



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

2009 NW 67th 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 22, 2022**. Due to the COVID-19 Public Health Emergency, the meeting will be held as a hybrid meeting in-person at the **Holiday Inn Hotel and Suites, Suwannee Room, 213 Southwest Commerce Boulevard, Lake City, Florida**, and via Communications Media Technology at **6:00 p.m.**

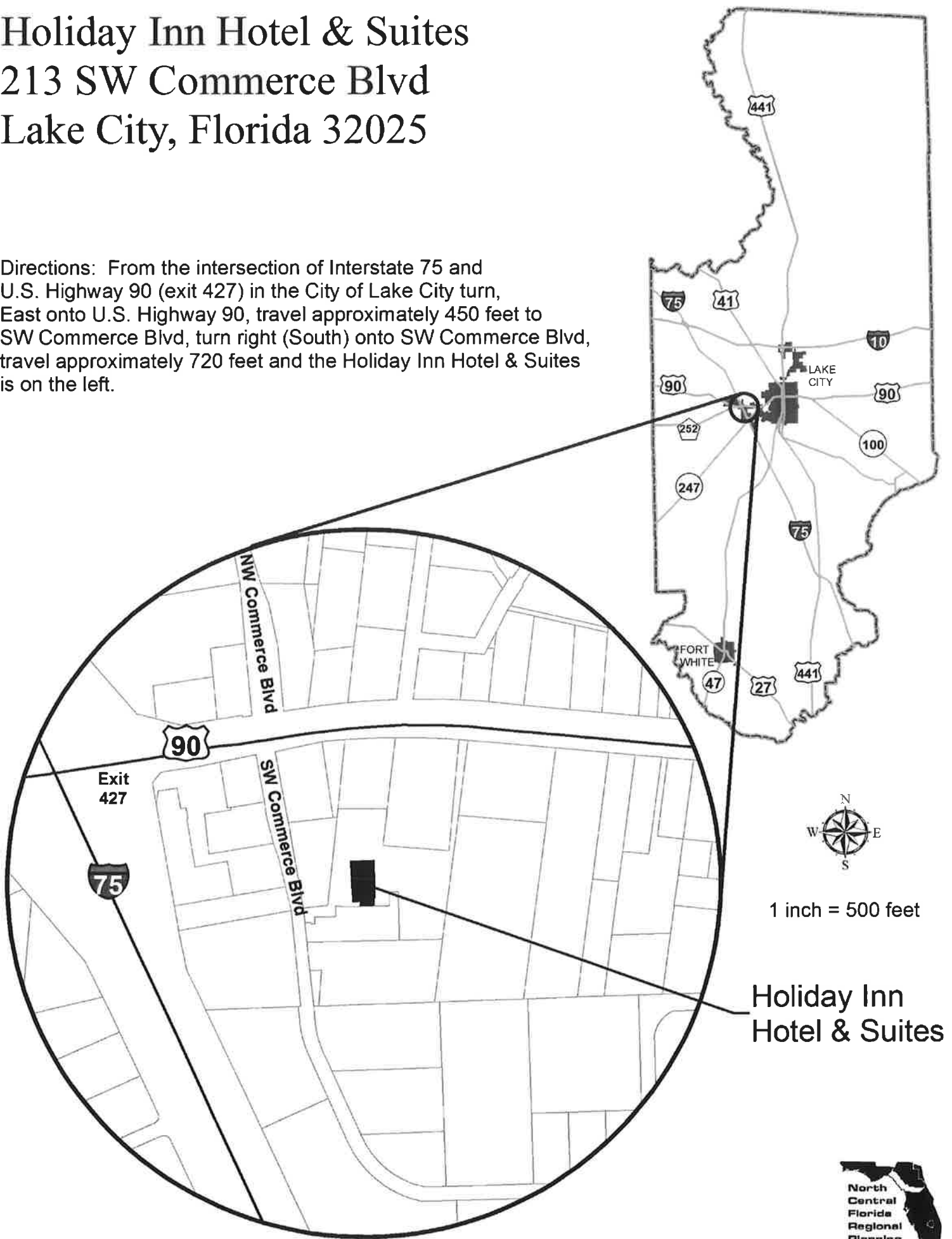
DIAL IN NUMBER: Toll Free 1.888.585.9008

CONFERENCE CODE: 568 124 316

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.



Holiday Inn
Hotel & Suites





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

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

AGENDA EXECUTIVE COMMITTEE

Hybrid Public Meeting
Holiday Inn & Suites
213 Southwest Commerce Boulevard
Lake City, Florida and
Via Communications Media Technology

September 22, 2022
6:00 p.m.

| | | <u>Page</u> |
|---|--|-------------|
| * | I. APPROVAL OF MINUTES - August 25, 2022 | 5 |
| | II. CONTRACTS AND APPLICATIONS - None | |
| | III. PROGRAM REPORT - None | |
| | IV. GENERAL ADMINISTRATION | |
| * | A. Proclamation Proclaiming October 2022 as Community Planning Month | 7 |
| * | B. Proclamation Proclaiming October 7, 2022 as Manufacturing Day | 11 |
| * | C. Proclamation Proclaiming October 17-23, 2022 Florida City Government Week | 15 |
| | D. Engagement Period for Auditing Services | |
| * | E. Executive Director Annual Evaluation | 19 |
| | V. OTHER BUSINESS - None | |
| | VI. CITIZEN COMMENTS | |
| | This agenda item provides an opportunity for citizens to address the Committee on any matter not included on the agenda. The comment period is limited to three minutes for each individual. | |
| * | See Attachments | |

EXECUTIVE COMMITTEE
MINUTES

Virtual Meeting
Via Communications Media Technology

August 25, 2022
6:00 p.m.

MEMBERS PRESENT

Anthony Adams, Chair
Robert Brown, Secretary
Thomas Demps, Immediate Past Chair
Fletcher Hope, Treasurer
Janice Mortimer, Vice-Chair

STAFF PRESENT

Scott Koons

OTHERS PRESENT

Cynthia Chestnut, City of Gainesville
Stew Lilker, Columbia County Observer

Chair Anthony Adams called the meeting to order at 6:01 p.m.

I. APPROVAL OF MINUTES - July 28, 2022

ACTION: Commissioner Hope made the motion, with a second by Commissioner Brown, to approve the minutes for the July 28, 2022 Executive Committee meeting as written and circulated. The motion carried unanimously.

II. CONTRACTS AND APPLICATIONS

A. Agreement with Florida Division of Emergency Management for Hazardous Materials Emergency Preparedness - Fiscal Year 2022-23

ACTION: Commissioner Brown made the motion, with a second by Commissioner Demps, to recommend that the Council authorize the Chair to execute the Agreement with the Florida Division of Emergency Management for Hazardous Materials Emergency Preparedness - Fiscal Year 2022-23. The motion carried unanimously.

B. Local Government Comprehensive Planning Services Agreements Fiscal Year 2022-23

ACTION: Commissioner Hope made the motion, with a second by Mayor Mortimer, 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 2022-23. The motion carried unanimously.

C. Hazardous Waste Monitoring Verification and Notification Services Agreements Fiscal Year 2022-23

ACTION: Commissioner Brown made the motion, with a second by Commissioner Demps, 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 2022-23. The motion carried unanimously.

- D. Interagency Agreement with East Central Florida Regional Planning Council to Participate in Regional Joint Mitigation Resiliency Project Amendment 1

ACTION: Commissioner Demps made the motion, with a second by Commissioner Brown to authorize the Chair to execute Interagency Agreement Amendment 1 with East Central Florida Regional Planning Council for the Regional Joint Mitigation Resiliency Project. The motion carried unanimously.

- III. PROGRAM REPORT - Transportation Disadvantaged Local Coordinating Board Appointment

ACTION: Commissioner Hope made the motion, with a second by Commissioner Demps, to recommend that the Council appoint Maxine Parrish as the voting Citizen Advocate User Representative on the Gilchrist County Transportation Disadvantaged Coordinating Board. The motion carried unanimously.

- IV. GENERAL ADMINISTRATION - Assigned Fund Balance - Capital Reserve

ACTION: Mayor Mortimer made the motion, with a second by Commissioner Brown to recommend that the Council encumber \$4,000 of the Council's unassigned fund balance as part of the assigned fund balance to increase the Capital Reserve Fund balance for accumulated depreciation of building and equipment costs to \$577,000. The motion carried unanimously.

- V. OTHER BUSINESS -

Commissioner Cynthia Chestnut requested that the Executive Committee consider recommending to the Council the establishment of a policy limiting the engagement period of auditing services to three consecutive years.

ACTION: Commissioner Hope made the motion, with a second by Mayor Mortimer to place on the agenda of the next regularly scheduled Executive Committee meeting consideration of a recommendation to the Council concerning the establishment of a policy limiting the engagement period of auditing services to three consecutive years. The motion carried unanimously.

- VI. CITIZEN COMMENTS -

Stew Lilker, Columbia County Observer, discussed recording of Executive Committee meetings.

The meeting adjourned at 6:37 p.m.

Anthony Adams, Chair

9/22/22
Date



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

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

September 15, 2022

TO: Council Members

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

SUBJECT: Proclamation Proclaiming October 2022 as Community Planning Month

RECOMMENDATION:

Approve the attached proclamation proclaiming October 2022 as Community Planning Month in the north central Florida region.

BACKGROUND:

The month of October 2022 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 2022 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\community planning month 22.docx



PROCLAMATION

PROCLAIMING OCTOBER 2022 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 2022 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, the North Central Florida Regional Planning Council hereby proclaims the month of October 2022 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 2022.

Attest:

NORTH CENTRAL FLORIDA
REGIONAL PLANNING COUNCIL

SEAL

Robert Brown
Secretary


Anthony Adams
Chair



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

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

September 15, 2022

TO: Council Members
FROM: Scott R. Koons, AICP, Executive Director 
SUBJECT: Proclamation Proclaiming October 7, 2022 as Manufacturing Day

RECOMMENDATION:

Approve the attached proclamation proclaiming October 7, 2022 as Manufacturing Day in the north central Florida region.

BACKGROUND:

The Fabrication and Manufacturers Association International, the National Association of Manufacturers, 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, 2022 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, 2022 as Manufacturing Day to recognize the impact manufacturing has on the north central Florida region (see attached Proclamation).

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

Attachment

o:\council.mtg\cnc\mtgmemos\manufacturing day 22.docx



PROCLAMATION

PROCLAIMING OCTOBER 7, 2022 AS MANUFACTURING DAY

WHEREAS, the Fabrication and Manufacturers Association International, the National Association of Manufacturers, the U.S. Department of Commerce Manufacturing Extension Partnership and the Manufacturing Institute have designated the first Friday of October as Manufacturing Day; and

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; and

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; and

WHEREAS, over 300 manufacturers provide jobs for over 12,000 citizens throughout the region and create products ranging from pulp and lumber products to orthopedic implant devices; and

WHEREAS, regional companies and education/workforce partners support manufacturing and manufacturing careers through increased collaboration and service to the regional manufacturing community; and

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, 2022 as *Manufacturing Day* in the north central Florida region and 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 2022.

Attest:

NORTH CENTRAL FLORIDA
REGIONAL PLANNING COUNCIL

SEAL

Robert Brown
Secretary

Anthony Adams
Chair



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

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

September 15, 2022

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Proclamation Proclaiming October 17-23, 2022 as Florida City Government Week

RECOMMENDATION:

Approve the attached proclamation proclaiming October 17-23, 2022 as Florida City Government Week in the north central Florida region.

The Florida League of Cities has designated the week of October 17-23, 2022 as Florida City Government Week. The League encourages cities to promote their cities 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 17-23, 2022 as Florida City Government Week (see attached Proclamation).

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

Attachment

o:\council.mtg\cnc\mtgmemos\fl city government week 22.docx



PROCLAMATION

PROCLAIMING OCTOBER 17-23, 2022 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 17-23, 2022 as *Florida City Government Week* throughout the north central Florida region.

DULY ADOPTED AND PROCLAIMED this 22nd day of September 2022.

Attest:

NORTH CENTRAL FLORIDA
REGIONAL PLANNING COUNCIL

SEAL

Robert Brown
Secretary

Anthony Adams
Chair



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

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

September 15, 2022

TO: Executive Committee

FROM: Tara Tucker, Executive Assistant to 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, 2022 Executive Committee meeting. The annual performance review of the Executive Director resulted in an overall average score of 4.9 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, 2022 Council meeting.

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

Attachment

o:\council.mtg\ec\mtgmemos\executive director evaluation sept22.docx

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

Executive Director: Scott R. Koons

Evaluation Period: October 1, 2021 through September 30, 2022

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 | AA | RB | TD | FH | JM | Average Rating |
|-----|---|------------|------------|------------|------------|------------|----------------|
| 1. | Represents the Council in a positive, professional manner | 5 | 5 | 5 | 5 | 5 | 5.0 |
| 2. | Accurately represents the goals and policies of the Council | 5 | 5 | 5 | 4 | 5 | 4.8 |
| 3. | Maintains a positive image and relationships with local, state and federal agencies | 5 | 5 | 5 | 5 | 5 | 5.0 |
| 4. | Promotes the Council and its services | 4 | 4 | 5 | 5 | 5 | 4.6 |
| 5. | Makes clear and concise recommendations to Council | 5 | 5 | 5 | 5 | 5 | 5.0 |
| 6. | Deals honestly and fairly with all parties | 5 | 5 | 5 | 4 | 5 | 4.8 |
| 7. | Exercises sound judgment in business transactions | 5 | 5 | 5 | 5 | 5 | 5.0 |
| 8. | Is respected by peers and leaders in the region | 5 | 5 | 5 | 5 | 5 | 5.0 |
| 9. | Is knowledgeable about regional issues | 4 | 5 | 5 | 4 | 5 | 4.6 |
| 10. | Provides good overall leadership for the Council | 5 | 5 | 5 | 5 | 5 | 5.0 |
| | TOTAL AVERAGE SCORE | 4.8 | 4.9 | 5.0 | 4.7 | 5.0 | 4.9 |

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

9/15/22

Date

Tara Tucker
Executive Assistant to the Executive Director
ec reviews 22.rtf