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# MEETING NOTICE

## EXECUTIVE COMMITTEE

There will be a meeting of the Executive Committee of the North Central Florida Regional Planning Council on **September 22, 2016**. The meeting will be held at the Holiday Inn Hotel & Suites, 213 Southwest Commerce Boulevard, Lake City, Florida at 6:00 p.m.

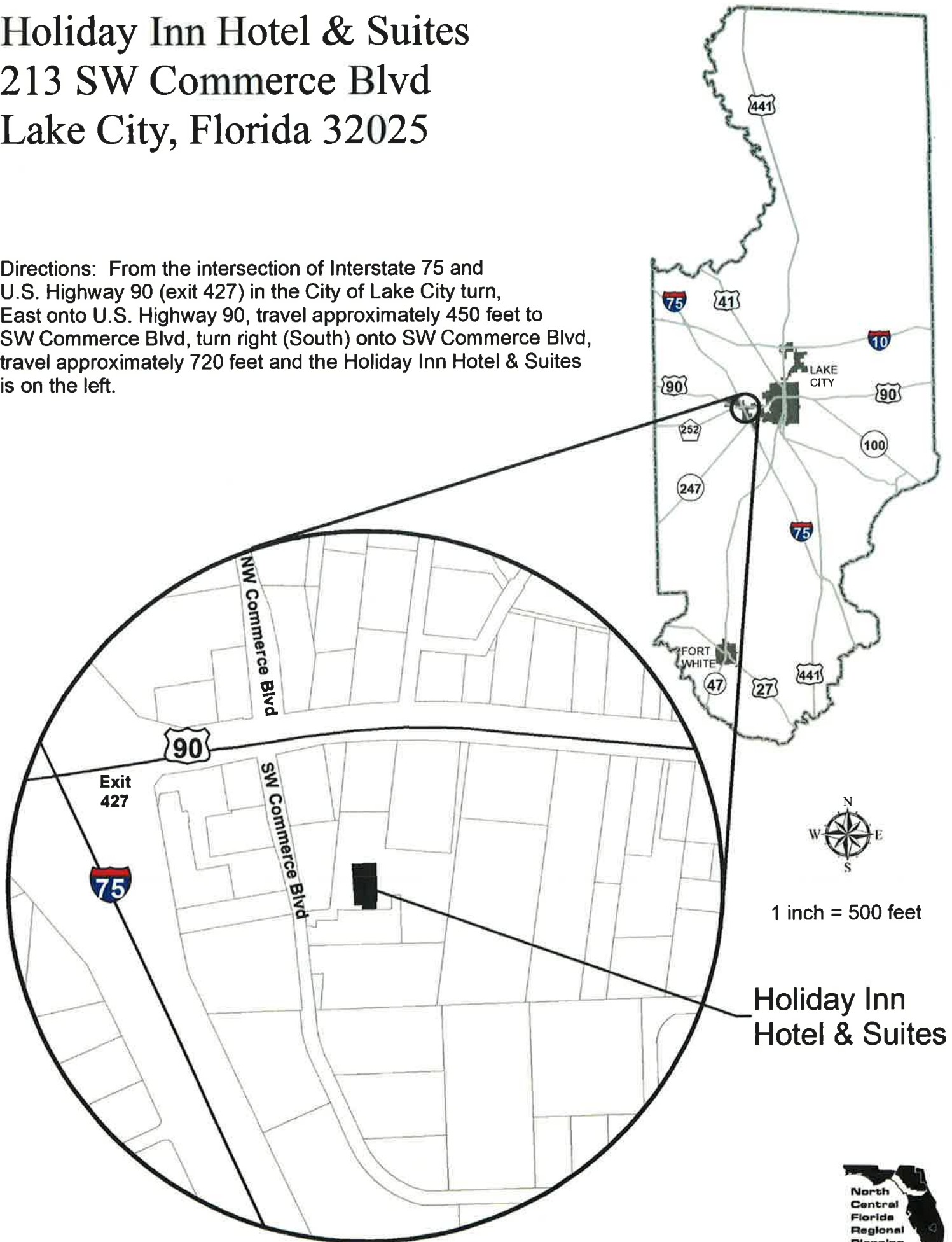
(Location Map on Back)

# 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.





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## AGENDA EXECUTIVE COMMITTEE

Holiday Inn Hotel & Suites  
Lake City, Florida

September 22, 2016  
6:00 p.m.

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* I. APPROVAL OF MINUTES - August 25, 2016	5
II. CONTRACTS AND APPLICATIONS - Agreement with Florida Division of Emergency Management for Hazardous Materials Emergency Preparedness - Fiscal Year 2016-17	7
III. PROGRAM REPORT - None	
* IV. GENERAL ADMINISTRATION -	
A. Proclamation Declaring October 2016 as Community Planning Month	9
B. Proclamation Declaring October 7, 2016 as Manufacturing Day	13
C. Proclamation Declaring October 16-22, 2016 Hazardous Awareness Materials Week	17
D. Proclamation Declaring October 16-21, 2016 Florida City Government Week	21
E. Executive Director Annual Evaluation	25
V. OTHER BUSINESS - None	

\* See Attachments

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EXECUTIVE COMMITTEE  
MINUTES

Holiday Inn Hotel & Suites  
Lake City, Florida

August 25, 2016  
6:00 p.m.

MEMBERS PRESENT

Rick Davis, Chair  
Louie Davis, Secretary-Treasurer  
Lorene Thomas, Vice-Chair  
Daniel Riddick, Immediate Past Chair  
Robert Wilford, Member

STAFF PRESENT

Scott Koons

COUNCIL ATTORNEY PRESENT

Jon Wershow

OTHERS PRESENT

Brian Kaufmann

Chair Rick Davis called the meeting to order at 6:00 p.m.

I. APPROVAL OF MINUTES - July 28, 2016

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

**ACTION:** Vice-Mayor Wilford made the motion, with a second by Mayor Davis to approve the minutes for July 28, 2016 as written. The motion carried unanimously.

II. CONTRACTS AND APPLICATIONS

A. Local Government Comprehensive Plan Services Agreements  
Fiscal Year 2016-17

**ACTION:** Ms. Thomas made the motion, with a second by Vice-Mayor Wilford to recommend that the Council authorize the Chair to execute technical assistance services agreements on a fixed fee basis to assist counties and cities with implementing their comprehensive plans and land development regulations for Fiscal Year 2016-17. The motion carried unanimously.

B. Hazardous Waste Monitoring Verification and Notification Service Agreements -  
Fiscal Year 2016-17

**ACTION:** Vice-Mayor Wilford made the motion, with a second by Mayor Davis to recommend that the Council authorize the Chair to execute agreements with Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Levy, Madison, Suwannee and Union Counties for hazardous waste monitoring for Fiscal Year 2016-17. The motion carried unanimously.

Executive Meeting  
August 25, 2016

III. PROGRAM REPORT - None

IV. GENERAL ADMINISTRATION - None

V. OTHER BUSINESS - None

The meeting adjourned at 6:19 p.m.

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Rick Davis, Chair

9/22/16  
Date

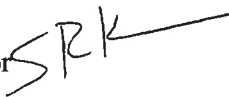


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September 15, 2016

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: 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 

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

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Louie Davis, Secretary-Treasurer

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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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# 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

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Louie Davis, Secretary-Treasurer

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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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# 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

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Louie Davis, Secretary-Treasurer

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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 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

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Louie Davis, Secretary-Treasurer

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Rick Davis, Chair







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September 15, 2016

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 22, 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 22, 2016 Council meeting.

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

Attachment

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

**Executive Director:** Scott R. Koons

**Evaluation Period:** October 1, 2015 through September 30, 2016

**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	LT	RW	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	4	5	5	5	5	4.8
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	4	5	5	5	5	4.8
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>4.8</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**

9/15/16  
\_\_\_\_\_  
**Date**

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