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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 **October 27, 2016**. The meeting will be held at the Holiday Inn Hotel & Suites, 213 Southwest Commerce Boulevard, Lake City, Florida at 6:00 p.m.

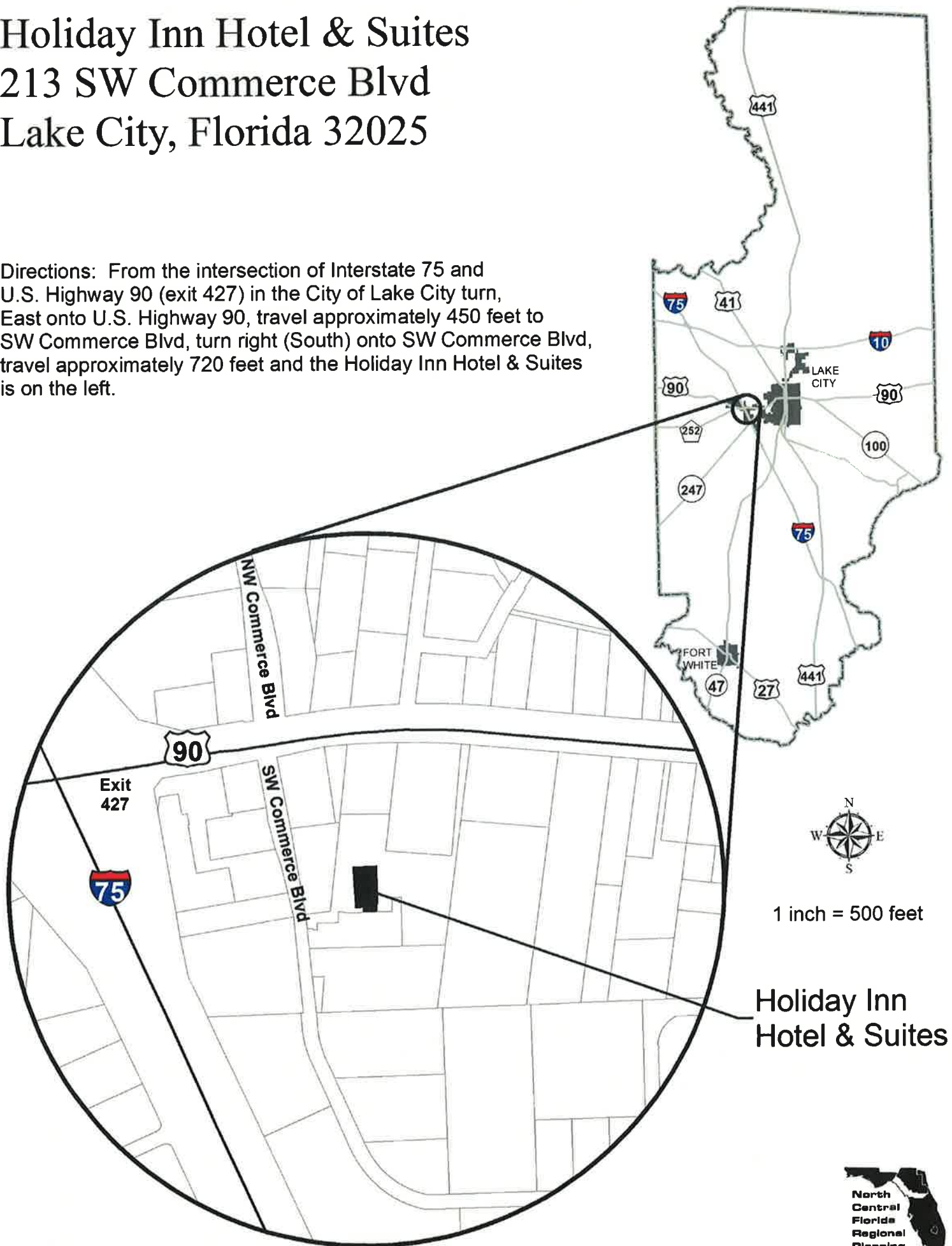
(Location Map on Back)

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

Holiday Inn Hotel & Suites

213 SW Commerce Blvd
Lake City, Florida 32025

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





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AGENDA EXECUTIVE COMMITTEE

Holiday Inn Hotel & Suites
Lake City, Florida

October 27, 2016
6:00 p.m.

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	IV. GENERAL ADMINISTRATION - None	

V. OTHER BUSINESS

- A. Florida Regional Council Association Policy Board Meeting
Tallahassee - January 13, 2017
- * B. Executive Director Elected Second Vice-President
National Association of Development Organizations 23
- C. Employee Holiday Luncheon

* See Attachments

EXECUTIVE COMMITTEE
MINUTES

Holiday Inn Hotel & Suites
Lake City, Florida

September 22, 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

Chair Rick Davis called the meeting to order at 6:01 p.m.

Chair Davis asked that Item II.B. Purchase Order with the Northeast Florida Regional Council to Assist with Exercise Planning, Evaluation and Documentation which was received subsequent to the distribution of the Executive Committee meeting packet be added to the agenda.

ACTION: Commissioner Riddick made the motion, with a second by Vice-Mayor Wilford, to add Item II.B. Purchase Order with the Northeast Florida Regional Council to the agenda. The motion carried unanimously.

I. APPROVAL OF MINUTES - August 25, 2016

Chair Davis asked that the minutes for the August 25, 2016 Executive Committee meeting be approved as written.

ACTION: Ms. Thomas made the motion, with a second by Vice-Mayor Wilford to approve the minutes for August 25, 2016 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 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 an Agreement with Florida Division of Emergency Management for Hazardous Materials Emergency Preparedness for Fiscal Year 2016-17. The motion carried unanimously.

- B. Purchase Order with the Northeast Florida Regional Council to Assist with Exercise Planning, Evaluation and Documentation

ACTION: Mayor Davis made the motion, with a second by Ms. Thomas to recommend that the Council provide assistance to the Northeast Florida Regional Council to assist with Exercise Planning, Evaluation and Documentation

pursuant to a purchase order in the amount of \$1,500. The motion carried unanimously.

III. PROGRAM REPORT - None

IV. GENERAL ADMINISTRATION

A. Proclamation Declaring October 2016 as Community Planning Month

ACTION: Ms. Thomas made the motion, with a second by Vice-Mayor Wilford to recommend that the Council approve a proclamation declaring October 2016 as Community Planning Month. The motion carried unanimously.

B. Proclamation Declaring October 7, 2016 as Manufacturing Day

ACTION: Mayor Davis made the motion, with a second by Ms. Thomas to recommend that the Council approve a proclamation declaring October 7, 2016 as Manufacturing Day. The motion carried unanimously.

C. Proclamation Declaring October 16-22, 2016 as Hazardous Awareness Materials Week

ACTION: Commissioner Riddick made the motion, with a second by Vice-Mayor Wilford to recommend that the Council approve a proclamation declaring October 16-22, 2016 as Hazardous Awareness Materials Week. The motion carried unanimously.

D. Proclamation Declaring October 16-21, 2016 as Florida City Government Week

ACTION: Vice-Mayor Wilford made the motion, with a second by Mayor Davis to recommend that the Council approve a proclamation declaring October 16-21, 2016 as Florida City Government Week. The motion carried unanimously.

E. Executive Director Annual Performance Evaluation

ACTION: Vice-Mayor Wilford made the motion, with a second by Ms. Thomas, to award the executive director a five percent merit pay adjustment, based upon the performance evaluation conducted by the members of the Executive Committee resulting in "exceeds job requirements" for all evaluation criteria and resulting in an overall score of 5.0 on a 5.0 scale and to concur with the request by Mr. Koons to defer his merit pay increase for Fiscal Year 2017, along with the deferred Fiscal Year 2016 merit pay increase, to Fiscal Year 2018. The motion carried unanimously.

V. OTHER BUSINESS - None

The meeting adjourned at 6:20 p.m.

Rick Davis, Chair

10/27/16

Date




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October 20, 2016

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: 2017-19 U. S. Economic Development Administration Partnership
 Planning Grant Application

RECOMMENDATION:

Authorize the Chair to submit an Application for Federal Assistance for a three-year Partnership Planning investment grant to the U.S. Economic Development Administration in the amount of \$189,000 and authorize the Chair to execute the grant award if the application is approved.

BACKGROUND:

The Council is designated by the U. S. Department of Commerce, Economic Development Administration, as an Economic Development District. Every three years the Council applies for and receives a planning grant from the Economic Development Administration to fund a portion of the Council's economic development program.

The Atlanta Regional Office of the U. S. Economic Development Administration has invited the Council to submit an Application for Federal Assistance for a three-year Partnership Planning investment grant in the amount of \$189,000. Based upon the Administration's preliminary analysis of the economic distress of the region, this invitation in the amount of \$189,000 will require a local match of \$81,000.

As you will recall, this program consists, in part, of the preparation of the Comprehensive Economic Development Strategy and assistance to local governments in submitting applications for state and federal assistance for various development projects in the region.

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

o:\council.mtg\cnc\mtgmemos\eda 3 year application.docx




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October 20, 2016

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Metropolitan Transportation Planning Organization
 for the Gainesville Urbanized Area Staff Services Agreement

RECOMMENDATION:

Authorize the Chair to execute the Professional Staff Services Agreement with the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.

BACKGROUND:

As you know, the Council provides professional staff services to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area to assist them with administering a continuing, cooperative, comprehensive transportation planning program pursuant to a Federal Highway Administration and Florida Department of Transportation approved unified work program. In particular, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, serving as the designated metropolitan planning organization, is responsible for developing and maintaining a long-range transportation plan and transportation improvement program.

The existing agreement with the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area for professional staff services was approved in 2010. Recently, the Federal Highway Administration and the Florida Department of Transportation have requested that the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and the Council update this Agreement to revise federal statutory and regulation citations and related administrative items.

Funding for these services is provided by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area through funds received from the Federal Highway Administration, Federal Transit Administration, Florida Department of Transportation, Florida Commission for the Transportation Disadvantaged, Alachua County and the City of Gainesville. The scope of work and services to be provided by the Council remains the same.

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

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October 20, 2016

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Florida Department of Transportation District 2
 Local Government Transportation Summit Sponsorship

RECOMMENDATION:

Approve the Council being a sponsor for the Florida Department of Transportation District 2 Local Government Transportation Summit for an estimated amount of \$1,500.

The District 2 Local Government Transportation Summit is being presented by the Florida Department of Transportation. The Summit is an opportunity for local government representatives to learn about the various programs and funding opportunities that the Department offers to support communities and their visions. The event will focus on:

- Discussing new and ongoing funding programs;
- Explaining what projects and activities are eligible for funding;
- Learning about new project data and technologies;
- Introducing new policy changes that will impact the operations of partnerships; and
- Recognizing the success of partnerships.

The Summit is designed for local government staff, including public works professionals, administrators, planners and grant specialists in project solicitation and development. The Summit will be held on January 26, 2017 at the Holiday Inn and Suites in Lake City, FL from 10:00 a.m. to 5:00 p.m. It is recommended that the Council be a sponsor of the Summit for an estimated amount of \$1,500.

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

Attachment

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October 20, 2016

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Local Government Comprehensive Planning Services Agreement
 Fiscal Year 2016-17 Town of Bell

RECOMMENDATION:

Authorize the Chair to execute an agreement with the Town of Bell to provide local government comprehensive planning assistance services in the amount of \$10,000.

BACKGROUND:

The Council proposes to enter into a technical assistance agreement with the Town of Bell to provide local government comprehensive planning assistance to prepare evaluation based amendments and an economic development element to the comprehensive plan of the Town. These amendments will be prepared in accordance with an evaluation of the comprehensive plan completed by the Town to identify amendments needed to address changes to state statutes and administrative rules. The amount of the agreement will be \$10,000.

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



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October 20, 2016

TO: Council Members

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

SUBJECT: Local Government Comprehensive Planning Services Agreement
 Fiscal Year 2016-17 Town of Mayo

RECOMMENDATION:

Authorize the Chair to execute an agreement with the Town of Mayo to provide local government comprehensive planning assistance services in the amount of \$5,500.

BACKGROUND:

The Council proposes to enter into a technical assistance agreement with the Town of Mayo to provide local government comprehensive planning assistance to prepare evaluation based amendments to the comprehensive plan of the Town. These amendments will be prepared in accordance with an evaluation of the comprehensive plan completed by the Town to identify amendments needed to address changes to state statutes and administrative rules. The amount of the agreement will be \$5,500.

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



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October 20, 2016

TO: Council Members
FROM: Scott R. Koons, AICP, Executive Director *SRK*
SUBJECT: Transportation Disadvantaged Local Coordinating Board Chair Appointment
Columbia, Hamilton and Suwannee Counties

RECOMMENDATION:

Appoint Commissioner Beth Burnam Chair of 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 the Chair of the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board.

Chapter I. F. (1) of the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board Bylaws provides for the Board to annually recommend a local elected official to serve as Chair of the Board to the Council. At its September 7, 2016 meeting, the Board recommended the Council appoint Commissioner Beth Burnam as Chair of the Board.

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

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October 20, 2016

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Transportation Disadvantaged Local Coordinating Board Appointments
 Levy County

RECOMMENDATION:

Appoint Dale French as the voting Workforce Development Board Representative and Kathleen Woodring as the alternate Workforce Development Board Representative on the Levy County Transportation Disadvantaged Coordinating Board.

BACKGROUND:

According to Rule 41-2.012 of the Florida Administrative Code, the Council, serving as the Designated Official Planning Agency, is responsible for appointing members to the local Transportation Disadvantaged Coordinating Boards. It is recommended Dale French be appointed the voting Workforce Development Board Representative and Kathleen Woodring be appointed the alternate Workforce Development Board Representative on the Levy County Transportation Disadvantaged Coordinating Board.

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



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October 20, 2016

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Florida Transportation Disadvantaged Program -
 Community Transportation Coordinator Designation for
 Madison County

RECOMMENDATION:

- **Recommend the use of the competitive request for proposals processes to designate a Community Transportation Coordinator for Madison County.**
- **Authorize the Executive Director to appoint a Selection Committee of at least three Council employees who have experience and knowledge of Florida’s Transportation Disadvantaged Program.**
- **Authorize the Selection Committee to review and assign points to the proposals and make a recommendation to the Council concerning the designation of the Community Transportation Coordinator for Madison County.**

BACKGROUND:

The Council is the Designated Official Planning Agency for the Transportation Disadvantaged Program in Madison County. The Florida Commission for the Transportation Disadvantaged requires that the designated official planning agencies use the competitive request for proposals process to recommend the designation of non-governmental Community Transportation Coordinators at the end of each contract period.

Big Bend Transit, Inc. is the designated Community Transportation Coordinator for Madison County. Big Bend Transit, Inc.’s Memorandum of Agreement will expire June 30, 2017. Therefore, the Council must use a competitive request for proposals process to recommend the Community Transportation Coordinator for Madison County.

The Council will accept proposals from qualified agencies or firms for the award of a contract to coordinate transportation services for the transportation disadvantaged in Madison County. The selected contractor will be the designated Community Transportation Coordinator under Florida’s Transportation Disadvantaged Program, as authorized by Chapter 427, Florida Statutes, and more fully described in Rule 41-2, Florida Administrative Code.

A Selection Committee will be appointed by the Executive Director. The Selection Committee will be comprised of at least three Council employees who have experience and knowledge of Florida's Transportation Disadvantaged Program. Each Selection Committee member will assign points to the proposals. A numerical ranking will be established for all proposals sent to the Council.

The proposals and rankings by the Selection Committee will be provided to the Madison County Transportation Disadvantaged Coordinating Board for review. The Board may provide non-binding comments concerning the proposals to the Council.

The Council will review the recommendations of the Selection Committee and any comments provided by the Madison County Transportation Disadvantaged Coordinating Board and forward a recommendation to the Florida Commission for the Transportation Disadvantaged concerning the designation of the Community Transportation Coordinator including any terms of designation. The Florida Commission for the Transportation Disadvantaged will make the final designation.

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



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October 20, 2016

TO: Council Members

FROM: Rick Davis, Chair

SUBJECT: Executive Director Elected Second Vice-President of the
 National Association of Development Organizations

Our executive director, Scott Koons, has been elected Second Vice-President of the National Association of Development Organizations.

The National Association of Development Organizations provides advocacy, education, research and training to a national network of 520 regional development organizations primarily serving small metropolitan and rural regions. The Association is an advocate for federal programs and policies that promote regional strategies and solutions for addressing local community and economic development needs. The National Association of Development Organizations and the National Association of Development Organizations Research Foundation identify and promote best practices, analyze the impact of federal policies and programs on regional development organizations and local communities, and examine the latest trends and developments in the field of regional community and economic development.

As the premier organization for the executive leaders and professional staff of the nation's regional development organizations, the National Association of Development Organizations and its members have worked together since 1967 to promote the regional cooperation of local governments and communities. In 1988, the National Association of Development Organizations Research Foundation was founded to serve as the research and professional development affiliate of the Association.

Congratulations to Scott.

o:\council.mtg\cnc\mtgmemos\led elected second vice-president nado.docx