



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

2009 NW 87th Place, Gainesville, FL 32653 -1603 • 352.955.2200

MEETING NOTICE

EXECUTIVE COMMITTEE

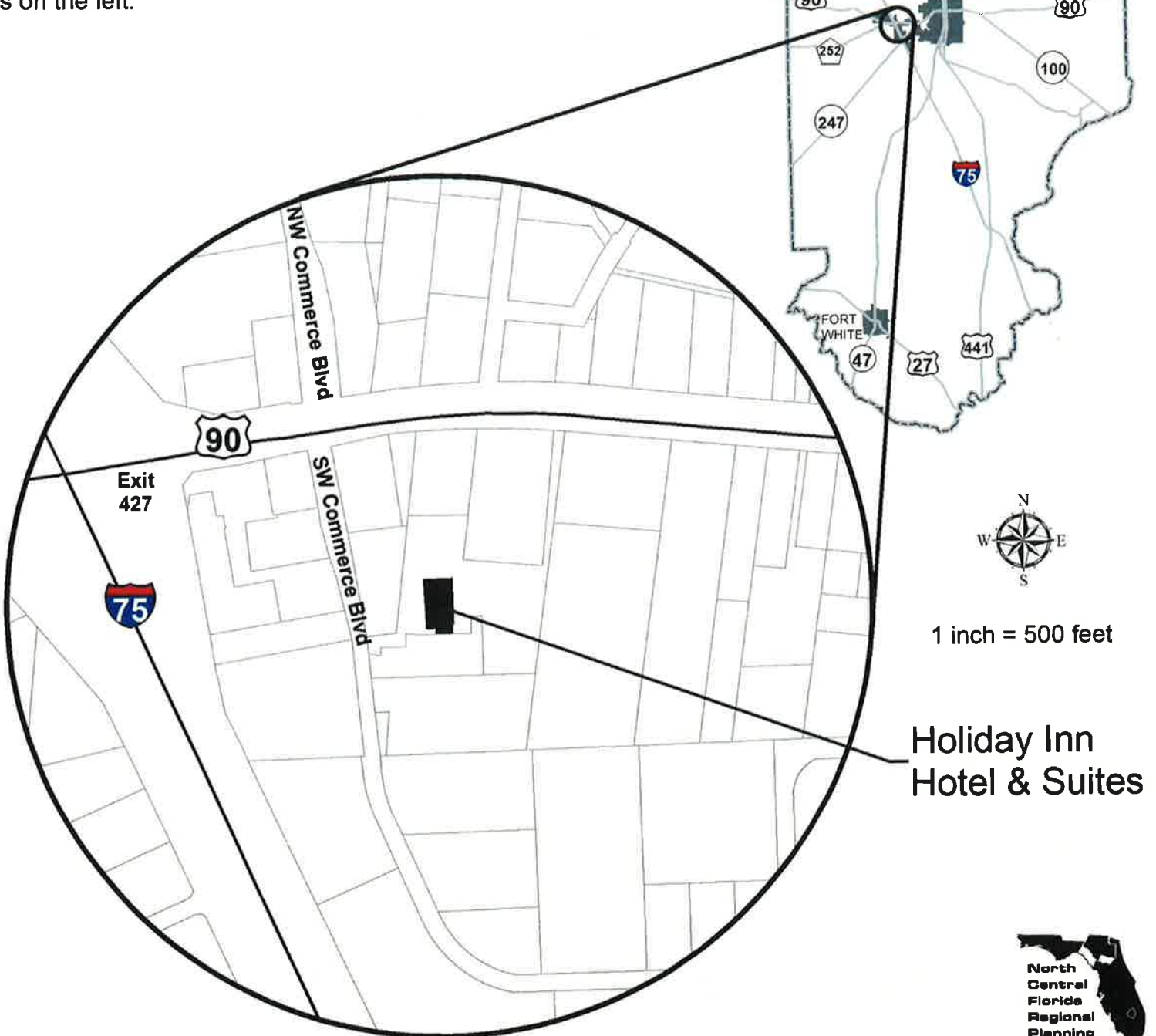
There will be a meeting of the Executive Committee of the North Central Florida Regional Planning Council on September 25, 2014. The meeting will be held at the Lake City Holiday Inn Hotel & Suites, 213 Southwest Commerce Boulevard, Lake City, Florida at 6:00 p.m.

(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.





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

2009 NW 87th Place, Gainesville, FL 32653 • 1603 • 352.955.2200

AGENDA

EXECUTIVE COMMITTEE

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

September 25, 2014
6:00 p.m.

| | <u>Page</u> |
|--|-------------|
| * I. APPROVAL OF MINUTES - August 28, 2014 | 5 |
| * II. CONTRACTS AND APPLICATIONS - U.S. Economic Development Administration Short-Term Planning and State Planning Grant Amendment | 9 |
| * III. PROGRAM REPORT - Transportation Disadvantaged Program Local Coordinating Board Appointment | 11 |
| IV. GENERAL ADMINISTRATION | |
| * A. Resolution Recognizing 50th Anniversary of West Florida Regional Planning Council | 15 |
| * B. Proclamation Declaring October 2014 as Community Planning Month | 19 |
| * C. Proclamation Declaring October 3, 2014 Local Works Day | 23 |
| * D. Executive Director Annual Performance Evaluation | 31 |
| V. OTHER BUSINESS - None | |

* See Attachments

O:\Carol\COUNCIL.MTG\EC\Agendas\2014\Executive CommitteeAgenda9_25_14.docx

EXECUTIVE COMMITTEE
MINUTES

Holiday Inn Hotel & Suites
Lake City, Florida

August 28, 2014
6:00 p.m.

MEMBERS PRESENT

Rick Davis, Secretary-Treasurer
Garth Nobles, Jr., Immediate Past Chair
Daniel Riddick, Vice-Chair
Carolyn Spooner, Chair

MEMBER ABSENT

Charles Williams, Executive Committee Member

STAFF PRESENT

Scott R. Koons

Chair Carolyn Spooner called the meeting to order at 6:12 p.m.

I. APPROVAL OF MINUTES - August 18, 2014

Chair Spooner asked that the minutes for the August 18, 2014 Executive Committee meeting be approved as written.

ACTION: Mayor Nobles made the motion, with a second by Commissioner Riddick, to approve the minutes of the Executive Committee meeting held on August 18, 2014 as written. The motion carried unanimously.

II. CONTRACTS AND APPLICATIONS

A. Local Government Comprehensive Planning Assistance Service Agreements - Fiscal Year 2014-15

ACTION: Commissioner Davis made the motion, with a second by Mayor Nobles, 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 2014-15. The motion carried unanimously.

B. Hazardous Waste Monitoring Verification and Notification Services Agreements - Fiscal Year 2014-15

ACTION: Mayor Nobles made the motion, with a second by Commissioner Davis, to recommend that the Council authorize the Chair to execute agreements with Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Madison, Suwannee and Union Counties for hazardous waste monitoring for Fiscal Year 2014-15. The motion carried unanimously.

- C. Agreement with Florida Division of Emergency Management to Update Hazards Analyses - Fiscal Year 2014-15

ACTION: Commissioner Riddick made the motion, with a second by Commissioner Davis, to recommend that the Council authorize the Chair to execute an agreement with the Florida Division of Emergency Management to update hazards analyses for Columbia, Dixie, Hamilton, Lafayette, Madison and Taylor Counties for an estimated fixed fee amount of approximately \$9,118. The motion carried unanimously.

- D. Community Development Block Grant Fiscal Year 2013 Administrative Services Agreement - Town of Mayo

ACTION: Commissioner Davis made the motion, with a second by Mayor Nobles, to recommend that the Council authorize the Chair to sign an agreement with the Town of Mayo to provide Community Development Block Grant administrative technical assistance services for their Housing Rehabilitation Project for a fixed fee amount of \$92,500. The motion carried unanimously.

- E. Engagement Letter for Fiscal Year 2013-14 Audit

ACTION: Commissioner Riddick made the motion, with a second by Mayor Nobles, to recommend that the Council authorize the Chair to execute an engagement letter with the auditing firm of Powell and Jones, Certified Public Accountants, of Lake City to conduct the Fiscal Year 2013-14 audit of the Council's accounts for a lump sum fee for this service of \$14,783, with the understanding that this engagement includes an audit of the Council's Employee Pension Plan for the same fiscal year. The motion carried unanimously.

III. PROGRAM REPORT

- A. Transportation Disadvantaged Program Local Coordinating Board Appointments

ACTION: Commissioner Riddick made the motion, with a second by Commissioner Davis, to recommend that the Council appoint the following individuals to their respective local coordinating boards:

1. Jeffrey Aboumrad to the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board as the voting Florida Department of Education Representative;
2. Jeffrey Aboumrad to the Dixie, Gilchrist and Union County Transportation Disadvantaged Coordinating Boards as the alternate Florida Department of Education Representative;
3. Amanda Bryant to the Bradford County Transportation Disadvantaged Coordinating Board as the voting Florida Department of Children and Families Representative;
4. Jaime Sanchez-Bianchi to the Bradford County Transportation Disadvantaged Coordinating Board as the alternate Florida Department of Children and Families Representative; and

5. Jeannie Carr to the Gilchrist County Transportation Disadvantaged Coordinating Board as the voting Regional Workforce Board Representative.

The motion carried unanimously.

IV. GENERAL ADMINISTRATION

A. Restatement and Amendment to the Council's Employee Pension Plan

ACTION: Mayor Nobles made the motion, with a second by Commissioner Davis, to recommend that the Council approve the restatement of the Council's employee pension plan in accordance with the requirements of the "second-six-year period" set forth in Internal Revenue Service Announcement 2014-18 and adoption of the "PPA Restatement", to the Council's employee pension plan, authorize Pension Plan Professionals, Inc. to submit the restated pension plan and amendment to the Internal Revenue Service on behalf of the Council, and pay Pension Plan Professionals, Inc., for these services in the fixed fee amount of \$1,125. The motion carried unanimously.

V. OTHER BUSINESS - None

The meeting adjourned at 6:25 p.m.

Carolyn B. Spooner, Chair

9/25/14
Date




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

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

September 18, 2014

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: U. S. Economic Development Administration
Short-Term Planning and State Planning Grant Amendment

RECOMMENDATION:

Authorize the Executive Director to submit a six-month extension amendment for the Federal Assistance for a Short-Term Planning and State Planning Investment Grant awarded by the U.S. Economic Development Administration in the amount of \$200,000 and authorize the Chair to execute the time extension.

BACKGROUND:

The Florida Regional Councils Association is undertaking a Leadership Training and Capacity Building for Statewide Economic Development initiative. Funding for this initiative has been provided by the U.S. Economic Development Administration in the form of a Short-Term Planning and State Planning Grant in the amount of \$200,000 being matched with an additional \$50,000 of Florida Regional Councils Association funds for a total project cost of \$250,000.

In order to qualify for a 20 percent match level, a regional planning council, serving as a U.S. Department of Commerce designated economic development district, with at least one county with a per capita income that is equal to or less than 50 percent of the average national per capita income, had to file the grant application. The only two counties in Florida that meet this criteria are Lafayette County at 48.7 percent and Union County at 49.7 percent. Thus, the Council was the grant applicant for this project with the understanding that the Florida Regional Councils Association is providing the \$50,000 in matching funds.

In order to complete all activities pursuant to the Leadership Training and Capacity Building for Statewide Economic Development initiative, including the Florida Regional Councils Association Policy Board Retreat held on January 9-10, 2014 and the Florida Regional Councils Association Policy Board Retreat Part 2 held on August 15, 2014 retreat report and action plan, it is recommended that a six-month time extension amendment be filed with the U.S. Economic Development Administration.

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

o:\carol\council.mtg\cnc\mtgmemos\leda short term grantsept2014.docx



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

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

September 18, 2014

TO: Council Members

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

SUBJECT: Transportation Disadvantaged Coordinating Board Appointment

RECOMMENDATION:

Appoint Alicia Fowler to the Gilchrist County Transportation Disadvantaged Coordinating Board as the alternate Florida Department of Elder Affairs Representative.

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 members to the local Transportation Disadvantaged Coordinating Boards. It is recommended that Ms. Fowler be appointed to the Gilchrist County Transportation Disadvantaged Coordinating Board.

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



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

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

September 25, 2014

Ms. Alicia M. Fowler
100 SW 75th Street, Suite 301
Gainesville, FL 32607

RE: Florida's Transportation Disadvantaged Program

Dear Ms. Fowler:

This letter is in regard to Florida's Transportation Disadvantaged Program established by Chapter 427, Florida Statutes. As you know, the purpose of this program is to assist individuals who are unable to transport themselves because of age, disability or income status.

The North Central Florida Regional Planning Council, serving as the Designated Official Planning Agency, is responsible for appointing members to the Gilchrist County Transportation Disadvantaged Coordinating Board. The Council appointed you the alternate Florida Department of Elder Affairs Representative on the Board at its September 25, 2014 meeting.

We look forward to working with you to successfully plan and coordinate transportation disadvantaged services. If you have any questions concerning this matter, please do not hesitate to contact Lynn Godfrey, Senior Planner, at extension 110.

Sincerely,

Carolyn B. Spooner
Chair

t:\lynn\appt2014\gilchrist\apptletaowler.doc



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

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

September 18, 2014

TO: Council Members

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

SUBJECT: Resolution Recognizing 50th Anniversary of
West Florida Regional Planning Council

RECOMMENDATION:

Approve the attached resolution recognizing the 50th anniversary of the West Florida Regional Planning Council.

BACKGROUND:

In recognition of 50 years of service to its citizens and member local governments as the third regional planning council in the State, the attached resolution is recommended for approval by the Council.

The West Florida Regional Planning Council is celebrating its 50th year as a regional planning council in 2014. The West Florida Regional Planning Council has engaged in strategic regional planning, comprehensive economic development strategic planning, emergency preparedness planning, transportation planning, environmental planning and education and intergovernmental review activities to coordinate planning for the future of the Region since it was formed in 1964. They have brought together local governments and gubernatorial appointees to provide a venue for analyzing issues, resolving problems, and sharing solutions among the jurisdictions of Bay, Escambia, Holmes, Okaloosa, Santa Rosa, Walton and Washington Counties.

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

Attachment

o:\carol\council.mtg\cnc\mtgmemos\west florida 50th anniversary mem.docx

RESOLUTION NO. 2014-04

A RESOLUTION OF THE NORTH CENTRAL
FLORIDA REGIONAL PLANNING COUNCIL
RECOGNIZING THE 50TH ANNIVERSARY OF WEST
FLORIDA REGIONAL PLANNING COUNCIL

WHEREAS, the West Florida Regional Planning Council was formed as the third regional planning council in the State of Florida in 1964; and

WHEREAS, the mission of the West Florida Regional Planning Council is to provide professional planning, coordinating and advisory services to local governments, state and federal agencies and the public in order to preserve and enhance the quality of life in northwest Florida; and

WHEREAS, local governments throughout the Region recognize the need for regional coordination to address community issues that extend beyond county and municipal boundaries; and

WHEREAS, the West Florida Regional Planning Council has engaged in strategic regional planning, comprehensive economic development strategic planning, emergency preparedness planning, transportation planning, environmental planning and education and intergovernmental review activities to coordinate planning for the future of the Region; and

WHEREAS, for the past 50 years, the West Florida Regional Planning Council has brought together local governments and gubernatorial appointees to provide a venue for analyzing issues, resolving problems, and sharing solutions among the jurisdictions of Bay, Escambia, Holmes, Okaloosa, Santa Rosa, Walton and Washington Counties.

NOW, THEREFORE, BE IT RESOLVED, that the North Central Florida Regional Planning Council congratulates the West Florida Regional Planning Council on its 50th Anniversary and recognizes its contributions in advancing the regional agenda.

DULY ADOPTED by the North Central Florida Regional Planning Council this 25th day of September 2014.

NORTH CENTRAL FLORIDA
REGIONAL PLANNING COUNCIL

Attest:

Scott R. Koons, Executive Director

Carolyn B. Spooner, Chair



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

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

September 18, 2014

TO: Council Members

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

SUBJECT: Proclamation Declaring October 2014 as Community Planning Month

RECOMMENDATION:

Approve the attached proclamation declaring October 2014 as Community Planning Month in the north central Florida region.

BACKGROUND:

The month of October 2014 has been chosen 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 designating October 2014 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:\carol\council.mtg\cnc\mtgmemos\planning month proclamation mem 14.docx



PROCLAMATION

DECLARING OCTOBER 2014 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 2014 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, BE IT RESOLVED by the North Central Florida Regional Planning Council that the month of October 2014 is hereby proclaimed 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 25th day of September 2014.

ATTEST:

SEAL

Rick Davis, Secretary-Treasurer

Carolyn B. Spooner, Chair



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

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

September 18, 2014

TO: Council Members

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

SUBJECT: Proclamation Declaring October 3, 2014 Local Works Day

RECOMMENDATION:

Approve the attached proclamation declaring October 3, 2014 as Local Works Day in the north central Florida region sponsored by the Florida Local Government Coalition.

Florida is home to 67 counties and more than 400 cities, towns and villages fulfilling a diverse range of local needs. Many local government employees belong to professional associations specific to their career. They are often the main source for industry-related training, research, advocacy, resources and networking for these employees. The Florida Local Government Coalition brings together these associations to enhance collaboration and efficiency.

The Florida Local Government Coalition exists to connect local government associations across the state. Its goals are to communicate the value that local governments provide to citizens, strengthen its member associations and create a network of support for local government issues.

For the second year, the Coalition will promote its “**Local Works**” campaign as a way to help Florida citizens understand, appreciate and support local government and the services and value these governments bring to millions of lives each day. See attached Facts and Figures: Local Governments By the Numbers for a listing of services provided by counties and cities. The Coalition chose “Local Works” for its simplicity and because the term “works” has a public services connotation. It also promotes the message of Home Rule (local decision-making).

Local Works Day, to be held on October 3, 2014, is a time to celebrate the trusted services that local governments provide to enhance our communities across the state. There is a meaningful way for all Coalition members to contribute to Local Works Day, and to focus on the services they provide to their memberships.

Please watch a short video that can be found on the Council website at www.ncfrpc.org in the “Public Notices” section, and help the Florida Local Government Coalition celebrate Local Works Day on October 3, 2014, and remind our fellow Floridians of what is special about local communities all across Florida.

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

Attachments

o:\carol\council.mtg\cnc\mtgmemos\local works day 2014.docx

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.



PROCLAMATION

DECLARING OCTOBER 3, 2014 AS LOCAL WORKS DAY

WHEREAS, our nation has a proud history of its local governments providing meaningful services on behalf of the American people; and

WHEREAS, local government is the government closest to its citizens, and the one with the most direct and consistent daily impact upon its residents; and

WHEREAS, local governments assemble throughout leaders from various trades and industries to develop new ideas, spread information and facilitate progress; and

WHEREAS, local governments have traditionally worked with citizens to create a strong sense of community; and

WHEREAS, local governments disseminate important information to citizens and work with them to make better decisions at the local level.

NOW, THEREFORE, BE IT RESOLVED by the North Central Florida Regional Planning Council that October 3, 2014 is hereby proclaimed as ***Local Works Day*** in the north central Florida region sponsored by the Florida Local Government Coalition to celebrate the trusted services that local governments provide to enhance communities across the region.

DULY ADOPTED AND PROCLAIMED this 25th day of September 2014.

ATTEST:

SEAL

Rick Davis, Secretary-Treasurer

Carolyn B. Spooner, Chair

FACTS AND FIGURES: LOCAL GOVERNMENTS BY THE NUMBERS

FLORIDA COUNTY STATISTICS*

67 counties providing services for more than 19 million people:

- » Maintaining an effective justice system
- » Constructing, maintaining and protecting the facilities for civil and criminal court
- » Develop and maintain roads – there are 70,034.4 miles of county maintained roads in Florida
- » Protecting Florida's natural resources
- » Counties and cities recycle 8 million tons of waste every year
- » Ensuring adequate water supply, watershed planning and flood control
- » Maintaining safe and secure communities
- » Funding sheriffs, their deputies and their duties
- » Implementing juvenile justice detention and prevention programming
- » Implementing workforce development and affordable housing
- » Funding community health services
- » Supporting Veterans services
- » Supporting economic and community development
- » Investing in tourism development
- » Funding public libraries - There are 554 public libraries in Florida with 87 million visits a year
- » Conducting elections - during the 2012 election there were 4,650 polling places throughout Florida where 3.7 million votes were cast

Counties have reduced spending by more than \$3 billion since 2007, putting funding below 2005 levels.

***Statistics provided by Florida Association of Counties**

FLORIDA MUNICIPALITY STATISTICS*

410 cities, representing 50.3% of Florida's population

- » Municipal governments (cities, towns and villages) are the only optional local level of government in Florida – closest to the people, and citizen-created.
- » In 2012: median city population was 5,662
- » City populations range from 5 persons to 826,500 in Florida
- » 20 cities have 100,000 population or greater
- » Most common city service: comprehensive plans (every city must have one) – designates land use categories for everything within a city's limits
- » Other frequent municipal services: centralized water and wastewater systems; public works (includes traffic signalization, public parking, road construction & maintenance, sidewalk construction and maintenance); solid waste and recycling collection; stormwater utilities; growth management (includes building permits and related inspections); code enforcement; police services; fire prevention and response; parks & recreation; redevelopment agencies; supporting economic development (often in partnership with other cities, the county or region); municipal libraries; municipal cemeteries

ETHICS*

- » 54% of cities have an ethics policy above what is required by F.S. Chapter 112

CITY SERVICES BY THE NUMBERS*

- » 81% -- cities that provide park services
- » 73% -- cities that provide a recycling program
- » 69% -- cities that provide water service
- » 61% -- cities that provide waste water service
- » 55% -- cities that provide storm water service
- » 53% -- cities that provide recreation centers
- » 34% -- cities that provide solid waste collection
- » 33% -- cities that provide cemetery services
- » 19% -- cities that provide library services

- » 19% -- cities that provide water, waste water, storm water and reclaimed water services
- » 39% -- cities that provide water, waste water and storm water services
- » 37% -- cities that provide water/waste water service to other jurisdictions
- » 66% -- cities that directly provide police services
- » 54% -- cities that directly provide fire services
- » 45% -- cities with population below 5,000 who utilize volunteer firefighters

- » 69% -- percentage of firefighters nationwide who are volunteers
- » 1:400 -- nationwide number of sworn state/local officers per residents
- » 98% -- nationwide percentage of local police departments operated by municipal governments

ECONOMIC DEVELOPMENT*

- » 54% -- cities that offer economic development incentives
- » 33% -- cities that offer expedited permitting
- » 24% -- cities that offer favorable land development regulations
- » 3,553 -- average number of building permits pulled in FY2011-2012 by cities with expedited permitting
- » 90% -- statewide median percentage of land developed within municipal jurisdictions

***Statistics provided by Florida League of Cities and the 2013 CityStats Survey.**



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

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

September 18, 2014

TO: Executive Committee

FROM: Carol A. Laine, Executive Assistant to the Executive Director

SUBJECT: Executive Director Annual Performance Evaluation

The employment contract between the Executive Director and the Council specifies that an 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 25, 2014 Executive Committee meeting. The annual performance review of the Executive Director resulted in an overall average score of 4.8 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 25, 2014 Council meeting.

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

Attachment

o:\carol\council.mtg\cc\mtgmemos\trans eval results 2014.docx

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

Executive Director: Scott R. Koons

Evaluation Period: October 1, 2013 through September 30, 2014

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 | RD | GN | DR | CS | CW | 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 | 4 | 4.8 |
| 3. | Maintains a positive image and relationships with local, state and federal agencies | 5 | 5 | 5 | 5 | 4 | 4.8 |
| 4. | Promotes the Council and its services | 5 | 5 | 5 | 5 | 4 | 4.8 |
| 5. | Makes clear and concise recommendations to Council | 5 | 5 | 5 | 5 | 4 | 4.8 |
| 6. | Deals honestly and fairly with all parties | 5 | 5 | 5 | 5 | 4 | 4.8 |
| 7. | Exercises sound judgment in business transactions | 5 | 5 | 5 | 5 | 4 | 4.8 |
| 8. | Is respected by peers and leaders in the region | 5 | 5 | 5 | 5 | 4 | 4.8 |
| 9. | Is knowledgeable about regional issues | 5 | 5 | 5 | 5 | 5 | 5 |
| 10. | Provides good overall leadership for the Council | 5 | 5 | 5 | 5 | 4 | 4.8 |
| | TOTAL AVERAGE SCORE | 5.0 | 5.0 | 5.0 | 5.0 | 4.2 | 4.8 |

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

9/18/14

Date

Carol Laine

Executive Assistant to the Executive Director

