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## MEETING NOTICE

## PROGRAM COMMITTEE

There will be a meeting of the Program Committee of the North Central Florida Regional Planning Council on **April 28, 2016**. The meeting will be held at the Holiday Inn Hotel & Suites, 213 Southwest Commerce Boulevard, Lake City, Florida at 6:30 p.m.

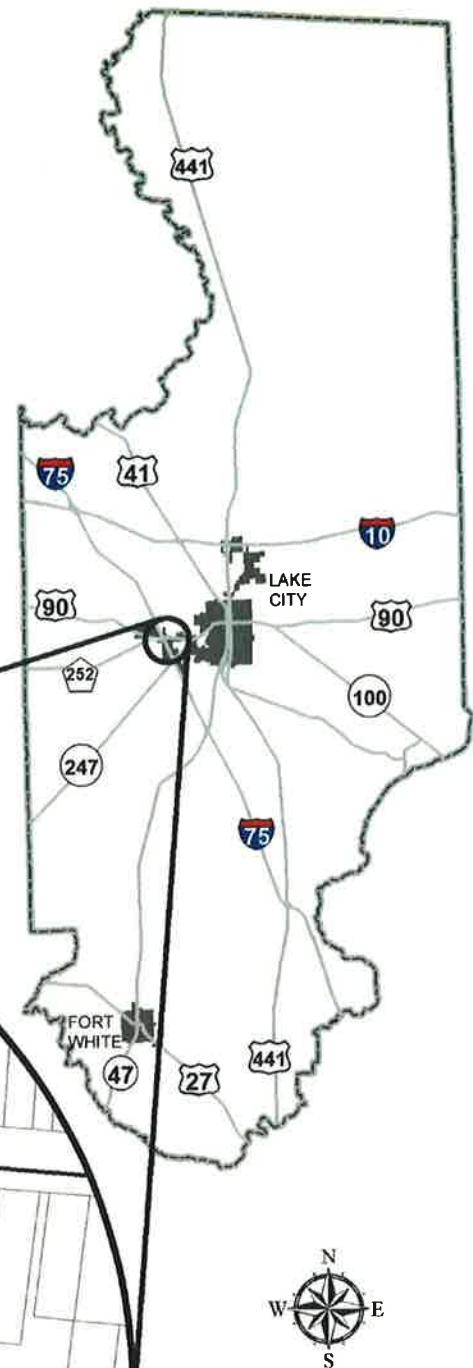
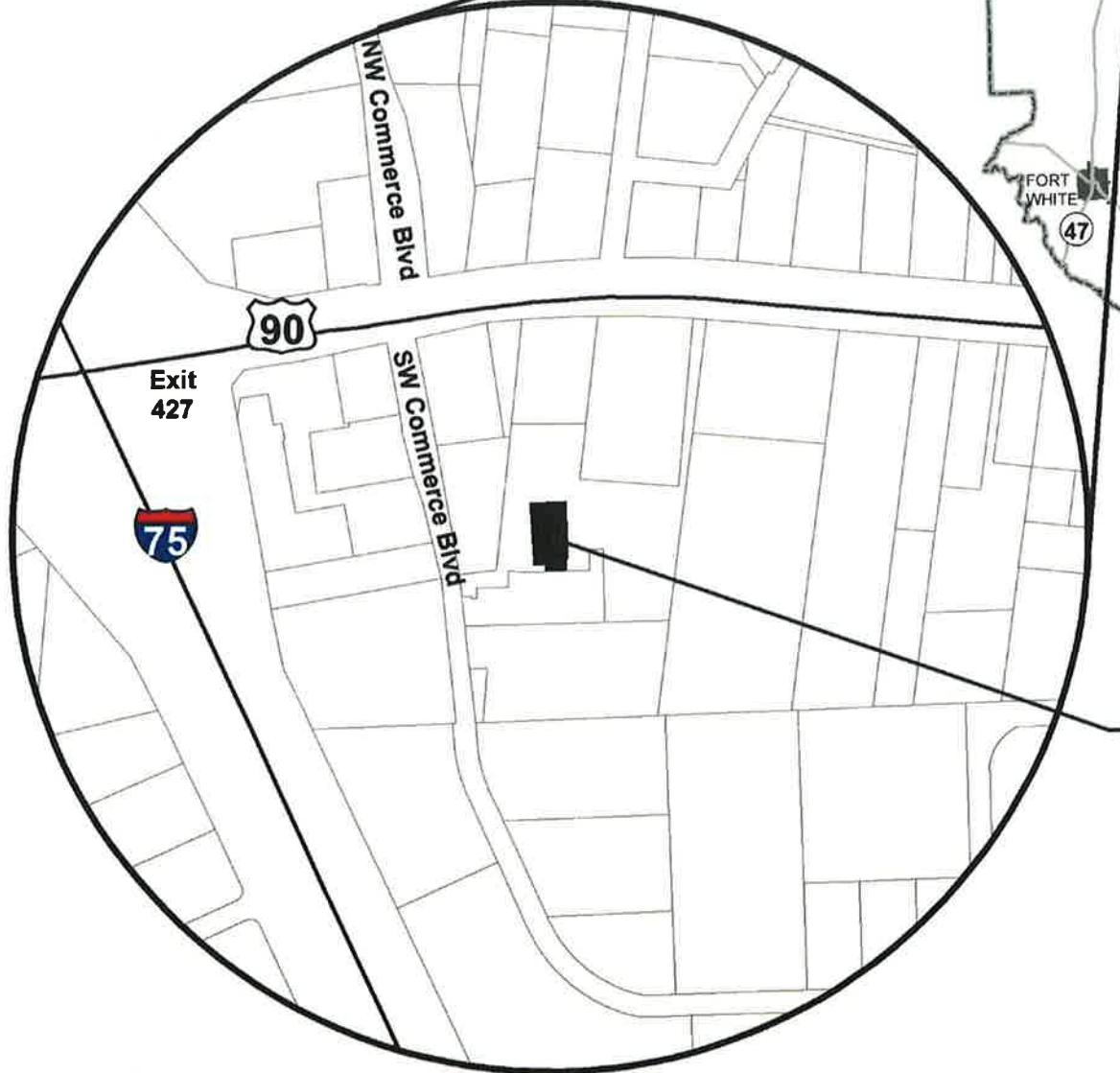
(Location Map on Back)

# 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

### PROGRAM COMMITTEE

Holiday Inn Hotel & Suites  
Lake City, Florida

April 28, 2016  
6:30 p.m.

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* I. APPROVAL OF MINUTES - March 26, 2015	5
* II. REVIEW OF FISCAL YEAR 2016-17 OVERALL PROGRAM DESIGN	7

\* See Attachments

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



PROGRAM COMMITTEE  
MINUTES

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

March 26, 2015  
6:30 p.m.

MEMBERS PRESENT

Daniel Riddick, Chair  
LaBarfield Bryant  
James Montgomery  
Delores Roberts  
Lorene Thomas  
Mike Williams

STAFF PRESENT

Scott R. Koons

MEMBERS ABSENT

Jim Catron  
Scarlett Frisina  
Patricia Patterson

The meeting was called to order by Chair Riddick at 6:36 p.m.

I. APPROVAL OF MINUTES - March 27, 2014

**ACTION:** **Mr. Montgomery made the motion, with a second by Commissioner Roberts, to approve the March 27, 2014 Program Committee meeting minutes as written. The motion carried unanimously.**

II. DRAFT 2015-16 OVERALL PROGRAM DESIGN

The Committee reviewed the 2015-16 Draft Overall Program Design. Scott Koons, Executive Director, stated that the only changes in the document were minor editorial revisions.

**ACTION:** **Ms. Thomas made the motion, with a second by Councilman Bryant to recommend to the Council approval of the 2015-16 Overall Program Design. The motion carried unanimously.**

The meeting adjourned at 6:50 p.m.

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Rick Davis, Chair

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4/28/16

Date



# Overall Program Design Fiscal Year 2016-17



**DRAFT**

North Central Florida  
Regional Planning Council

April 28, 2016





# **Overall Program Design**

## **Fiscal Year 2016-17**

**Draft**

North Central Florida Regional Planning Council  
2009 NW 67th Place  
Gainesville, Florida 32653-1603  
352.955.2200

April 28, 2016





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# Introduction

The Overall Program Design is a planning and management tool which is used to assist the Council approach its work program in an orderly and comprehensive manner. It provides a detailed outline of the Council's work program for the fiscal year. Strategies, standards, objectives and long-range elements are re-evaluated, based upon previously identified problems and priorities. This is the 43nd annual update of the work program.

The Program Committee is responsible for reviewing and evaluating the overall work program of the organization and making recommendations for alterations in it to the Council. Several indicators have been used to determine the future direction proposed by the Program Committee. However, primary guidance came from priorities established in past years with consideration being given to recent actions taken by the Council.

During the current program year, Council activities and discussions at meetings have highlighted the need for continued emphasis on economic development programs and for the provision of technical assistance and support to local governments. Regional planning has also continued to be a topic of discussion.

These program areas are reflected in this Overall Program Design to the extent possible, as they have been in previous years. Except for minor editorial changes, the document is essentially the same as the current year edition.

## Program Committee

Rick Davis, Chair  
Scarlet Frisina, Vice-Chair  
LaBarfield Bryant  
Jim Catron  
James Montgomery  
Patricia Patterson  
DeLoris Roberts  
T. Daniel Webb  
Mike Williams

**North Central Florida Regional Planning Council  
Overall Program Design**



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## **Mission Statement**

To improve 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.

**North Central Florida Regional Planning Council**  
**Overall Program Design**

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# Chapter I: Executive Management

In order to maintain and improve the effectiveness of the Council's operations, the proper administration of the several planning programs requires activities which are not directly attributable to any one program. Several tools are useful, including updating the Overall Program Design and periodic program evaluations. These and other activities ensure that the Council's goals and objectives are being implemented.

Goal: To implement the goals and objectives of the Council by:

- management of a well-qualified and organized staff;
- efficient and economical use of personnel and funds; and
- coordination of all phases of work to prevent overlap and duplication.

## A. General Administration

### 1. Objective

To ensure the efficient and effective utilization of Council staff and resources.

### 2. Work Elements and End Products

#### a. Grants Management

Work Element: Bookkeeping, request for payments, billing and allocation of costs are some of the activities necessary for proper grants management. (Continuing Activity)

End Product is management of fiscal affairs.

#### b. Personnel

Work Element: Interviewing, hiring, ensuring a diversified workforce, orienting new employees and maintaining personnel files are some of the necessary personnel administration responsibilities. (Continuing Activity)

End Product is the management of personnel affairs.



## B. Overall Program Design and Evaluation

### 1. Objective

To update the Overall Program Design and conduct periodic program evaluation.

### 2. Work Element and End Product

#### a. Overall Program Design

Work Element: Update of the Overall Program Design.

End Product is the Overall Program Design. (Continuing Activity)

## C. Program Development

### 1. Objective

To investigate and develop new programs that have been identified by the Council as potentially beneficial.

### 2. Work Element and End Product

#### a. Program Development

Work Element: Examination of planning needs and services in the region and the preparation of Council responses. (Continuing Activity)

End Product is periodic staff reports to the Council and the preparation of applications for program assistance.



## Chapter II: Public Information and Participation

Awareness of issues and participation in programs by the public is essential for effective government. The Council is committed to providing information about Council programs and opportunities for effective citizen participation.

Goal: To provide ample opportunities for citizens to be informed and involved.

### A. Communications Program

#### 1. Objective

To acquire and disseminate information about planning issues generally and Council programs specifically.

#### 2. Work Elements and End Products

##### a. Special Reports

Work Element: Special reports, as appropriate, dealing with timely topics, to be posted on the Council's website. (Continuing Activity)

End Product consists of special reports.

##### b. Annual Report

Work Element: Annual report prepared at the end of each fiscal year summarizing the Council's accomplishments. The annual report is sent to interested persons, as well as posted on the Council's website. (Continuing Activity)

End Product consists of an Annual Report.

##### c. Council Library

Work Element: Library maintained by the Council containing material related to Council functions as well as reference documents. All library materials are available for use by the public.

End Product consists of library material.



**d. Website**

Work Element: Website maintained by the Council located at <http://ncfrpc.org>. General information about the Council can be viewed at the site. Links to other related websites such as The Original Florida Tourism Task Force at <http://naturalnorthflorida.org> and the North Central Florida Local Emergency Planning Committee at <http://ncflepc.org>, are also available on the Council website.

End Product consists of a website.



## Chapter III: Regional Planning

The Florida Regional Planning Council Act, passed in 1980 and subsequently amended in 1982, 1992 and again in 1993, requires that each regional planning council prepare and adopt a Strategic Regional Policy Plan. The Strategic Regional Policy Plan must be based upon studies of the region's resources and be consistent with the State Comprehensive Plan. The Act requires that once the Strategic Regional Policy Plan is adopted, it must be utilized by regional planning councils as "the basis for regional review of developments of regional impact, regional review of federally assisted projects, and other regional comment functions."

The Act directs that the Strategic Regional Policy Plan contain goals and policies specifically to address growth management issues. The plan must identify key regional issues, document trends, forecast future conditions, and analyze the problems, needs, and opportunities associated with growth in the region. Further, the regional goals and policies shall be used to develop a coordinated program of regional actions directed at resolving the identified problems and needs.

The Strategic Regional Policy Plan must, at a minimum, address affordable housing, economic development, emergency preparedness, natural resources of regional significance, and regional transportation. It may also address other subjects which relate to the particular needs and circumstances of the regional planning district as determined by the regional planning council. Furthermore, consideration must be given to existing state, regional, and local plans in preparing the Strategic Regional Policy Plan.

In addition to the preparation of the Strategic Regional Policy Plan and its maintenance, the Council also undertakes specific regional programs as are necessary or deemed appropriate. Other on-going programs include economic development, public safety and transportation disadvantaged program.

Goal: To address regional issues in a comprehensive way by offering realistic solutions to problems and providing leadership to take advantage of identified opportunities.

### A. Strategic Regional Policy Plan

#### 1. Objective

To maintain a long-range guide for the physical, economic and social development of the region.

#### 2. Work Element and End Product

##### a. Strategic Regional Policy Plan

Work Element: The Strategic Regional Policy Plan "shall be developed through a collaborative process that emphasizes consensus and coordination between local governments, regional entities, state and federal agencies, other appropriate organizations, and the public. Thus, the plan is a plan for the region, not merely for the regional planning council. Regional goals and policies shall be used to develop a coordinated program of regional actions directed at resolving identified problems and needs. At a minimum, the plan shall contain regional goals and policies that address affordable housing, economic development, emergency preparedness, natural resources of regional significance, and regional transportation, and shall identify significant regional resources and facilities. The Strategic Regional Policy Plan shall be strategic



rather than comprehensive in nature and need not address all goals and policies in the State Comprehensive Plan. However, goals and policies included in the Strategic Regional Policy Plan shall be consistent with and further the State Comprehensive Plan." (Rule 27E-4, Rules of Practice and Procedure Pertaining to Strategic Regional Policy Plans)

During the 1995-96 program year, the Council completed the development of the Strategic Regional Policy Plan, and it was amended during the 1996-97 program year, 2002-03 program year and 2011-12 program year. It is important to continually evaluate the plan to determine when further changes are necessary for it to remain as an appropriate document to guide the development of the region. The Council updates its Strategic Regional Policy Plan every five years.

End Product consists of the maintenance of the North Central Florida Strategic Regional Policy Plan.



## **B. Economic Development**

### **1. Objective**

To study and plan for changes in the economy of the region including economic development and fiscal impacts of development and redevelopment.

### **2. Work Elements and End Products**

#### **a. Comprehensive Economic Development Strategy**

Work Element: The Council is an Economic Development District designated by the U.S. Economic Development Administration. To maintain this designation, the Council updates its Comprehensive Economic Development Strategy every five years. (Continuing Activity)

End Product consists of a Comprehensive Economic Development Strategy Update, maintenance of current data files, meetings, correspondence, grant and loan applications, conferences and reports.

#### **b. Program for Tourism Development**

Work Element: In 1992, the Council, with grants provided by the U.S. Economic Development Administration and in conjunction with facility owners, local governments, other agencies and environmental organizations, developed a comprehensive program to promote increased tourism in the region and established an implementation program. From 1993 through 1998, this program was pursued by The Original Florida Tourism Task Force, which was created as part of the Council.

In 1998, the Council, in cooperation with members of the Task Force, county tourist development councils, facility owners, and others, assisted the counties of north central Florida with creating The Original Florida Tourism Task Force, as a separate, stand-alone task force, through an interlocal agreement.

End Product consists of providing staff support to the Task Force by assisting with conducting travel writer familiarization tours of the region, printing brochures, regional maps and magazine articles, as well as maintaining a website and an inquiry response center.

#### **c. Regional Economic Impact Modeling**

Work Plan: The Council has a license to use an econometric model which provides the Council, its local governments, economic development agencies, and others with a dynamic tool for economic and demographic analysis and forecasting. The model can be used to review system-wide effects over both short- and long-range time horizons, including economic and fiscal impact analyses, policy impact analyses, and economic development/redevelopment analyses. The model can be configured to either address the entire region or any number of county-based subsets of the region, as well as including counties in adjacent regions.



End Products consists of providing economic and fiscal impact analyses for local governments, analyses of specific projects for economic development partners, and evaluation of the impact of Developments of Regional Impact.



## **C. Public Safety**

### **1. Objective**

To study and plan for the safety and security of the population of the region.

### **2. Work Elements and End Products**

#### **a. North Central Florida Local Emergency Planning Committee**

Work Element: Council staff provides staff services for the North Central Florida Local Emergency Planning Committee, which was established by the State Emergency Response Commission. The North Central Florida Local Emergency Planning Committee is responsible for data gathering and management, and establishing a structure to coordinate emergency response activities within the region by preparing a plan which complements county emergency preparedness planning efforts.

End Product consists of a comprehensive emergency response plan for the region and the development of a regional emergency response capacity.

#### **b. North Central Florida Regional Hazardous Emergency Response Team**

Work Element: In 2000, three cities and five counties in the region, at the request of the North Central Florida Local Emergency Planning Committee, adopted an interlocal agreement creating the North Central Florida Regional Hazardous Materials Emergency Response Team. The Team provides equipment and training to first responders within the jurisdictions of its members.

End Product consists of providing staff support to the North Central Florida Regional Hazardous Materials Emergency Response Team by assisting with the provision of hazardous materials training for each participating local government and maintaining fully equipped trailers to be used by participating county and city first responders.

#### **c. Homeland Security Activities**

Work Element: The State of Florida has created seven Regional Domestic Security Task Forces of which two serve parts of the region. A primary goal of these organizations is to help enable local governments to respond to terrorism threats effectively. The Council staff provides support to the Regional Domestic Security Task Forces in carrying out their mission.

End Product consists of providing staff support to the Regional Domestic Security Task Forces in implementing homeland security training exercises, and in evaluating site-specific facilities for the purpose of recommending solutions to terrorism vulnerability.



## **D. Transportation Disadvantaged Program**

### **1. Objective**

To assist in securing resources for counties in the region to provide increased services to citizens determined to be transportation disadvantaged.

### **2. Work Element and End Product**

#### **a. Designated Official Planning Agency**

Work Element: The Council, as the Designated Official Planning Agency, is responsible for appointing a coordinating board for Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Madison, Suwannee and Union Counties. As the Designated Official Planning Agency, the Council provides staff services for those boards. The Designated Official Planning Agency is to ensure, through this structure, that there is a review and analysis of the transportation disadvantaged problems, and further, that the program is continuously monitored.

End Product consists of providing staff support to coordinating boards by assisting with preparation of transportation disadvantaged plans and development of recommendations regarding designation of community transportation coordinators.



# Chapter IV: Plan Implementation

The Council performs several activities to implement regional plans.

Goal: To implement regional plans and programs.

## A. Review Responsibilities

### 1. Objective

To review and comment on applications for Federal assistance, Developments of Regional Impact, local government comprehensive plans and other agency plans.

### 2. Work Elements and End Products

#### a. Federal Assistance

Work Element: The Council, through its Clearinghouse Committee and staff, reviews applications for Federal assistance, direct Federal projects and some State plans as provided for under Federal Office of Management and Budget guidelines in accordance with a program developed by the Governor's Office, to identify conflicts and duplications between programs and inconsistencies with local and regional plans. (Continuing Activity)

End Products consist of staff reports, committee recommendations and Council action.

#### b. Developments of Regional Impacts

Work Element: The Council reviews, analyzes and monitors large scale developments presumed to be Developments of Regional Impact as required by the Environmental Land and Water Management Act of 1972. (Continuing Activity)

End Product consists of staff reports and Council recommendations to local governments.

#### c. Local Government Plans

Work Element: The Council reviews and comments on local government plans and plan amendments for consistency with regional plans in accordance with the Community Planning Act of 2011. (Continuing Activity)

End Product consists of comments and recommendations submitted to local governments and the Florida Department of Economic Opportunity.



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## Chapter V: Council Assistance

The Council responds to requests for assistance from local, State and Federal agencies.

Goal: To provide, on a continuing basis, a variety of technical assistance.

### A. Gainesville Urbanized Area Transportation Planning

#### 1. Objective

To foster the establishment of a continuing, cooperative and comprehensive transportation system development program that is in accordance with the planned development of the Gainesville Urbanized Area.

#### 2. Work Element and End Products

##### a. Gainesville Urbanized Area Transportation Planning

Work Element: Provide professional staff services to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area to plan and program transportation projects in the Gainesville Urbanized Area. Council staff performs tasks as identified in the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Unified Planning Work Program and maintains the planning certification for the urbanized area. (Continuing Activity)

End Products consist of the following.

- Bicycle Usage Trends Report
- Continuity of Operations Plan
- List of Priority Projects
- Long Range Transportation Plan
- Multi-Modal Level of Service Report
- Public Participation Plan
- Regional Transportation Plan
- Transit Monitoring Ridership Report
- Unified Planning Work Program



## **B. Local Government Comprehensive Plans**

### **1. Objective**

To assist local governments in the preparation and maintenance of local comprehensive plans, ordinances and regulations.

### **2. Work Element and End Products**

#### **a. Local Government Comprehensive Plans**

Work Element: Local governments contract with the Council for assistance to meet their long-range and day-to-day planning needs. (Continuing Activity)

End Products consist of local government comprehensive plans, ordinances and regulations.



## **C. General Technical Services**

### **1. Objective**

To provide local governments with information about and assistance in the preparation of State and Federal grant and loan applications.

### **2. Work Elements and End Products**

#### **a. Grant Application Assistance**

Work Element: Local governments are provided with information and assistance on State and Federal programs and applications. (Continuing Activity)

End Products consist of application assistance responses and grant and loan applications.

#### **b. County Hazardous Waste Monitoring Program**

Work Element: The Council assists counties in carrying out their legal responsibilities for monitoring small quantity generators of hazardous waste.

End Product consists of completion of surveying and reporting of activities associated with small quantity generation of hazardous waste.

#### **c. Homeland Security and Terrorism Response Assistance**

Work Element: Counties have had to assume greater responsibility for defending regional citizens from terrorism-related activities. Of particular concern are prevention of attacks, and being prepared to provide services and maintain order in the event of attacks. Council staff is available upon request to assist in meeting these responsibilities.

End Products consist of preparing and maintaining county terrorism annex plans, county continuity of operations plans and related documents.



## **D. Community Development Block Grant Administration**

### **1. Objective**

To assist local governments in the effective management and administration of their Community Development Block Grant Programs.

### **2. Work Element and End Products**

#### **a. Community Development Full Service Project Grant Administration**

Work Element: The services of the Council to local governments include full service project administration requirements, including grant applications, bid specifications, legal notices, progress reports and compliance with Federal and State rules and regulations. Projects address housing rehabilitation, neighborhood revitalization, commercial revitalization and economic development needs.

End Products consist of the preparation of Community Development Block Grant applications and administration of Community Development Block Grant projects.

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## North Central Florida Regional Planning Council

### *Overall Program Design Team*

- \* Scott R. Koons, AICP, Executive Director
- \*\* Jean Strong, Executive Assistant to the Executive Director

\* Primary Responsibility  
\*\* Secondary Responsibility



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## North Central Florida Regional Planning Council

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