

**NORTH CENTRAL FLORIDA
REGIONAL PLANNING COUNCIL**

OVERALL PROGRAM DESIGN

2010-11

May 27, 2010

North Central Florida Regional Planning Council

Overall Program Design

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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 38th annual update of the work program.

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

During the 2009-10 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 and the deletion of discontinued programs, the document is essentially the same as the current year edition.

Program Committee

Louie Davis, Chair
David Dodge
Rudolph Parker
Andrew Smith
Carolyn Spooner
James Tallman
Kenrick Thomas
Lorene Thomas

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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.

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100 EXECUTIVE MANAGEMENT

Issues, Problems and Opportunities

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.

101 GENERAL ADMINISTRATION

Objective:

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

Work Elements:

101.1 Grants Management. Bookkeeping, request for payments, billing and allocation of costs are some of the activities necessary for proper grants management. (Continuing Activity)

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

End Products: Management of fiscal and personnel affairs.

102 OVERALL PROGRAM DESIGN AND EVALUATION

Objective:

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

Work Element:

102.1 Overall Program Design. Update the Overall Program Design.

End Product: 2011-12 Overall Program Design. (Continuing Activity)

103 PROGRAM DEVELOPMENT

Objective:

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

Work Element:

103.1 Program Development. Examination of planning needs and services in the region and the preparation of Council responses. (Continuing Activity)

End Product: Periodic staff reports to the Council and the preparation of applications for program assistance.

200 PUBLIC INFORMATION AND PARTICIPATION

Issues, Problems and Opportunities

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.

201 COMMUNICATIONS PROGRAM

Objective:

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

Work Elements:

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

End Product: Special reports.

201.2 Annual Report. An annual report is 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: Annual Report.

201.3 Council Library. The Council maintains a library containing material related to Council functions as well as reference documents. All library materials are available for use by the public.

End Product: Library material.

201.4 Website. The Council maintains a website 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 at <http://naturalnorthflorida.org> and the Local Emergency Planning Committee at <http://ncflepc.org>, are also available on the Council website.

End Product: Website.

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300 REGIONAL PLANNING

Issues, Problems and Opportunities

The Florida Regional Planning Council Act, passed in 1980 and subsequently amended in 1984 and again in 1996, 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. Two on-going programs include economic development and public safety.

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

301 STRATEGIC REGIONAL POLICY PLAN

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

Work Element.

301.1 Strategic Regional Policy Plan

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 1996-1998 program years, the Council completed the development of the Strategic Regional Policy Plan, and it was updated during the 2001-2003 program years. 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.

End Product: Maintenance of the North Central Florida Strategic Regional Policy Plan.

302 ECONOMIC DEVELOPMENT

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

Work Elements:

302.1 Comprehensive Economic Development Strategy. The Council is an Economic Development District designated by the U.S. Economic Development Administration. To maintain this designation, the Council periodically updates its Comprehensive Economic Development Strategy. (Continuing Activity)

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

302.2 Program for Tourism Development. 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 1992 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 creating The Original Florida Tourism Task Force, as a separate, stand-alone task force, through an interlocal agreement.

End Products: The Council will provide staff support to the Task Force, which will conduct travel writer familiarization tours of the region, and will print brochures, regional maps and magazine articles, as well as maintain a website and an inquiry response center.

302.3 Regional Economic Impact Modeling. 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: Provide economic and fiscal impact analyses for local governments, analyses of specific projects for economic development partners, and evaluate the impact of Developments of Regional Impact.

303 PUBLIC SAFETY

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

Work Element:

303.1 Local Emergency Planning Committee. The Council will continue to provide staff services for this committee, which was established by the State Emergency Response Commission. The 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 compliments county emergency preparedness planning efforts.

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

303.2 Regional Hazmat Team. In 2000, three cities and five counties in the region, at the request of the Local Emergency Planning Committee, adopted an interlocal agreement creating the North Central Florida Regional Hazardous Materials Emergency Response Team. The Team will continue to provide equipment and training to response teams within the jurisdictions of its members.

End Product: Provide staff support to the North Central Florida Regional Hazardous Materials Emergency Response Team. Hazmat training for each participating local government will be continued, and fully equipped trailers to be used by initial response teams will continue to be available to participating counties and cities.

303.3 Homeland Security Activities. 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: Provide 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.

304 TRANSPORTATION DISADVANTAGED PROGRAM

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

Work Element:

304.1 Designated Official Planning Agency. The Council, as the Designated Official Planning Agency will continue to be responsible for appointing a coordinating board for Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Madison, Suwannee and Union Counties, and provide 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: Maintenance of coordinating boards, production of transportation disadvantaged plans and development of recommendations regarding designation of community transportation coordinators.

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400 PLAN IMPLEMENTATION

Issues, Problems and Opportunities: Unless plans, programs and recommendations are implemented, existing problems will continue to be unaddressed, and future problems related to the impact of growth and development may develop in the region. The Council has developed several activities to implement regional plans.

Goal: To implement regional plans and programs.

401 REVIEW RESPONSIBILITIES

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

Work Elements:

401.1 Federal Assistance: 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: Staff reports, committee recommendations and Council action.

401.2 Developments of Regional Impacts: 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: Staff reports, Council recommendations to local governments and annual Development of Regional Impact status reports.

401.3 Local Government Plans: The Council reviews and comments on local government plans and plan amendments for consistency with regional plans as required by the Local Government Comprehensive Planning and Land Development Regulation Act of 1985. (Continuing Activity)

End Product: Comments and recommendations submitted to local governments and the Florida Department of Community Affairs.

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500 COUNCIL ASSISTANCE

Issues, Problems and Opportunities: 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.

501 GAINESVILLE URBANIZED AREA TRANSPORTATION PLANNING

Objective: To foster the establishment of a sound transportation system development program that is in accordance with the comprehensively planned development of the Gainesville Urbanized Area.

Work Element:

501.1 Gainesville Urban Area Transportation Planning. 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. The Council staff is responsible for performing those tasks as identified in the Gainesville Urbanized Area Transportation Study Unified Planning Work Program and maintaining the planning certification of the urbanized area. (Continuing Activity)

End Products:

Transportation Improvement Program for 2012-16
Transit Monitoring and Surveillance
System - Associated Characteristics Data Base - Annual Update
Federal Transit Administration System - Transportation System and Demand Management
System Review and Analysis - List of Priority Projects
Regional Planning - Coordination Activities
Planned Growth and Transportation Improvements Consistency - Coordination Activities

502 LOCAL GOVERNMENT COMPREHENSIVE PLANS

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

Work Element:

502.1 Local Government Comprehensive Plans. Local governments contract with the Council for assistance to meet their long-range and day-to-day planning needs. (Continuing Activity)

End Product: Local government comprehensive plans, ordinances and regulations.

503 GENERAL TECHNICAL SERVICES

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

Work Elements:

503.1 Grant Application Assistance. Local governments are provided with information and assistance on State and Federal programs and applications. (Continuing Activity)

End Products: Application assistance responses and grant and loan applications.

503.2 County Hazardous Waste Monitoring Program. The Council staff will, under contract, continue to assist counties in carrying out their legal responsibilities for monitoring small quantity generators of hazardous waste.

End Product: Completion of surveying and reporting of activities associated with small quantity generation of hazardous waste.

503.3 Homeland Security and Terrorism Response Assistance. Member 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 will be available upon request to assist in meeting these responsibilities.

End Products: Preparing and maintaining county terrorism annex plans, county continuity of operations plans, and related documents.

504 COMMUNITY DEVELOPMENT BLOCK GRANT ADMINISTRATION

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

Work Element: Community Development

504.1 Community Development Full Service Project Grant Administration. The services of the Council to local governments include full service project administration requirements, including 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 Product: Community Development Block Grant administration.