unanimously.

C. Hazardous Materials Awareness Week Proclamation

**ACTION:** Commissioner Davis made the motion, with a second by Mayor Davis to recommend that the Council adopt a proclamation declaring the week of September 13-20, 2015 as Hazardous Awareness. The motion carried unanimously.

IV. GENERAL ADMINISTRATION

A. Resolution Recognizing Service of Terry Joseph as Executive Director of West Florida Regional Planning Council

**ACTION:** Commissioner Davis made the motion, with a second by Ms. Thomas to recommend that the Council adopt a resolution recognizing the service of Terry Joseph, Executive Director of the West Florida Regional Planning Council. The motion carried unanimously.

B. Resolution Recognizing Service of Manny Pumariega as Executive Director of Tampa Bay Regional Planning Council

**ACTION:** Ms. Thomas made the motion, with a second by Commissioner Davis to recommend that the Council adopt a resolution recognizing the service of Manny Pumariega, Executive Director of the Tampa Bay Regional Planning Council. The motion carried unanimously.

C. Check Fraud Status

Jon Wershow, Council Attorney, reported that the arbitrator has issued a final order in favor of Wells Fargo.

D. Proposed Interlocal Agreement Amendment

**ACTION:** Commissioner Davis made the motion, with a second by Mayor Davis to recommend that the Council recommend to its member local governments to amend the interlocal agreement creating the Council to revise the population-based formula for determining the number of member local government representatives to the Council provision to provide that any member local government with a population of 100,000 or more would have three local elected officials representatives on the Council. The motion carried with 3 ayes and 1 nay.

V. OTHER BUSINESS - None

The meeting adjourned at 7:14 p.m.

---

Daniel Riddick, Chair

9/24/15

Date








Serving  
Alachua • Bradford  
Columbia • Dixie • Gilchrist  
Hamilton • Lafayette • Levy • Madison  
Marion • Suwannee • Taylor • Union Counties

2009 NW 87th Place, Gainesville, FL 32653-1603 • 352.955.2200

September 17, 2015

TO: Council Members  
FROM: Scott R. Koons, AICP, Executive Director   
SUBJECT: U. S. Economic Development Administration  
Short-Term Planning and State Planning Grant Amendment

RECOMMENDATION:

**Authorize the Executive Director to submit a six-month extension amendment for the Federal Assistance for a Short-Term Planning and State Planning Investment Grant awarded by the U.S. Economic Development Administration in the amount of \$200,000 and authorize the Chair to execute the time extension.**

BACKGROUND:

The Florida Regional Councils Association is undertaking a Leadership Training and Capacity Building for Statewide Economic Development initiative. Funding for this initiative has been provided by the U.S. Economic Development Administration in the form of a Short-Term Planning and State Planning Grant in the amount of \$200,000 being matched with an additional \$50,000 of Florida Regional Councils Association funds for a total project cost of \$250,000.

In order to qualify for a 20 percent match level, a regional planning council, serving as a U.S. Department of Commerce designated economic development district, with at least one county with a per capita income that is equal to or less than 50 percent of the average national per capita income, had to file the grant application. The only two counties in Florida that meet this criteria are Lafayette County at 48.7 percent and Union County at 49.7 percent. Thus, the Council was the grant applicant for this project with the understanding that the Florida Regional Councils Association is providing the \$50,000 in matching funds.

In order to complete all activities pursuant to the Leadership Training and Capacity Building for Statewide Economic Development initiative, including the Florida Regional Councils Association Policy Board Retreat and the Florida Regional Councils Association Policy Board Retreat Part 2 retreat report and action plan, it is recommended that a six-month time extension amendment be filed with the U.S. Economic Development Administration.

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

o:\council.mtg\cnc\mtgmemos\eda short term grant sep15.docx





Serving  
Alachua • Bradford  
Columbia • Dixie • Gilchrist  
Hamilton • Lafayette • Levy • Madison  
Marion • Suwannee • Taylor • Union Counties

2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

September 17, 2015

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Transportation Disadvantaged Local Coordinating Board Appointments

RECOMMENDATION:

- **Appoint Debbie Andrews as the alternate Florida Department of Children and Families Representative on the Dixie and Gilchrist County Transportation Disadvantaged Coordinating Boards.**
- **Appoint Pamela Hagley as the voting Florida Agency for Health Care Administration Representative on the Bradford, Gilchrist, Levy, Madison and Union County Transportation Disadvantaged Coordinating Boards.**
- **Appoint Daniel Taylor as the voting Public Education Representative on the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board.**

BACKGROUND:

- According to Rule 41-2.012 of the Florida Administrative Code, the North Central Florida Regional Planning Council, serving as the Designated Official Planning Agency, is responsible for appointing members to the local Transportation Disadvantaged Coordinating Boards. It is recommended Debbie Andrews be appointed as the alternate Florida Department of Children and Families Representative on the Dixie and Gilchrist County Transportation Disadvantaged Coordinating Boards; Pamela Hagley be appointed as the voting Florida Agency for Health Care Administration Representative on the Bradford, Gilchrist, Levy, Madison and Union County Transportation Disadvantaged Coordinating Boards; and Daniel Taylor be appointed as the voting Public Education Representative on the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board.

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

t:\lynn\appt2015\rpcapptboard092415docx.docx





Serving  
 Alachua • Bradford  
 Columbia • Dixie • Gilchrist  
 Hamilton • Lafayette • Levy • Madison  
 Marion • Suwannee • Taylor • Union Counties

---

2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

September 17, 2015

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Proclamation Declaring October 2015 as Community Planning Month

RECOMMENDATION:

**Approve the attached proclamation declaring October 2015 as Community Planning Month in the north central Florida region.**

BACKGROUND:

The month of October 2015 has been chosen 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 designating October 2015 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

o:\council.mtg\cnc\mtgmemos\planning month proclamation 15.docx





# PROCLAMATION

## DECLARING OCTOBER 2015 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 2015 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, BE IT RESOLVED by the North Central Florida Regional Planning Council that the month of October 2015 is hereby proclaimed 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 24th day of September 2015.

ATTEST:

SEAL

---

Lorene Thomas, Secretary-Treasurer

---

Daniel Riddick, Chair







Serving  
 Alachua • Bradford  
 Columbia • Dixie • Gilchrist  
 Hamilton • Lafayette • Levy • Madison  
 Marion • Suwannee • Taylor • Union Counties

2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

September 17, 2015

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Proclamation Declaring October 2, 2015 Local Works Day

RECOMMENDATION:

**Approve the attached proclamation declaring October 2, 2015 as Local Works Day in the north central Florida region sponsored by the Florida Local Government Coalition.**

Florida is home to 67 counties and more than 400 cities, towns and villages fulfilling a diverse range of local needs. Many local government employees belong to professional associations specific to their career. They are often the main source for industry-related training, research, advocacy, resources and networking for these employees. The Florida Local Government Coalition brings together these associations to enhance collaboration and efficiency.

The Florida Local Government Coalition exists to connect local government associations across the state. Its goals are to communicate the value that local governments provide to citizens, strengthen its member associations and create a network of support for local government issues.

For the third year, the Coalition will promote its “**Local Works**” campaign as a way to help Florida citizens understand, appreciate and support local government and the services and value these governments bring to millions of lives each day. See attached Facts and Figures: Local Governments By the Numbers for a listing of services provided by counties and cities. The Coalition chose “Local Works” for its simplicity and because the term “works” has a public services connotation. It also promotes the message of Home Rule (local decision-making).

Local Works Day, to be held on October 2, 2015, is a time to celebrate the trusted services that local governments provide to enhance our communities across the state. There is a meaningful way for all Coalition members to contribute to Local Works Day, and to focus on the services they provide to their memberships.

Please watch a short video that can be found on the Council website at [www.ncfrpc.org](http://www.ncfrpc.org) in the “Public Notices” section, and help the Florida Local Government Coalition celebrate Local Works Day on October 2, 2015, and remind our fellow Floridians of what is special about local communities all across Florida.

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

Attachment

o:\council\_mtg\cnc\mtgmemos\planning month local works day 15.docx





# PROCLAMATION

## DECLARING OCTOBER 2, 2015 AS LOCAL WORKS DAY

WHEREAS, our nation has a proud history of its local governments providing meaningful services on behalf of the American people; and

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

WHEREAS, local governments assemble throughout leaders from various trades and industries to develop new ideas, spread information and facilitate progress; and

WHEREAS, local governments have traditionally worked with citizens to create a strong sense of community; and

WHEREAS, local governments disseminate important information to citizens and work with them to make better decisions at the local level.

NOW, THEREFORE, BE IT RESOLVED by the North Central Florida Regional Planning Council that October 2, 2015 is hereby proclaimed as *Local Works Day* in the north central Florida region sponsored by the Florida Local Government Coalition to celebrate the trusted services that local governments provide to enhance communities across the region.

DULY ADOPTED AND PROCLAIMED this 24th day of September 2015.

ATTEST:

SEAL

\_\_\_\_\_  
Lorene Thomas, Secretary-Treasurer

\_\_\_\_\_  
Daniel Riddick, Chair



# FACTS AND FIGURES: LOCAL GOVERNMENTS BY THE NUMBERS

## FLORIDA COUNTY STATISTICS\*

67 counties providing services for more than 19 million people:

- » Maintaining an effective justice system
- » Constructing, maintaining and protecting the facilities for civil and criminal court
- » Develop and maintain roads – there are 70,034.4 miles of county maintained roads in Florida
- » Protecting Florida's natural resources
- » Counties and cities recycle 8 million tons of waste every year
- » Ensuring adequate water supply, watershed planning and flood control
- » Maintaining safe and secure communities
- » Funding sheriffs, their deputies and their duties
- » Implementing juvenile justice detention and prevention programming
- » Implementing workforce development and affordable housing
- » Funding community health services
- » Supporting Veterans services
- » Supporting economic and community development
- » Investing in tourism development
- » Funding public libraries - There are 554 public libraries in Florida with 87 million visits a year
- » Conducting elections - during the 2012 election there were 4,650 polling places throughout Florida where 3.7 million votes were cast

Counties have reduced spending by more than \$3 billion since 2007, putting funding below 2005 levels.

**\*Statistics provided by Florida Association of Counties**

## **FLORIDA MUNICIPALITY STATISTICS\***

410 cities, representing 50.3% of Florida's population

- » Municipal governments (cities, towns and villages) are the only optional local level of government in Florida – closest to the people, and citizen-created.
- » In 2012: median city population was 5,662
- » City populations range from 5 persons to 826,500 in Florida
- » 20 cities have 100,000 population or greater
- » Most common city service: comprehensive plans (every city must have one) – designates land use categories for everything within a city's limits
- » Other frequent municipal services: centralized water and wastewater systems; public works (includes traffic signalization, public parking, road construction & maintenance, sidewalk construction and maintenance); solid waste and recycling collection; stormwater utilities; growth management (includes building permits and related inspections); code enforcement; police services; fire prevention and response; parks & recreation; redevelopment agencies; supporting economic development (often in partnership with other cities, the county or region); municipal libraries; municipal cemeteries

## **ETHICS\***

- » 54% of cities have an ethics policy above what is required by F.S. Chapter 112

## **CITY SERVICES BY THE NUMBERS\***

- » 81% -- cities that provide park services
- » 73% -- cities that provide a recycling program
- » 69% -- cities that provide water service
- » 61% -- cities that provide waste water service
- » 55% -- cities that provide storm water service
- » 53% -- cities that provide recreation centers
- » 34% -- cities that provide solid waste collection
- » 33% -- cities that provide cemetery services
- » 19% -- cities that provide library services
  
- » 19% -- cities that provide water, waste water, storm water and reclaimed water services
- » 39% -- cities that provide water, waste water and storm water services
- » 37% -- cities that provide water/waste water service to other jurisdictions
- » 66% -- cities that directly provide police services
- » 54% -- cities that directly provide fire services
- » 45% -- cities with population below 5,000 who utilize volunteer firefighters
  
- » 69% -- percentage of firefighters nationwide who are volunteers
- » 1:400 – nationwide number of sworn state/local officers per residents
- » 98% -- nationwide percentage of local police departments operated by municipal governments

## **ECONOMIC DEVELOPMENT\***

- » 54% -- cities that offer economic development incentives
- » 33% -- cities that offer expedited permitting
- » 24% -- cities that offer favorable land development regulations
- » 3,553 – average number of building permits pulled in FY2011-2012 by cities with expedited permitting
- » 90% -- statewide median percentage of land developed within municipal jurisdictions

**\*Statistics provided by Florida League of Cities and the 2013 CityStats Survey.**







Serving  
 Alachua • Bradford  
 Columbia • Dixie • Gilchrist  
 Hamilton • Lafayette • Levy • Madison  
 Marion • Suwannee • Taylor • Union Counties

2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

September 17, 2015

TO: Council Members  
 FROM: Scott R. Koons, AICP, Executive Director *SRK*  
 SUBJECT: Engagement Letter for Fiscal Year 2014-15 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 2014-15 audit of the Council's accounts for a lump sum fee for this service of \$15,034, with the understanding that this engagement includes an audit of the Council's Employee Pension Plan for the same fiscal year.**

BACKGROUND:

As you know, the Council selects an auditor for a three-year period, with the condition that an engagement letter be approved each year to ensure that the auditor is conducting the audits in an acceptable manner. The current auditor was selected in 2013 and has conducted two audits under this series. Therefore, it is recommended that a third engagement letter be entered into for the audit of Fiscal Year 2014-15.

The proposed letter of engagement is attached for your information. The lump sum fee has been set at \$15,034 in accordance with the proposal made by the auditor to adjust the fee each year in an amount equal to the percent increase/decrease of the Consumer Price Index for All Urban Consumers, not to exceed five percent each year. This fee is \$251 more than the fee charged for the Fiscal Year 2013-14 audit.

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

Attachment

o:\council.mtg\cnc\mtgmemos\engagementletter auditor 2014-15.docx





**Powell & Jones**  
Certified Public Accountants

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

3055 S.W. Main Blvd.  
Gainesville, Florida 32625  
386 / 755-4200  
Fax: 386 / 719-5504  
admission@powellandjonescpa.com

**Mr. Daniel Riddick**  
**North Central Florida Regional**  
**Planning Council**  
**2009 N.W. 67<sup>th</sup> Place, Suite A**  
**Gainesville, Florida 32653-1603**

**North Central Florida Regional Planning Council,**

We are pleased to confirm our understanding of the services we are to provide the North Central Florida Regional Planning Council for the year ended September 30, 2015. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, which collectively comprises the basic financial statements, of the North Central Florida Regional Planning Council as of and for the years then ended. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to accompany the North Central Florida Regional Planning Council' basic financial statements. As part of our engagement, we will apply certain limited procedures to the North Central Florida Regional Planning Council' RSI. These limited procedures will consist principally of inquiries of management regarding the methods of measurement and presentation, which management is responsible for affirming to us in its representation letter. Unless we encounter problems with the presentation of the RSI or with procedures relating to it, we will disclaim an opinion on it. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- Management's Discussion and Analysis.

Supplementary information other than RSI also accompanies the North Central Florida Regional Planning Council' basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and will provide an opinion on it in relation to the basic financial statements:

- Schedule of expenditures of federal awards and state financial assistance.

The following additional information accompanying the basic financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and for which our auditor's report will disclaim an opinion.

- Non major governmental funds – combining statements, if any.

#### **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your basic 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 additional information referred to in the first paragraph when considered in relation to the basic financial statements taken as a whole. The objective also includes reporting on—

- Internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

The reports on internal control and compliance will each include a statement that the report is intended solely for the information and use of management, the body or individuals charged with governance, others within the entity specific legislative or regulatory bodies, federal awarding agencies, and if applicable, pass-

through entities and is not intended to be and should not be used by anyone other than these specified parties.

Our audit will be conducted in accordance with generally accepted auditing standards established by the Auditing Standards Board (United States); the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments; and the provisions of OMB Circular A-133, and will include tests of accounting records, a determination of major program(s) in accordance with OMB Circular A-133, and other procedures we consider necessary to enable us to express such opinions and to render the required reports. If our opinions on the financial statements or the Single Audit compliance opinions are other than unqualified, we will fully 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 to issue a report as a result of this engagement.

### **Management Responsibilities**

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. As part of the audit, we will prepare a draft of your financial statements, schedule of expenditures of federal awards, and related notes. You are responsible for making all management decisions and performing all management functions relating to the financial statements, schedule of expenditures of federal awards, and related notes and for accepting full responsibility for such decisions. You will be required to acknowledge in the management representation letter 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 are required to designate an individual with suitable skill, knowledge, or experience to oversee any nonaudit services we provide and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for establishing and maintaining internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; for the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the North Central Florida Regional Planning Council and the respective changes in financial position and, where applicable, cash flows in conformity with U.S. generally accepted accounting principles; and for federal award program compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us, including identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the 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 taken 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 or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts 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 entity complies with applicable laws, regulations, contracts, agreements, and grants. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous audits or other engagements or 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 or other engagements 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.

### **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. We will plan and perform the audit to obtain reasonable rather than absolute 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 entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because an audit is designed to provide reasonable, but not absolute assurance 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. 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 you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as an auditor 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 the financial statements and related matters.

### **Audit Procedures—Internal Controls**

Our audit will include obtaining an understanding of the entity 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 OMB Circular A-133, 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 OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. 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 OMB Circular A-133.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the North Central Florida Regional Planning Council's compliance with applicable laws and regulations and the provisions of 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*.

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and

grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Circular A-133 Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the North Central Florida Regional Planning Council' major programs. The purpose of these procedures will be to express an opinion on the North Central Florida Regional Planning Council' compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133.

**Audit Administration, Fees, and Other**

At the conclusion of the engagement, we will complete the appropriate sections of and sign the Data Collection Form that summarizes our audit findings. We will provide copies of our reports to the North Central Florida Regional Planning Council; however, it is management's responsibility to 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 designated federal clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits. At the conclusion of the engagement, we will provide information to management as to where the reporting packages should be submitted and the number to submit.

The audit documentation for this engagement is the property of Powell & Jones, CPAs and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to your cognizant or oversight agency for audit or its designee, 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 & Jones, CPAs 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.

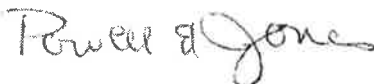
The audit documentation for this engagement will be retained for a minimum of five years after the report release or for any additional period requested by the District. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the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

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 \$15,034.

*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 the contract. Our 2014 peer review report is available upon request.

We appreciate the opportunity to be of service to the North Central Florida Regional Planning Council 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 & Jones, CPAs

**RESPONSE:**

This letter correctly sets forth the understanding of the North Central Florida Regional Planning Council.

Signature: \_\_\_\_\_  
Daniel Riddick

Title: \_\_\_\_\_


Date: \_\_\_\_\_



Serving  
 Alachua • Bradford  
 Columbia • Dixie • Gilchrist  
 Hamilton • Lafayette • Levy • Madison  
 Marion • Suwannee • Taylor • Union Counties

2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

September 17, 2015

TO: Council Members  
 FROM: Scott R. Koons, AICP, Executive Director   
 SUBJECT: Proposed Interlocal Agreement Amendments

As you know, Senate Bill 1216 (Chapter 2015-30, Laws of Florida) recently enacted by the Legislature eliminated the Withlacoochee Regional Planning Council and transferred Levy County and Marion County to the north central Florida region. The North Central Florida Regional Planning 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. In order to add Levy County and Marion County to the membership of the Council, the existing member local governments will need to amend the interlocal agreement. The current population-based representation formula would increase the total number of representatives on the Council from 48 to 66.

At its August 27, 2015 meeting, the Council, proposes the amendments addressed the following provisions.

1. Geographic area;
2. Governance structure;
3. Additional representatives; and
4. Dues credit.

Subsequent to the June 25, 2015 meeting, representatives of a member local government have suggested some alternative options to address the governance structure of the Council as it relates to local government representatives. The Executive Committee has reviewed the following alternative options. The Committee recommends that Option 2, a modified population-based representation formula be included in proposed amendments to the interlocal agreement that the Council is recommending to the member local governments.

**Option 1** would eliminate the population-based system resulting in 39 representatives on the Council, but would change the per capita population-based dues assessment from the current 30 cents per capita to each member local government paying an equal share of \$8,425 of the total dues assessment amount of \$219,050. (See attached dues table from adopted Fiscal Year 2015-16 budget.)

**Option 2** would retain a modified population-based representation formula with any member local government with a population of 100,000 or more having three representatives, resulting in a total of 48 representatives on the Council as well as retaining the proportional dues assessment on a per capita population basis.

Council Members  
September 17, 2015  
Page 2

**Option 3** would also retain a modified proportional population-based representation formula with any member local government with a population of 100,000 or more having three representatives, a population of 250,000 having four representatives and a population of 500,000 or more having five representatives resulting in a total of 51 representatives on the Council.

Finally, the Executive Committee recommends that the Council recommend to the local governments several other administrative amendments and technical amendments as statutory and administrative code citations, and aligning the powers and duties of the Council to confirm powers and duties as listed in Chapter 186, Florida Statutes, as amended.

Please find attached a strike-through underline version of the revised proposed interlocal agreement amendments. Language deleted is struck through and language added is underlined in the attached proposed interlocal agreement document.

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



Words **bolded and underlined** have been added.  
Words ~~**bolded and struck through**~~ have been deleted.

**PROPOSED** AMENDED

INTERLOCAL AGREEMENT CREATING THE  
NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

THIS AMENDED AGREEMENT, made and entered into this 1st day of June 1975, with subsequent amendments to become effective the 1st day of December 1980, the 1st day of October 1984, ~~and~~ the 1st day of March 1990, **and the 1st day of January 2016** pursuant to the authority of Section 163.01, Florida Statutes, **as amended**, by and between the units of **general purpose** local government passing resolutions to that effect, all of which being located within the ~~3rd Comprehensive Planning District as defined by Rule 22E-1.01 of the Administrative Regulations of the State of Florida,~~ **North Central Florida Regional Planning Council district as defined in Chapter 186, Florida Statutes, as amended, or as revised pursuant to an executive order issued by the Governor of the State of Florida** said ~~District~~ **district** currently being the geographic area including the Counties of Alachua, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, **Levy**, Madison, **Marion**, Suwannee, Taylor and Union, hereinafter referred to as the ~~North Central Florida Region~~ **or** Region.

WITNESSETH:

WHEREAS, the parties hereto desire to make the most efficient use of their powers to cooperate for mutual advantages to provide services and facilities in an effort to optimize the employment of human, economic and natural resources in an effort to optimize economic, natural resources, social, land use, transportation and public safety development and by qualifying under and accepting the powers, duties and responsibilities provided by Chapter 186, Florida Statutes; and

WHEREAS, Section 163.01(4), Florida Statutes provides "a public agency of the State of Florida may exercise jointly with another public agency of the State, or of the United States Government any power, privilege or authority which such agencies share in common and which each might exercise separately."

NOW, THEREFORE, FOR AND IN CONSIDERATION of the mutual promises, covenants, benefits to accrue and agreements herein contained and set forth, the parties signatory hereto do hereby establish the North Central Florida Regional Planning Council, hereinafter referred to as the Council, a separate legal entity, and do further agree, as follows:

1. Purpose: The purpose of this Amended **Interlocal** Agreement is:

a. To provide a means of exercising the rights, duties and powers of a regional planning agency set forth by Chapters ~~23~~, 163, 186 and 380, Florida Statutes **as amended, including as well as** those functions enumerated in other applicable ~~Florida~~, federal, **state** and local laws;

b. To serve as regional coordinator for the Region;

c. To exchange, interchange and review various programs of the individual members **units of general purpose local government, herein after referred to as member units,** which have a relationship to regional problems;

d. To promote communication between the members **units** for the conservation and compatible development of the member counties **and member municipalities;** and

e. To cooperate with federal, state, local and non-governmental agencies to accomplish these objectives.

2. Effective Date, Duration, Termination, and Withdrawal:

Words **bolded and underlined** have been added.  
Words ~~**bolded and struck through**~~ have been deleted.

a. The member units of the Council will include those units of local general purpose **local** government as may agree into this Amended Interlocal Agreement by resolution, provided such units of **general purpose** local government (a) are located within the Region: and (b) meet the requirements set forth in Section 3 herein. Officers shall be elected and bylaws adopted and the Council shall be deemed to be in effect at that time. The organizational meeting shall be convened by the Chairman of the existing North Central Florida Regional Planning Council as established under Chapter 160, Florida Statutes, and notice of the time and place thereof shall be given the chief elected official of the **member** units of local government signatory hereto in writing by regular mail postmarked at least ten (10) days prior to the date set for said organizational meeting.

b. This **Amended Interlocal** Agreement shall be effective for an initial term of one (1) year from the effective date hereof, and shall continue thereafter from year to year without the necessity of a formal renewal by any party hereto, unless terminated as hereinafter provided.

c. Amendments to this Amended **Interlocal** Agreement shall be made effective by an affirmative vote of not less than three-fourths (3/4) of the governing bodies of the member units.

d. Any **member unit** party hereto may withdraw its membership, **except as provided by Chapter 186, Florida Statutes, as amended,** by resolution duly adopted by its governing body, and upon giving ninety (90) days written notice of withdrawal to the Chairman of the governing body of each other ~~**principal**~~ member unit. Contractual obligations of the withdrawing member **unit** shall continue until such obligation has been satisfactorily terminated. All property, real or personal, of the Council on the effective date of withdrawal shall remain the property of the Council and the withdrawing ~~**principal**~~ member unit shall have no right thereto.

e. In the event there is a complete termination of ~~the agreement~~ **this Amended Interlocal Agreement** which would involve the disposition of the property of the Council, such property shall be liquidated and each current member unit holding membership at the time of termination shall be entitled to a share of the proceeds bearing the same ratio to the total proceeds as the contribution of the ~~**principal**~~ member unit bore to total **membership dues assessment** contributions made by all member units from the time of the creation of the Council; provided, however, the preceding provisions notwithstanding, that in the event a member **unit** withdraws as a member **unit** of the Council and subsequently rejoins at a later date, said withdrawing member **unit** shall be eligible to share in the proceeds of liquidation of property only to the extent of its proportionate share of ~~contributions-membership dues assessments~~ made since the date it last became a member **unit** of the Council.

f. In case of a complete termination of this **Amended Interlocal** Agreement, the non-federal matching contribution to any approved federal grant shall be firm. The project shall be completed and the required reports and accounting shall be completed.

g. This **Amended Interlocal** Agreement may be terminated at any time by resolution duly adopted by the governing body of each and every member unit.

3. Membership, Representation, and Voting: All units of general purpose local governments within the Region may become members-~~**units**~~ of the Council with allotted representation as provided in Paragraph 3.a.(1) and 3.a. (2) and other representatives may be appointed by the appropriate member units as provided in Paragraph 3.a. (3). The Governor of the State of Florida as required by Chapter 186, Florida Statutes, may also appoint representatives as provided in Paragraph 3.a. (4).

a. Type of Membership and Representation

(1) Counties - Each member county within the Region shall have representation, as follows:

a) One representative for the first ~~37,499~~ **99,999** population, provided that each member county shall have at least one (1) such representative; **and**

b) ~~two~~ **three** representatives for a total population of ~~37,500 to 62,499;~~ **100,000 or more.**

~~e) three representatives for a total population of 62,500 to 87,499;~~

~~d) four representatives for a total population of 87,500 to 112,499;~~

~~e) five representatives for a total population of 112,500 to 137,499;~~

~~f) six representatives for a total of 137,500 to 162,499;~~

Words **bolded and underlined** have been added.  
Words ~~**bolded and struck through**~~ have been deleted.

- ~~g) seven representatives for a total population of 162,500 to 187,499;~~
- ~~h) eight representatives for a total population of 187,500 to 212,499;~~
- ~~i) nine representatives for a total population of 212,500 to 237,499; and~~
- ~~j) ten representatives for a total population of 237,500 to 262,499.~~

Population shall be determined as stated in Paragraph 4.d. below, and any population represented by a member municipality, shall be deducted, for purposes of computing representation, from the total population represented by the county within which said municipality is located.

(2) Municipalities - Any municipality within the Region may become a member of the Council. Municipal representation on the Council shall be determined, as follows:

- a) One representative for the first ~~37,499~~ 99,999 population, provided that each member municipality shall have at least one (1) such representative; **and**
- b) ~~two~~ **three** representatives for a total population of ~~37,500 to 62,499;~~ **100,000 or more.**
- ~~e) three representatives for a total population of 62,500 to 87,499;~~
- ~~d) four representatives for a total of 87,500 to 112,499; and~~
- ~~e) five representative for a total population of 112,500 to 137,499.~~

(3) Additional Representatives - In order ~~to insure adequate representation of the Region's minority population, and also~~ to maintain the proper proportion of local elected officials, the Council shall request selected member units ~~of local government~~ to appoint additional representatives as appropriate, providing:

~~a) That the number of Additional Representatives shall not consist of more than twenty-five (25) percent of the total number of representatives on the Council including those allotted to member units by Paragraphs 3.a.(1), 3.a.(2), and 3.a.(4) (3), and the Additional Representative;~~

b) a) That such Additional Representative is intended to increase the representation of the appointing member unit and will not be a substitution or replacement for the ~~member's~~ allocated representation **of the member unit**;

~~b)~~ b) That the member units requested to appoint such Additional Representatives, if they choose to comply with such request, select the Additional Representative pursuant to ~~procedures developed~~ **requirements specified** by the Council; and

~~c)~~ c) That member units may appoint Additional Representatives only if requested to do so by the Council and that the Council shall make such periodic requests in such manner as to ~~insure~~ **ensure** broad representation throughout the Region, with consideration being given to proper representation (1) from both counties and cities, **and** (2) from rural as well as urban areas, ~~and (3) according to minority population distribution when the request is to appoint an additional Minority Representative.~~

(4) As provided within and in accordance with Chapter 186, Florida Statutes, ~~as amended,~~ the Governor of the State of Florida shall appoint representatives to the Council equaling one-half (1/2) of the total representatives appointed by the member ~~units counties and municipalities~~ or one-third (1/3) of the total number of representatives on the Council.

b. Term of Representatives and Representation Composition

(1) Terms - Terms of representatives allotted by Paragraphs 3.a.(1), 3.a.(2), 3.a.(3) and 3.a.(4) shall be as determined by each appointing member ~~unit county, member municipality~~ and the Governor, respectively, with such determination being stipulated to the Council in writing at the time of initial appointments and at such times as such determinations are amended.

(2) Composition - At least two-thirds (2/3) of the representatives serving on the Council shall be **local elected** officials ~~elected to serve~~ **servng** on the governing body ~~of member units of general purpose~~ local government ~~or other county elected officials~~ chosen by the said governing bodies or the Governor. ~~The Council shall adopt rules to insure the maintenance of this composition.~~

c. Voting

Each representative shall have one (1) vote on matters considered by the Council.

Words **bolded and underlined** have been added.

Words ~~**bolded and struck through**~~ have been deleted.

4. Finances:

a. On or before ~~June~~ **July** 1st of each year, the Council shall ~~adopt a budget and certify a copy thereof to~~ **establish the member unit dues assessment for the subsequent fiscal year and shall notify** the chief administrative officer of the governing body of the member units **of such member unit dues assessment**. Each member unit shall include in its annual budget an amount sufficient ~~to fund the proportionate share of each member unit of~~ **to pay such member unit dues assessment** ~~the Council budget~~.

b. The fiscal year of the Council shall commence on the first day of October and end on the last day of September in each year. **On or before September 30th of each year, the Council shall adopt a budget for the subsequent fiscal year.**

c. The Council shall have the right to receive and accept in furtherance of its functions, funds grants and services from federal, state and local governments or their agencies and from private and community sources, and to expend therefrom such sums of money as shall be deemed necessary from time to time for attainment of its objectives.

d. ~~The proportionate share of the general budget of the Council shall be an amount which bears the same ratio to the total budget as the population of each member unit bears to the total population of all member units, such~~ **Any member unit dues assessment based upon a per capita formula shall use the** population being determined annually by the ~~Department of Administration Florida Office of Economic Demographic Research or its successor agency~~ pursuant to ~~Section 23.019 Chapter 186, Florida Statutes, as amended,~~ for the year preceding **the member unit annual dues assessment**; each budget determination; provided, however, that the minimum ~~contribution member unit dues assessment~~ due from any member unit shall be \$750, ~~and further provided, that said membership fee shall be reduced by one (1) percent of funds expended by a member for local planning activities during the preceding fiscal year, but such reduction shall not reduce the total fee to an amount which is less than \$20,000.00.~~ Any cost incurred by the Council in providing special services to member units shall be the sole responsibility of the member unit receiving such services.

5. Powers: The Council shall have all powers granted by law, including but not limited to the powers granted by Chapters ~~23, 163, 186~~ **and** 380, Florida Statutes **as amended**, ~~as now existing or as, from time to time,~~ amended; and furthermore, shall have the specific powers:

a. To adopt ~~rules of procedure and~~ bylaws, **for the regulation of** its affairs and the conduct **of its business and to elect from among its members a chair to serve annually; however such chair may be subject to reelection; including the ability to establish minimum requirements for attendance at Council meetings by member representatives and representatives appointed by the Governor;**

b. To adopt an official **name and** seal;

c. ~~Because of the concentrations of planning activities in areas with high population density~~ **To maintain an** office(s) in ~~those~~ an urban center(s) designated as ~~standard~~ metropolitan statistical area(s) by the United States Office of Management and Budget;

d. To employ and compensate ~~staff members and~~ **such personnel,** consultants, **including an executive director, and technical and professional assistants as it others such as planning specialists clerical personnel, attorneys, engineers, as the Council** deems necessary **to exercise the powers and perform the duties set forth in this Amended Interlocal Agreement. and desirable for the performance of its duties and exercise of its rights and powers.** Compensation to staff members shall be consistent with that which is provided in pay plans adopted by **general purpose** local governmental units in the vicinity of Council's offices having similar positions;

e. ~~To utilize staff members employed by member units as agreed by the member units and determined by the Council to be desirable to solve regional and local problems and establish Council policies;~~ **To accept gifts, grants, assistance, funds or bequests;**

f. To hold **public hearings and sponsor public forums in any part of the Region** whenever **the Council deems** it necessary or useful in the execution of ~~the~~ its other functions ~~of the Council~~;

Words **bolded and underlined** have been added.  
Words ~~**bolded and struck through**~~ have been deleted.

g. To acquire, own, **hold in custody** operate, maintain, lease ~~and~~ **or** sell real or personal property and hold title thereto in the name of the Council;

h. ~~To fix and determine by resolution rules and regulations relating to advertisement for bids, manner of bidding and a maximum amount, below which same will not be required~~ **To dispose of any property acquired through the execution of an interlocal agreement under Section 163.01 Florida Statutes, as amended;**

i. To sue and be sued, ~~implead and be impleaded, complain and defend in all courts~~ **in its own name;**

j. ~~To accept and receive in furtherance of its functions, receive and accept from any federal or state agency grants, funds, grants and services from the federal government or its agencies, for or in aid of the purposes of the Council~~ from departments, agencies and instrumentalities of municipal or local government, ~~as~~ **or** from private or civic sources;

k. To receive and expend such sums of money as shall be, from time to time, appropriated ~~of~~ **for** its use by any member unit ~~of government~~ **when approved by the Council and act as an agency to receive and expand federal funds for planning;**

l. To make and enter into all contracts and agreements, ~~and do and perform all acts deeds~~ necessary and incidental to the performance of its duties and the ~~exercise~~ **execution** of its powers **under this Amended Interlocal Agreement;**

m. To incur debts, liabilities or obligations which do not constitute the debts, liabilities or obligations of any of the parties of this **Amended Interlocal Agreement agreement;**

n. To act in advisory capacity to ~~the~~ **its** constituent local governments in regional, metropolitan, county and municipal planning matters;

o. To cooperate, in the exercise of its planning functions, with federal and state agencies in planning for ~~disaster preparedness~~ **emergency management;**

p. To fix and collect membership dues, rents, or fees where appropriate;

q. To conduct studies of the ~~Region's~~ **resources of the Region;**

r. To participate with other governmental agencies, educational institutions and private organizations in the coordination or conduct of its activities; ~~and~~

s. To enter into contracts to provide, at cost, such services related to its responsibilities as may be requested by local governments within the Region and which the Council finds feasible to perform;

**t. To select and appoint such advisory bodies as the Council may find appropriate for the conduct of its activities;**

**u. To provide technical assistance to local governments on growth management matters;**

**v. To perform a coordinating function among other regional entities relating to preparation and assurance of regular review of its regional plan, with the entities to be coordinated determined by the topics addressed in its regional plan;**

**w. To coordinate land development and transportation policies in a manner that fosters regionwide transportation systems;**

**x. To use personnel, consultants, or technical or professional assistants of the Council to help local governments within the geographic area covered by the Council conduct economic development activities; and**

**y. To provide consulting services to a private developer or landowner for a project, if not provided in a review capacity in the future, except that statutorily mandated services may be provided by the Council regardless of its review role.**

6. Amendments: It is expressly understood that the terms and conditions of this Amended **Interlocal Agreement** shall be effective between and among all members of the Council; and that the validity, force and effect of ~~the~~ **this** Amended **Interlocal Agreement** shall not be affected by one (1) or more of the parties named hereinbefore; not approving this Amended **Interlocal Agreement**, so long as not less than three-quarters (3/4) of the governing bodies of the member units have affirmatively voted to approve and executed this Amended **Interlocal Agreement**.

Words **bolded and underlined** have been added.  
Words ~~**bolded and struck through**~~ have been deleted.

IN WITNESS WHEREOF, the parties have caused this Amended Interlocal Agreement to be executed and their signatures to be affixed on the day and year first above written.

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF ALACHUA COUNTY, FLORIDA

\_\_\_\_\_  
County Clerk

BY: \_\_\_\_\_  
Chair

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF BRADFORD COUNTY, FLORIDA

\_\_\_\_\_  
County Clerk

BY: \_\_\_\_\_  
Chair

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF COLUMBIA COUNTY, FLORIDA

\_\_\_\_\_  
County Clerk

BY: \_\_\_\_\_  
Chair

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF DIXIE COUNTY, FLORIDA

\_\_\_\_\_  
County Clerk

BY: \_\_\_\_\_  
Chair

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF GILCHRIST COUNTY, FLORIDA

\_\_\_\_\_  
County Clerk

BY: \_\_\_\_\_  
Chair

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF HAMILTON COUNTY, FLORIDA

\_\_\_\_\_  
County Clerk

BY: \_\_\_\_\_  
Chair

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF LAFAYETTE COUNTY, FLORIDA

\_\_\_\_\_  
County Clerk

BY: \_\_\_\_\_  
Chair

Words **bolded and underlined** have been added.  
Words ~~**bolded and struck through**~~ have been deleted.

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF MADISON COUNTY, FLORIDA

\_\_\_\_\_  
County Clerk

BY: \_\_\_\_\_  
Chair

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF SUWANNEE COUNTY, FLORIDA

\_\_\_\_\_  
County Clerk

BY: \_\_\_\_\_  
Chair

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF TAYLOR COUNTY, FLORIDA

\_\_\_\_\_  
County Clerk

BY: \_\_\_\_\_  
Chair

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF UNION COUNTY, FLORIDA

\_\_\_\_\_  
County Clerk

BY: \_\_\_\_\_  
Chair

ATTEST:

CITY COMMISSION OF THE  
CITY OF ALACHUA, FLORIDA

\_\_\_\_\_  
City Manager

BY: \_\_\_\_\_  
Mayor

ATTEST:

CITY COMMISSION OF THE  
CITY OF ARCHER, FLORIDA

\_\_\_\_\_  
City Manager/Clerk

BY: \_\_\_\_\_  
Mayor

ATTEST:

CITY COMMISSION OF THE  
CITY OF GAINESVILLE, FLORIDA

\_\_\_\_\_  
City Clerk

BY: \_\_\_\_\_  
Mayor

Words **bolded and underlined** have been added.  
Words ~~**bolded and struck through**~~ have been deleted.

ATTEST:

CITY COMMISSION OF THE  
CITY OF HAWTHORNE, FLORIDA

\_\_\_\_\_  
City Manager

BY: \_\_\_\_\_  
Mayor

ATTEST:

CITY COMMISSION OF THE  
CITY OF HIGH SPRINGS, FLORIDA

\_\_\_\_\_  
City Clerk

BY: \_\_\_\_\_  
Mayor

ATTEST:

CITY COMMISSION OF THE  
CITY OF NEWBERRY, FLORIDA

\_\_\_\_\_  
City Clerk

BY: \_\_\_\_\_  
Mayor

ATTEST:

CITY COUNCIL OF THE  
CITY OF WALDO, FLORIDA

\_\_\_\_\_  
City Manager

BY: \_\_\_\_\_  
Mayor

ATTEST:

CITY COMMISSION OF THE  
CITY OF STARKE, FLORIDA

\_\_\_\_\_  
City Clerk

BY: \_\_\_\_\_  
Mayor

ATTEST:

CITY COUNCIL OF THE  
CITY OF LAKE CITY, FLORIDA

\_\_\_\_\_  
City Clerk

BY: \_\_\_\_\_  
Mayor

ATTEST:

CITY COUNCIL OF THE  
CITY OF JASPER, FLORIDA

\_\_\_\_\_  
City Clerk

BY: \_\_\_\_\_  
Mayor



Words **bolded and underlined** have been added.  
Words ~~**bolded and struck through**~~ have been deleted.

ATTEST:

CITY COMMISSION OF THE  
CITY OF MADISON, FLORIDA

\_\_\_\_\_  
City Clerk

BY: \_\_\_\_\_ Mayor

ATTEST:

CITY COUNCIL OF THE  
CITY OF LIVE OAK, FLORIDA

\_\_\_\_\_  
City Clerk

BY: \_\_\_\_\_ Mayor

ATTEST:

CITY COUNCIL OF THE  
CITY OF PERRY, FLORIDA

\_\_\_\_\_  
City Manager

BY: \_\_\_\_\_ Mayor





Serving  
Alachua • Bradford  
Columbia • Dixie • Gilchrist  
Hamilton • Lafayette • Levy • Madison  
Marion • Suwannee • Taylor • Union Counties

---

2009 NW 67th Place, Gainesville, FL 32653 - 1603 • 352 . 955 . 2200

September 17, 2015

TO: Executive Committee  
FROM: Jean Strong, Executive Assistant to the Executive Director  
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.

Committee members have received the annual performance evaluation form and have returned the form to me for tabulation. Please find attached the results of the tabulation for your review and ratification at the September 24, 2015 Executive Committee meeting. The annual performance review of the Executive Director resulted in an overall average score of 5.0 on a 5.0 scale. This average score would result in a merit pay adjustment of 5.0 percent.

The action of the Committee concerning the Executive Director annual performance evaluation and merit pay adjustment will be reported to the Council by the Committee at the September 24, 2015 Council meeting.

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

Attachment

o:\council.mtg\ec\mtgmemos\trans eval results 2015.docx



**NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL  
EXECUTIVE DIRECTOR ANNUAL PERFORMANCE REVIEW**

**Executive Director:** Scott R. Koons

**Evaluation Period:** October 1, 2014 through September 30, 2015

**Ratings on Job Performance:**

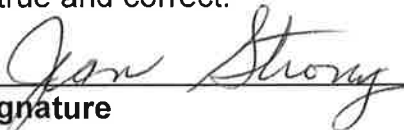
- 5 = Exceeds Job Requirements
- 4 = Above Average Performance
- 3 = Satisfactory Performance
- 2 = Needs to Take Action to Improve
- 1 = Performance Does not Meet Job Requirements

**Merit Pay Adjustment:**

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

	The Executive Director	LD	RD	DR	CS	LT	Average Rating
1.	Represents the Council in a positive, professional manner	5	5	5	5	5	5
2.	Accurately represents the goals and policies of the Council	5	5	5	5	5	5
3.	Maintains a positive image and relationships with local, state and federal agencies	5	5	5	5	5	5
4.	Promotes the Council and its services	5	5	5	5	5	5
5.	Makes clear and concise recommendations to Council	5	5	5	5	5	5
6.	Deals honestly and fairly with all parties	5	5	5	5	5	5
7.	Exercises sound judgment in business transactions	5	5	5	5	5	5
8.	Is respected by peers and leaders in the region	5	5	5	5	5	5
9.	Is knowledgeable about regional issues	5	5	5	5	5	5
10.	Provides good overall leadership for the Council	5	5	5	5	5	5
	<b>TOTAL AVERAGE SCORE</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>

I hereby certify that this tabulation of the evaluation forms for the Executive Director annual performance review as completed by the members of the Executive Committee is true and correct.

  
**Signature**

9-17-15  
**Date**

**Jean Strong**  
 Executive Assistant to the Executive Director