



Thomas Abbott, Chair
Kurvin Qualls, Vice-Chair

Austin Mount, Executive Director

**West Florida Regional Planning Council
Meeting Agenda
Crestview City Hall, 198 N. Wilson Street
Monday, March 21, 2016 at 3:30 p.m.**

1. Call to Order – Mayor Tom Abbott, Chair
2. Pledge of Allegiance
3. Roll Call - Mayor Tom Abbott, Chair
4. Consent Agenda
 - a. Approval of the February 2016 Meeting Minutes.....1
 - b. Approval of November and December 2015 Financial Statements.....2
5. Executive Committee Report - Mayor Thomas Abbott, Chair
6. Washington County Staff Services Agreement – Kate Daniel, Community and Economic Development Manager.....3
7. Washington County Debris Plan Review and Update – Kate Daniel, Community and Economic Development Manager.....4
8. Small Quantity Generators Renewal Contract with Okaloosa County – Kate Daniel, Community and Economic Development Manager.....5
9. USDA Rural Business Development Grant Application for Economic Development Action Plan – Kate Daniel, Community and Economic Development Manager.....6
10. USDA Rural Business Development Grant Application for West Florida Business and Entrepreneurship Conference, Kate Daniel, Community and Economic Development Manager.....7
11. Support for the Northwest Florida Clean Cities Coalition – Traci Goodhart, WFRPC Staff.....8
12. Update on Parking Strategies Technical Assistance Project for the City of Pensacola – Jill Lavender, WFRPC Staff.....9
13. Executive Director Briefing – Austin Mount, Executive Director
 - a. Executive Director Report
 - b. February Monthly Highlights

14. Comments

- a. Council Members**
- b. Ex Officio Members**
- c. Council Chair**
- d. Public**

Next Meeting Tentatively Scheduled for: April 18, 2016

The call in number for those unable to attend is **800-747-5150**, 7 digit Access code: **3327976**.

There will be an **Executive Committee** meeting will convene at **3:00** p.m. at the same location.



Thomas Abbott, Chair
Nathan Boyles, Vice-Chair

Austin Mount, Executive Director

West Florida Regional Planning Council Meeting Dates for 2016

Meetings *usually* held the third Monday of the month at 3:30 pm at Crestview City Hall
Executive Committee meetings are held at 3:00 pm in the Mayor's Conference Room

January 19 (Tuesday)

February 16 (Tuesday)

March 21

April 18

May 16

June 20

July 18

August 15

September 19

October 17

November 21

December 19

*Approved January 19, 2016

1



West Florida Regional Planning Council
Meeting Minutes
Crestview City Hall
February 16, 2016 3:30 p.m.

Members Present: Mayor Kurvin Qualls, Town of Jay (Vice Chair)
Councilman MG Moran, City of Fort Walton Beach
Councilwoman Kasey Cuchens, City of Freeport
Commissioner Nathan Boyles, Okaloosa County
Commissioner Cecilia Jones, Walton County
Commissioner Wilson Robertson, Escambia County
Mayor David Cadle, City of Crestview
J.D. Smith, Governor Appointee
Virgie Bowen, FDOT

Others Present: Linda Little, FDOT
Austin Mount, WFRPC Staff
Mary Beth Washnock, WFRPC Staff
Gina Watson, WFRPC Staff
Rob Mahan, WFRPC Staff

Agenda Item I: Call to Order & Pledge of Allegiance

In the absence of Chairman Abbott Vice Chairman Qualls called the meeting to order and the pledge of allegiance was recited.

Agenda Item II: Telephone Roll Call

There were no phone-in members.

Agenda Item III: Consent Agenda

- a. Approval of the January, 2016 Meeting Minutes
- b. Approval of October, 2015 Financial Statements

Councilwoman Cuchens moved to approve the consent agenda. Mr. J.D. Smith seconded the motion and it was unanimously approved.

Agenda Item IV: Executive Committee Report

Vice Chairman Qualls said the Executive Committee met briefly and discussed the next item on the agenda. He said the committee supports the staff services agreement and recommends the board's approval.

Agenda Item V: Draft Agreement for Professional Staff Services by and between the West Florida Regional Planning Council and Okaloosa County for the Okaloosa Transit Cooperative

Vice Chairman Qualls called on Mr. Mount, who introduced Mr. Rob Mahan to present the item on behalf of Ms. Vikki Garrett, who could not be present. Mr. Mahan said he and Ms. Garrett have been assisting Okaloosa County with their transit needs for a while.

He said last year an effort began to create a transit cooperative. He said those jurisdictions that are participating include Okaloosa County, Crestview, Destin, Fort Walton Beach, Niceville and Cinco Bayou. The group has been meeting monthly and meetings will now occur every two weeks. The goal of the cooperative is to improve the service, coordinate efforts, and provide a mechanism for cost sharing. WFRPC staff has been attending and noticed a need for staff services. The draft agreement included in the agenda between Okaloosa County and the WFRPC would be for staff services that would include preparation of agendas, advertising the meetings, and producing minutes. He said if the WFRPC approves the agreement it will then go to the county and the Okaloosa-Walton TPO. Cost of the staff services will be split 50-50 between the county and the TPO and the TPO's portion of the cost will be paid from the public transportation planning funds. The estimated cost is \$64,000 per year.

J.D. Smith moved to approve the professional staff services agreement between the WFRPC and Okaloosa County for the Okaloosa Transit Cooperative. The motion was seconded by Commissioner Cecilia Jones and it was unanimously approved.

Agenda Item VI: Santa Ynez vs. Bay County TPO/WFRPC Lawsuit

Vice Chairman Qualls called on Mr. Mount. Mr. Mount referenced an email from the attorney, W.C. Henry, stating that the WFRPC and FDOT have been released from the state lawsuit and the attorney is optimistic that the original federal suit will be as well.

Agenda Item VII: Executive Director Briefing

Vice Chairman Qualls called on Mr. Mount. Mr. Mount said outreach efforts are underway for the next few months. Staff will be presenting to the cities and the counties on what the WFRPC can do to help them.

The new Public Involvement Coordinator, Kathy Saldana, will begin in March. She is coming from Michigan.

The WFRPC handbook was approved last month pending attorney comments. The attorney had no issues with the changes that have been made.

A new company car was purchased since the last meeting. The state bid was checked and a procurement process were undergone. A 2014 Chrysler 300 was purchased. It is being used more than expected. Mr. Mount will bring a full month of mileage tracking and a financial report to the next meeting to show how the vehicle is paying for itself.

There will be a staff retreat in March. Team-building activities over the course of two days will take place. The retreat will not be an overnight activity to save funds.

A newsletter-type publication will be provided to the members from now on instead of the lengthy activity report.

There being no further business the meeting was adjourned.

Next meeting is tentatively scheduled for Monday, March 21, 2016. There being no further business, the meeting was adjourned.

2

WEST FL RPC
Balance Sheet
As of 11/30/2015

	<u>Current Year</u>
Assets	
Current Assets	
Operating Cash	826,737.37
Operating Reserves	348,353.35
Accounts Receivable	1,206,502.82
Prepaid Expenses	<u>17,759.01</u>
Total Current Assets	2,399,352.55
Long-term Assets	
Property & Equipment	<u>31,660.67</u>
Total Long-term Assets	<u>31,660.67</u>
Total Assets	<u><u>2,431,013.22</u></u>
Liabilities	
Short-term Liabilities	
Accounts Payable	70,553.11
Walton/Okaloosa/Santa Rosa RUA Payable	350.45
Deferred Revenue	<u>250,666.47</u>
Total Short-term Liabilities	<u>321,570.03</u>
Total Liabilities	<u>321,570.03</u>
Net Assets	
Net Assets	
Unrestricted	<u>2,240,758.54</u>
Total Net Assets	2,240,758.54
Current YTD Net Income	<u>(131,315.35)</u>
Total Net Assets	<u><u>2,109,443.19</u></u>
Total Liabilities and Net Assets	<u><u>2,431,013.22</u></u>

WEST FL RPC
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 11/1/2015 Through 11/30/2015

	YTD Budget - Original	Current Period Actual	YTD Actual	YTD Budget Variance
PROJECT REVENUES				
Project Revenues	3,004,674.00	229,322.05	293,991.73	(2,710,682.27)
FTA Local Match	49,879.00	0.00	0.00	(49,879.00)
Project Fringe Reimbursement	0.00	10,532.08	29,791.73	29,791.73
Total PROJECT REVENUES	<u>3,054,553.00</u>	<u>239,854.13</u>	<u>323,783.46</u>	<u>(2,730,769.54)</u>
ADMIN REVENUE				
WFRPC Membership Dues	53,450.00	0.00	0.00	(53,450.00)
Ind Exp Reimb	773,968.00	57,977.88	107,453.90	(666,514.10)
Interest and Misc Income	0.00	0.07	250.15	250.15
Total ADMIN REVENUE	<u>827,418.00</u>	<u>57,977.95</u>	<u>107,704.05</u>	<u>(719,713.95)</u>
PROJECT EXPENSES				
Salaries & Fringe	1,460,235.00	110,833.57	205,482.84	1,254,752.16
Indirect Costs	773,968.00	57,977.88	107,453.90	666,514.10
Travel	80,000.00	9,479.18	19,398.31	60,601.69
Other Direct Expenses	722,686.00	64,887.34	69,556.74	653,129.26
Total PROJECT EXPENSES	<u>3,036,889.00</u>	<u>243,177.97</u>	<u>401,891.79</u>	<u>2,634,997.21</u>
ADMINISTRATIVE AND OPERATING EXPENSES				
Administrative: Salaries & Fringe	380,711.00	33,555.19	72,948.61	307,762.39
Operating: Audit Fees	28,000.00	0.00	0.00	28,000.00
Operating: Current Accounting Fees	12,000.00	1,999.57	2,154.67	9,845.33
Operating: Education	3,000.00	0.00	0.00	3,000.00
Operating: Equipment Maintenance	1,500.00	0.00	235.00	1,265.00
Operating: Expend/Debt Ser/Cap Lease	3,875.00	1,194.00	1,751.20	2,123.80
Operating: General Insurance	16,500.00	0.00	2,339.29	14,160.71
Operating: Memberships & Subscriptions	14,900.00	4,542.25	20,286.92	(5,386.92)
Operating: Miscellaneous Expense	0.00	24.00	24.00	(24.00)
Operating: Office Expense	10,850.00	1,187.43	2,348.08	8,501.92
Operating: Personnel Training	3,000.00	0.00	0.00	3,000.00
Operating: Postage	1,000.00	603.83	343.02	656.98
Operating: Professional Services	42,400.00	1,912.49	3,894.36	38,505.64
Operating: Purchase of Equipment	15,000.00	0.00	0.00	15,000.00
Operating: Rent	191,232.00	15,468.00	46,404.00	144,828.00
Operating: Telephone	17,000.00	1,558.76	1,564.09	15,435.91
Operating: Travel - Admin	13,000.00	(220.11)	(21.03)	13,021.03
Operating: Travel - Council & Committee	3,000.00	357.65	577.98	2,422.02
Operating: Utilities	17,000.00	1,149.60	1,334.84	15,665.16
Total ADMINISTRATIVE AND OPERATING EXPENSES	<u>773,968.00</u>	<u>63,332.66</u>	<u>156,185.03</u>	<u>617,782.97</u>
COUNCIL EXPENSES				
Council Expenses	71,114.00	4,726.04	4,726.04	66,387.96
Total COUNCIL EXPENSES	<u>71,114.00</u>	<u>4,726.04</u>	<u>4,726.04</u>	<u>66,387.96</u>
NET INCOME	<u>0.00</u>	<u>(13,404.59)</u>	<u>(131,315.35)</u>	<u>(131,315.35)</u>

WEST FL RPC
Balance Sheet
As of 12/31/2015

	<u>Current Year</u>
Assets	
Current Assets	
Operating Cash	727,511.53
Operating Reserves	348,353.35
Accounts Receivable	1,314,988.59
Prepaid Expenses	<u>17,759.01</u>
Total Current Assets	2,408,612.48
Long-term Assets	
Property & Equipment	<u>31,660.67</u>
Total Long-term Assets	<u>31,660.67</u>
Total Assets	<u><u>2,440,273.15</u></u>
Liabilities	
Short-term Liabilities	
Accounts Payable	69,703.53
Walton/Okaloosa/Santa Rosa RUA Payable	350.45
Deferred Revenue	<u>166,719.54</u>
Total Short-term Liabilities	<u>236,773.52</u>
Total Liabilities	<u>236,773.52</u>
Net Assets	
Net Assets	
Unrestricted	<u>2,240,758.54</u>
Total Net Assets	2,240,758.54
Current YTD Net Income	<u>(37,258.91)</u>
Total Net Assets	<u><u>2,203,499.63</u></u>
Total Liabilities and Net Assets	<u><u>2,440,273.15</u></u>

WEST FL RPC
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 12/1/2015 Through 12/31/2015

	YTD Budget - Original	Current Period Actual	YTD Actual	YTD Budget Variance
PROJECT REVENUES				
Project Revenues	3,004,674.00	400,092.88	694,084.61	(2,310,589.39)
FTA Local Match	49,879.00	39,351.00	39,351.00	(10,528.00)
Project Fringe Reimbursement	0.00	(68,489.15)	(38,697.42)	(38,697.42)
Total PROJECT REVENUES	<u>3,054,553.00</u>	<u>370,954.73</u>	<u>694,738.19</u>	<u>(2,359,814.81)</u>
ADMIN REVENUE				
WFRPC Membership Dues	53,450.00	52,761.00	52,761.00	(689.00)
Ind Exp Reimb	773,968.00	50,681.09	158,134.99	(615,833.01)
Interest and Misc Income	0.00	0.05	250.20	250.20
Total ADMIN REVENUE	<u>827,418.00</u>	<u>103,442.14</u>	<u>211,146.19</u>	<u>(616,271.81)</u>
PROJECT EXPENSES				
Salaries & Fringe	1,460,235.00	96,842.26	302,325.10	1,157,909.90
Indirect Costs	773,968.00	50,681.09	158,134.99	615,833.01
Travel	80,000.00	11,386.25	30,784.56	49,215.44
Other Direct Expenses	722,686.00	144,136.08	213,692.82	508,993.18
Total PROJECT EXPENSES	<u>3,036,889.00</u>	<u>303,045.68</u>	<u>704,937.47</u>	<u>2,331,951.53</u>
ADMINISTRATIVE AND OPERATING EXPENSES				
Administrative: Salaries & Fringe	380,711.00	59,990.91	132,939.52	247,771.48
Operating: Audit Fees	28,000.00	0.00	0.00	28,000.00
Operating: Current Accounting Fees	12,000.00	527.52	2,682.19	9,317.81
Operating: Education	3,000.00	0.00	0.00	3,000.00
Operating: Equipment Maintenance	1,500.00	0.00	235.00	1,265.00
Operating: Expend/Debt Ser/Cap Lease	3,875.00	1,194.00	2,945.20	929.80
Operating: General Insurance	16,500.00	2,998.25	5,337.54	11,162.46
Operating: Memberships & Subscriptions	14,900.00	0.00	20,286.92	(5,386.92)
Operating: Miscellaneous Expense	0.00	0.00	24.00	(24.00)
Operating: Office Expense	10,850.00	2,712.43	5,060.51	5,789.49
Operating: Personnel Training	3,000.00	0.00	0.00	3,000.00
Operating: Postage	1,000.00	(34.53)	308.49	691.51
Operating: Professional Services	42,400.00	7,398.75	11,293.11	31,106.89
Operating: Purchase of Equipment	15,000.00	0.00	0.00	15,000.00
Operating: Rent	191,232.00	0.00	46,404.00	144,828.00
Operating: Telephone	17,000.00	1,466.56	3,030.65	13,969.35
Operating: Travel - Admin	13,000.00	(117.32)	(138.35)	13,138.35
Operating: Travel - Council & Committee	3,000.00	0.00	577.98	2,422.02
Operating: Utilities	17,000.00	1,034.91	2,369.75	14,630.25
Total ADMINISTRATIVE AND OPERATING EXPENSES	<u>773,968.00</u>	<u>77,171.48</u>	<u>233,356.51</u>	<u>540,611.49</u>
COUNCIL EXPENSES				
Council Expenses	71,114.00	123.27	4,849.31	66,264.69
Total COUNCIL EXPENSES	<u>71,114.00</u>	<u>123.27</u>	<u>4,849.31</u>	<u>66,264.69</u>
NET INCOME	<u>0.00</u>	<u>94,056.44</u>	<u>(37,258.91)</u>	<u>(37,258.91)</u>

3



Agenda Item Number: 3

Meeting Date: March 21, 2016

SUBJECT: Washington County Staff Services Agreement

BACKGROUND: In October 2015, the Washington County Senior Planner vacated his position, leaving the County without staff for the Planning Department. Washington County Coordinator, David Corbin, contacted WFRPC to develop a short-term contract to provide staffing services for the County Planning Department. On October 27, 2015, the Washington County Board of County Commissioners approved a six month contract with WFRPC to provide staffing services for the County Planning Department. This contract will expire on April 27, 2016.

WFRPC is proposing a new 17-month Staff Services Agreement with Washington County to begin April 28, 2016 and expire on September 30, 2017. This will align the agreement with the Washington County fiscal year.

Under this staff services agreement WFRPC shall:

- Provide professional and technical staff in to fulfill the duties of the Washington County Senior Planner.
- Provide professional staff in the Washington County Planning office, on designated days, three days per week.
- Provide professional staff for board meetings in which planning issues are included on the agenda for discussion or action, including Washington County Planning Commission, Washington County Board of County Commission, Community Traffic Safety Team, 911 Address Coordination Committee, and Local Mitigation Strategy Committee.
- Be available via telephone and email for professional assistance, as needed, during regular work days.

FUNDING AMOUNT: \$90,100

RECOMMENDED ACTION: Approval of the WFRPC chairman to sign an agreement with Washington County to provide planning staff services. Please contact Ms. Kate Daniel, WFRPC staff, at 1-800-226-8914, Extension 245 or Kate.Daniel@wfrpc.org if additional information is needed.

CLASSIFICATION DESCRIPTION
SENIOR PLANNER

Board Approved: 02/12/10
Revised:



Class No. 2.02
Pay Grade: G-9
FLSA Status: E

DESCRIPTION:

The primary function of the Senior Planner is responsible, professional, technical, and administrative work involving long range comprehensive planning activities as well as related activities for the County and local municipalities. This includes technical and inspection services related to development review as outlined in the Comprehensive Plan, Land Development Code, other related codes, ordinances, policies and procedures. Provides staff support for the Planning Commission. Supervision and direction is given to clerical office staff.

REPORTS TO:

County Manager/Coordinator

FLSA STATUS:

An employee allocated to this position is classified as 'Non-Exempt' under the Fair Labor Standards Act and is designated as Regular Service Class under the Florida Retirement System.

EXAMPLES OF DUTIES:

NOTE: These examples are intended only as illustrations of the various types of work performed in a position allocated to this class. The omission of specific statements of duties does not *exclude* them from the position if the work is similar, related or a logical assignment to the position.

- Review site plans/applications for ordinance compliance and FLUM.
- Research and prepare studies for land use, economic base, transportation systems, utility systems, community facilities, population and housing.
- Reviews land use applications and issues approval as appropriate.
- Schedules/prepares applications for presentation to Planning Commission to include attendance at meetings.
- Monitors and amends the County ordinances in relations to land development and comprehensive planning and floor ordinances.
- Serves as staff liaison with town councils, developers, property owners and attorney regarding planning codes-related projects.
- Makes recommendations on land use amendments, easements, code violations, etc.
- Responds to public information requests by phone and in person, on land use, variances, and applicable building permits. Verifies zoning information and explains ordinances to the public.
- Develops future land use, transportation and community facility plans. Assists or conducts studies related to community redevelopment programs.

- Receives, reviews, prepare and submits various records and reports including technical reports, conceptual drawings, plats, diagrams and ordinances, resolutions and policies.
- Coordinates the Community Rating System as it applies to Federal Emergency Management (FEMA) flood regulations.
- Assists the County Administrator and contract Planning Consultant as needed.
- Conducts inspections and conducts investigations for compliance with adopted codes, ordinance and state statutes.
- Prepares information and presents pending issues to the Board for approval. Keeps the Board updated regarding planning issues.
- Prepares cases, makes recommendations and presents cases to Code Board.
- Maintains accurate records of inspection activities and violations.
- Ability to work unsupervised.
- Perform related duties as assigned.

ESSENTIAL POSITION REQUIREMENTS:

May be required to bend/stoop, reach above shoulder level, kneel, balance, push, pull, crouch, squat, lift and carry 25-50 pounds. Ability to stand for a prolonged period of time. .

MINIMUM TRAINING AND EXPERIENCE:

Graduation from an accredited college or university with a Bachelor's Degree, Urban Planning, or a closely related field such as government, law, engineering, design, economics, social science, geography, or statistics PLUS five years of progressively responsible experience in the enforcement of codes, laws or regulations, professional experience in urban and regional planning, including three years in supervisory capacity.

Additional qualifying education and/or experience which provide the necessary knowledge, skills and abilities may be substituted one for the other on a year for year basis.

Must possess or obtain a valid Florida operator's license prior to employment.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the workings of municipal/county government and municipal/county law relating to code enforcement.

Thorough knowledge of the principles and practices of organization, management and supervision.

Thorough knowledge of the enforcement of laws, codes, rules, and regulations.

Thorough knowledge of the judicial process, criminal and civil procedures for prosecution and rules of evidence.

Good knowledge of customer service skills.

Good knowledge of planning and zoning principles and procedures.

Ability to interpret municipal/county codes and ordinances.

Ability to analyze complex situations and problems and to devise approaches to effectively solve or mitigate the problems.

Ability to conduct investigations.

Ability to establish and maintain effective working relationships.

Ability to communicate effectively, both orally and in writing.

Ability to prepare cases.

Management and supervisory ability.

All employees must have the ability to take a teamwork approach to the job cooperating with other, offering to help others when needed, and consider the organizational goals rather than individual concerns. Must have the ability to communicate tactfully and courteously with co-workers and members of the general public.

AGREEMENT FOR PROFESSIONAL STAFF SERVICES
BY AND BETWEEN THE
WEST FLORIDA REGIONAL PLANNING COUNCIL
AND WASHINGTON COUNTY

THIS AGREEMENT is entered into this ____ day of _____, 2016 by and between the West Florida Regional Planning Council (hereinafter referred to as WFRPC) and Washington County (thereinafter referred to as the COUNTY).

I. PURPOSE

The purpose of the Agreement is to set forth the responsibilities of WFRPC and the COUNTY in performing the professional staffing functions and to describe the cooperative procedures under which staffing will be carried out.

II. WFRPC RESPONSIBILITIES

- A. WFRPC shall provide professional and technical staff in accordance with the negotiated Scope of Work, Attachment A.
- B. WFRPC shall provide professional staff for the COUNTY, at the COUNTY'S place of business, on designated days, which will consist of three days per week, during the hours of 9:00 A.M. until 3:00 P.M.
- C. WFRPC shall provide professional staff for board meetings in which planning issues are included on the agenda for discussion or action, including, but not limited to, Washington County Planning Commission and Washington County Board of County Commission meetings.
- D. WFRPC staff shall be available via telephone and email for professional assistance, as needed, during regular work days.

III. COUNTY RESEPNOSIBILITIES

- A. The COUNTY staff shall provide administrative assistance to WFRPC staff in performing the duties under Section II, above.
- B. The COUNTY shall provide office space, general office supplies, and access to equipment as necessary to complete the services under Section II, above.
- C. The COUNTY shall provide the agreed upon funds as detailed in Section IV, below.

IV. METHOD AND AMOUNT OF PAYMENT

This is a fixed fee Agreement, in an amount not to exceed \$90,100. WFRPC will submit invoices to the COUNTY monthly in the amount of \$5,300. Subject to receipt of an invoice from WFRPC, the COUNTY agrees to pay WFRPC within thirty (30) days of receiving such invoice from WFRPC.

V. DURATION OF AGREEMENT AND TERMINATION WITH OR WITHOUT CAUSE

This Agreement shall commence on the Commencement Date, and shall remain in effect until the 30th day of September, 2017. At any time, either the COUNTY or WFRPC may terminate this Agreement, with or without cause, with such termination effective immediately or by a specified date, by providing written notice of such termination. If the Agreement is terminated during the effective period, WFRPC will invoice the COUNTY for the days worked up to the termination date on a pro-rated basis.

VI. CONFLICT OF INTEREST

The WFRPC agrees it shall not contract for or accept employment for the performance of any work or service with any individual, business corporation, or government unit that would create a conflict of interest in the performance of its obligations under this Agreement. The WFRPC further agrees it will neither take any action nor engage in any conduct that would cause any COUNTY employee or official to violate the provisions of Chapter 112, Florida Statutes, relating to ethics in government.

VII. RECORDS

All records pertinent to the Agreement shall be retained by the COUNTY. WFRPC, however, shall be subject to all rules and requirements of the Chapter 119, Florida Statutes, including, but not limited to, the requirements set forth in F.S. 119.0701.

VIII. LIABILITY

Each party agrees to hold the other party harmless, to the extent allowed and required by law, from all claims, demands, liabilities, and suits of third persons or entities not a party to this Agreement arising out of, or due to any act, occurrence or omission of the other party, its subcontractors or agents, if any, that is related to either party's performance or obligations pursuant to this Agreement, and shall fully indemnify the other party for all claims brought stemming therefrom.

IX. REPRESENTATIVES FOR THE PARTIES

In all matters relating to the performance of this Agreement, the County Coordinator shall represent and act for the COUNTY and the Executive Director of WFRPC shall represent and act for WFRPC.

X. VENUE AND JURISDICTION FOR LITIGATION BETWEEN PARTIES

This Agreement shall be construed according to the laws of the State of Florida. Venue shall be exclusively in Washington County, Florida for all litigation between the parties and all issues litigated between the parties shall be litigated exclusively in a court of competent jurisdiction of Washington County, Florida. If any provision hereof is in conflict with any applicable statute or rule, or is otherwise unenforceable, then such provision shall be deemed null and void to the extent of such conflict, and shall be deemed severable, but shall not invalidate any other provision of the Agreement.

XI. SOVEREIGN IMMUNITY

Notwithstanding anything set forth in any section of this Agreement to the contrary, nothing in this Agreement shall be deemed as a waiver of immunity or limits of liability of any party beyond any statutory limited waiver of immunity or limits of liability and any liability of the COUNTY for damages shall not exceed the statutory limits of liability, should said limits apply, regardless of the number of nature of any claim which may arise including but not limited to a claim sounding in tort, equity or contract. Nothing in this Agreement shall inure to the benefit of any third party for the purpose of allowing any claim against the COUNTY, which would otherwise be barred under the Doctrine of Sovereign Immunity or by operation of law.

XII. SEVERABILITY

If any provision of this Agreement is held to be invalid or unenforceable for any reason, this Agreement shall remain in full force and effect in accordance with its terms disregarding such unenforceable or invalid provision.

XIII. INDEPENDENT CONTRACTOR

The Parties hereby acknowledge that WFRPC is an independent contractor, and neither WFRPC, nor any of its agents, representatives, Program Participants, or employees shall be considered agents, representatives or employees of the COUNTY. In no event shall this Agreement be construed as establishing a partnership or joint venture or similar relationship between the Parties hereto. Each Party shall be responsible and liable for its own debts, obligations, acts and omissions, including the payment of all required withholding, social security and other taxes or benefits.

XIV. MODIFICATION OF AGREEMENT

Modification of this Agreement shall be made only by mutual consent of both Parties. An amendment describing the modifications shall be in writing and shall include the date and signature of all Parties specifically agreeing to the modification.

XV. ASSIGNMENT

Neither Party may assign or transfer any of its rights, duties or obligations under this Agreement, in whole or in part, without the prior written consent of the other Party. This Agreement shall inure to the benefit of, and be binding upon, the Parties hereto and their respective successors and permitted assigns.

XVI. COMMENCEMENT DATE

This Agreement will commence on the 28th day of April, 2016.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their undersigned officials as duly authorized on the date first above written.

ATTEST:

WEST FLORIDA REGIONAL
PLANNING COUNCIL

Thomas W. Abbott
Chairman

ATTEST:

WASHINGTON COUNTY

Alan T. Bush
Chairman

4



Agenda Item Number: 4
Meeting date: March 21, 2016

SUBJECT: Consideration for the West Florida Regional Planning Council Chairman to enter into an Agreement with Washington County to Review and Update the County's Debris Plan

BACKGROUND: The Agreement for Technical Assistance outlines the responsibilities of West Florida Regional Planning Council staff in reviewing and updating the Washington County Debris Removal Plan. Technical assistance under this agreement includes providing a review of the Washington County Debris Plan and Monitoring Checklist, and updating each according to the Emergency Management Crosswalk; in conjunction with the county attorney, providing an update of the Washington County Debris Removal contract and the Debris Monitoring contract and Request for Proposal (RFP) specifications for each; in conjunction with Washington County staff, publishing and advertising the RFPs for each contract; reviewing submitted proposals according to each procurement checklist; and recommending the highest-ranked proposals for each contract to the Washington County Board of County Commissioners for selection.

FUNDING AMOUNT: \$7,000

Attached is the following:

Draft Agreement for Technical Assistance by and between the West Florida Regional Planning Council and Washington County

RECOMMENDED ACTION: Approval of the WFRPC chairman to sign an agreement with Washington County to review and Update the county's Debris Plan. Please contact Ms. Kate Daniel, WFRPC staff, at 1-800-226-8914, Extension 245 or Kate.Daniel@wfrpc.org if additional information is needed.



Thomas Abbott, Chair
Kurvin Qualls, Vice-Chair

Austin Mount, Executive Director

Project Name:	Washington County Debris Plan Review and Update
Purpose:	To review and update the Washington County Debris Plan and Monitoring Checklist, update the Debris Removal Contract and the Debris Monitoring Contract and Request for Proposal (RFP) specifications for each, publish the RFP for each contract, and review proposals for final review and selection by the Washington County Board of County Commissioners.
WFRPC Project Manager:	Kate Daniel
WFRPC Team Staff:	Kate Daniel, <i>Planning Manager of Community and Economic Development</i> Rob Mahan, <i>Planner III</i> Traci Goodhart, <i>Planner II</i>
Assistance From Others:	Washington County Emergency Management Staff Washington County Attorney
Deliverable(s):	<i>Updated Washington County Debris Plan and Monitoring Checklist</i> <i>Updated Debris Removal contract</i> <i>Updated Debris Monitoring contract</i> <i>Updated Debris Removal Procurement Checklist and Request for Proposal Specifications</i> <i>Updated Debris Monitoring Procurement Checklist and Request for Proposal Specifications</i> <i>Presentation to the Washington County Board of County Commissioners of the highest-ranked proposals, based on the procurement checklists.</i>
Proposed Fee:	\$7,500 Project Cost <u>(\$500) WFRPC Membership Discount</u> \$7,000 Total Cost
Proposed Schedule:	WFRPC staff will have until August 25, 2016 to complete this project.

Scope of Work

Project Overview

West Florida Regional Planning Council (WFRPC) staff will provide a review of the Washington County Debris Plan and Monitoring Checklist, and will update each according to the Emergency Management Crosswalk. WFRPC staff will also work with the Washington County attorney to provide an update of the Washington County Debris Removal contract and the Debris Monitoring contract and Request for Proposal (RFP) specifications for each. WFRPC staff will work with Washington County staff to publish and advertise the RFPs and will to review submitted proposals according to each procurement checklist. WFRPC staff will recommend the highest-ranked proposals for each contract to the Washington County Board of County Commissioners for selection.

Tasks and Deliverables

Task One: Update Washington County Debris Plan and Monitoring Checklist

WFRPC staff will review the Washington County Debris Plan and Monitoring Checklist, and perform an Emergency Management Crosswalk evaluation. WFRPC staff will update the plan and monitoring checklist according to the findings of the review. Staff will present the updated Debris Plan and Monitoring Checklist to the Washington County Board of County Commissioners for adoption.

Deliverables: Updated Washington County Debris Plan and Monitoring Checklist

Task Two: Review of Current Debris Removal Contract and the Current Debris Monitoring Contract

WFRPC staff will review the current Washington County Debris Removal contract and the Debris Monitoring Contract, and will make recommendations to update the contracts based on this review. WFRPC staff will work with the Washington County Attorney on the update of the new Debris Removal contract and the new Debris Monitoring contract.

Deliverables: Updated Debris Removal contract; Updated Debris Monitoring contract

Task Three: Update Debris Removal and Debris Monitoring Procurement Documents

WFRPC staff will review the current Washington County Debris Removal and Debris Monitoring Procurement Checklists and Request for Proposal (RFP) specifications, and will work with the Washington County attorney to update, as necessary. Washington County staff will publish and advertise the RFP for the new Debris Removal Contract and the RFP for the new Debris Monitoring Contract. WFRPC staff will receive submitted proposals and will review them according to the updated procurement checklists. WFRPC will make a recommendation to the Washington County Board of County Commissioners for the highest-ranked proposal for each contract.

Deliverables: Updated Debris Removal Procurement Checklist and Request for Proposal Specifications; Updated Debris Monitoring Procurement Checklist and Request for Proposal Specifications; Presentation to the Washington County Board of County Commissioners of the highest-ranked proposals, based on the procurement checklists.

Scope of Work

Deliverables Submission

Deliverables will be submitted to the County Coordinator. WFRPC will invoice the county upon submission of the deliverables following the schedule below:

Deliverable	Invoice Amount
<i>Updated Washington County Debris Plan and Monitoring Checklist</i>	\$ 3,000
<i>Updated Debris Removal contract; Updated Debris Monitoring contract</i>	\$1,000
<i>Updated Debris Removal Procurement Checklist and Request for Proposal Specifications</i>	\$3,000
<i>Updated Debris Monitoring Procurement Checklist and Request for Proposal Specifications</i>	
<i>Presentation to the Washington County Board of County Commissioners of the highest-ranked proposals, based on the procurement checklists.</i>	
<i>Total Project Cost</i>	\$7,000

Project Coordination

WFRPC staff and Washington County staff will meet as needed in person or by conference call to discuss the status of the project.

Project Team

Project Manager: Kate Daniel, Planning Manager of Community and Economic Development

Kate Daniel is the Planning Manager of Community and Economic Development at West Florida Regional Planning Council (WFRPC). Kate has experience in economic and community development, working for a year as the WFRPC Economic Development Planner, and serving a year as an intern with the City of Tallahassee Community Redevelopment Agency. Kate also serves as the WFRPC Brownfields Coordinator, and provides technical assistance on a variety of projects throughout northwest Florida. In addition to working in community and economic development, Kate has experience in transportation planning, including long range planning, intelligent transportation systems, and transportation systems management. Kate has a B.A. in Political Science, an M.S. in Urban and Regional Planning with focuses in Housing and Community Development and Planning for Developing Areas, and an M.S. in International Affairs.

Rob Mahan, Planner III

Rob Mahan is a Planner III working in public transportation and has been with West Florida Regional Planning Council since 2007. He manages Metropolitan Planning Grants for public transportation and provides regional public transportation coordination and support. Rob previously worked for Escambia County Area Transit (ECAT), where he served as Director of Finance. His responsibilities at ECAT included Federal Transit Administration and FDOT grant procurement and administration, budgeting, accounting and financial reporting.

Scope of Work

Traci Goodhart, Planner II

Traci Goodhart graduated from the University of West Florida with a B.S. in Environmental Studies with a focus on Policy and Management and a GIS certification. She joined the West Florida Regional Planning Council as Regional Planner with a focus on environmental planning. Her in-depth knowledge of the environmental concerns and needs of NWFL provide a unique opportunity to implement sustainable redevelopment regionally, through education and community outreach. In addition to her work in environmental planning, Traci has been a licensed Florida Realtor for over 10 years, with experience in both residential and commercial development.

AGREEMENT FOR TECHNICAL ASSISTANCE
BY AND BETWEEN THE
WEST FLORIDA REGIONAL PLANNING COUNCIL
AND WASHINGTON COUNTY

THIS AGREEMENT is entered into this ____ day of _____, 2016 by and between the West Florida Regional Planning Council (hereinafter referred to as WFRPC) and Washington County (thereinafter referred to as the COUNTY).

I. PURPOSE

The purpose of the Agreement is to set forth the responsibilities of WFRPC and the COUNTY in performing the technical assistance functions and to describe the cooperative procedures under which the technical assistance will be carried out.

II. WFRPC RESPONSIBILITIES

- A. WFRPC shall provide professional, technical, and administrative assistance in the development of the project titled **“Washington County Debris Plan Review and Update”** as outlined in the attached Scope of Work.
- B. WFRPC shall make available to the COUNTY all plans and documents developed under Section II. A. above.

III. COUNTY RESEPNOSIBILITIES

- A. The COUNTY shall provide data and information relevant to the update of the Washington County Debris Plan, as outlined in the attached Scope of Work.
- B. The COUNTY shall provide the agreed upon funds as detailed in the attached Scope of Work.

IV. METHOD AND AMOUNT OF PAYMENT

This is a fixed fee Agreement, in an amount not to exceed \$7,000. WFRPC will submit invoices to the COUNTY as tasks are completed for the specified amounts as outlined in the attached Scope of Work. Subject to receipt of an invoice from WFRPC, the COUNTY agrees to pay WFRPC within thirty (30) days of receiving such invoice from WFRPC.

V. DURATION OF AGREEMENT AND TERMINATION WITH OR WITHOUT CAUSE

WFRPC shall complete the tasks as provided in the attached Scope of Work no later than August 25, 2016. Such schedule may be modified upon the mutual consent of the COUNTY and

WFRPC. This Agreement shall remain in effect until terminated by either or both parties to the Agreement. At any time, either the COUNTY or WFRPC may terminate this Agreement, with or without cause, with such termination effective immediately or by a specified date, by providing written notice of such termination; provided financial commitments made prior to withdrawal are effective and binding for their full term and amount regardless of withdrawal.

VI. CONFLICT OF INTEREST

The WFRPC agrees it shall not contract for or accept employment for the performance of any work or service with any individual, business corporation, or government unit that would create a conflict of interest in the performance of its obligations under this Agreement. The WFRPC further agrees it will neither take any action nor engage in any conduct that would cause any COUNTY employee or official to violate the provisions of Chapter 112, Florida Statutes, relating to ethics in government.

VII. RECORDS

All records pertinent to the Agreement shall be retained by the COUNTY. WFRPC, however, shall be subject to all rules and requirements of the Chapter 119, Florida Statutes, including, but not limited to, the requirements set forth in F.S. 119.0701.

VIII. LIABILITY

Each party agrees to hold the other party harmless, to the extent allowed and required by law, from all claims, demands, liabilities, and suits of third persons or entities not a party to this Agreement arising out of, or due to any act, occurrence or omission of the other party, its subcontractors or agents, if any, that is related to either party's performance or obligations pursuant to this Agreement, and shall fully indemnify the other party for all claims brought stemming therefrom.

IX. REPRESENTATIVES FOR THE PARTIES

In all matters relating to the performance of this Agreement, the County Coordinator shall represent and act for the COUNTY and the Executive Director of WFRPC shall represent and act for WFRPC.

X. VENUE AND JURISDICTION FOR LITIGATION BETWEEN PARTIES

This Agreement shall be construed according to the laws of the State of Florida. Venue shall be exclusively in Washington County, Florida for all litigation between the parties and all issues litigated between the parties shall be litigated exclusively in a court of competent jurisdiction of Washington County, Florida. If any provision hereof is in conflict with any applicable statute or rule, or is otherwise unenforceable, then such provision shall be deemed null and void to the extent of such conflict, and shall be deemed severable, but shall not invalidate any other provision of the Agreement.

XI. SOVEREIGN IMMUNITY

Notwithstanding anything set forth in any section of this Agreement to the contrary, nothing in this Agreement shall be deemed as a waiver of immunity or limits of liability of any party beyond any statutory limited waiver of immunity or limits of liability and any liability of the COUNTY for damages shall not exceed the statutory limits of liability, should said limits apply, regardless of the number or nature of any claim which may arise including but not limited to a claim sounding in tort, equity or contract. Nothing in this Agreement shall inure to the benefit of any third party for the purpose of allowing any claim against the COUNTY, which would otherwise be barred under the Doctrine of Sovereign Immunity or by operation of law.

XII. SEVERABILITY

If any provision of this Agreement is held to be invalid or unenforceable for any reason, this Agreement shall remain in full force and effect in accordance with its terms disregarding such unenforceable or invalid provision.

XIII. INDEPENDENT CONTRACTOR

The Parties hereby acknowledge that WFRPC is an independent contractor, and neither WFRPC, nor any of its agents, representatives, Program Participants, or employees shall be considered agents, representatives or employees of the COUNTY. In no event shall this Agreement be construed as establishing a partnership or joint venture or similar relationship between the Parties hereto. Each Party shall be responsible and liable for its own debts, obligations, acts and omissions, including the payment of all required withholding, social security and other taxes or benefits.

XIV. MODIFICATION OF AGREEMENT

Modification of this Agreement shall be made only by mutual consent of both Parties. An amendment describing the modifications shall be in writing and shall include the date and signature of all Parties specifically agreeing to the modification.

XV. ASSIGNMENT

Neither Party may assign or transfer any of its rights, duties or obligations under this Agreement, in whole or in part, without the prior written consent of the other Party. This Agreement shall inure to the benefit of, and be binding upon, the Parties hereto and their respective successors and permitted assigns.

XVI. COMMENCEMENT DATE

This Agreement will commence on the _____ day of _____, 2016.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their undersigned officials as duly authorized on the date first above written.

ATTEST:

WEST FLORIDA REGIONAL
PLANNING COUNCIL

Thomas W. Abbott
Chairman

ATTEST:

WASHINGTON COUNTY

David Corbin
County Coordinator

5



Agenda Item Number: 5

Meeting date: March 21, 2016

SUBJECT: Small Quantity Generators FY2016/17 Renewal Contract with Okaloosa County

BACKGROUND:

The Department of Environmental Protection's Small Quantity Hazardous Waste Generator Program has been in place since the mid-1980s. Section 403.7225, Florida Statutes requires that counties, or regional planning councils on behalf of the counties, conduct the Hazardous Waste Assessment, Notification, and Verification program on a minimum of 20% of the total businesses in a county per given year. The program consists of contacting and verifying the hazardous waste disposal or recycling practices of businesses that generate small quantities of hazardous waste.

West Florida Regional Planning Council is presently authorized through the Board of County Commissioners of Escambia, Santa Rosa, Okaloosa, Washington, and Holmes counties to conduct this program in their counties. Walton and Bay counties conduct their programs with county staff, however, a cost savings could be realized if these counties contracted with the WFRPC.

At this time, Okaloosa County is requesting to renew their contract with WFRPC.

FUNDING AMOUNT: \$13,500

FUNDING PERIOD: October 1, 2016 - September 31, 2017

RECOMMENDED ACTION: Approval of the WFRPC chairman to enter into the renewal contract with Okaloosa County. Please contact Ms. Kate Daniel, WFRPC staff, at 1-800-226-8914, Extension 245 or Kate.Daniel@wfrpc.org if additional information is needed.



CONTRACT/LEASE RENEWAL FORM

March 10, 2016

West Florida Regional Planning Council
Attn: Mr. Austin Mount
4081 E. Olive Road, Suite A
Pensacola, FL 32514

RE: Small Quantity Generator (SQG) Verification

Dear Sir:

The Okaloosa County Public Works Department agrees to renew the subject contract/lease, #C05-1151-PW for an additional term. The contract renewal period will be October 1, 2016 to September 30, 2017. The annual budgeted amount for this contract is \$13,500.

If you are in agreement, please sign below and return this form along with a current Certificate of Insurance listing Okaloosa County as co-insured (if applicable).

COUNTY REPRESENTATIVES

Dept. Director
Signature: _____
Jason Autrey, Public Works

Approved By: _____
Zan Fedorak, Purchasing

Approved By: _____

Date: _____

AUTHORIZED COMPANY REPRESENTATIVE

West Florida Regional Planning Council

Approved By: _____
Thomas W. Abbott

Title: WFRPC Chairman

Date: _____

County Department Instructions:

- 1) Obtain signatures from Department Director, authorized Company Representative and then Purchasing Director <\$25K and less, County Administrator <\$50K and less or Board >\$50K, as necessary. If Board approval is required, the Chairman and County Administrator's signatures are required. Make sure the company provides a current Certificate of Insurance. (If applicable).
- 2) Keep a copy of this form for your records.
- 3) Send original to Purchasing Services Coordinator.
If you have any questions please contact the Purchasing Director at 850-689-5960, Fax: 850-689-5998.

6



Agenda Item Number: 6

Meeting Date: March 21, 2016

SUBJECT: United States' Department of Agriculture Rural Business Development Grant Application for West Florida Regional Planning Council's Economic Development Action Plan

BACKGROUND: The West Florida Regional Planning Council staff have prepared a USDA Rural Business Development Grant application to assist five member municipalities in the development of Economic Development Action Plans. The five municipalities selected for this program are: the Town of Ponce de Leon, the City of Jay, the City of Freeport, the City of Bonifay, and the City of Vernon.

Development of each municipality's Economic Development Action Plans will be a 12-month process. Each City Council will appoint a Steering Committee of 5-8 community members, local business owners, and stakeholders which will meet regularly to work with WFRPC staff throughout the development of the plan. The plans will be developed in three parts: a needs analysis and asset mapping exercise, which will utilize community outreach and input to determine the community's needs and opportunities; the development of strategies and projects to move the plan forward; and resource identification and stakeholder group assignment to move forward with these opportunities.

The end goal of the process is that each municipality will have clear direction for economic development specific to their own needs, knowledge of the resources available to apply the strategies, and stakeholder groups assigned to implement them.

FUNDING AMOUNT: \$75,000

RECOMMENDED ACTION: Approval of the WFRPC chairman to sign the resolution authorizing WFRPC staff to apply for a USDA Rural Business Development Grant. Please contact Ms. Kate Daniel, WFRPC staff, at 1-800-226-8914, Extension 245 or Kate.Daniel@wfrpc.org if additional information is needed.

RESOLUTION OF MEMBERS OR STOCKHOLDERS

West Florida Regional Planning Council

(Name of Association)

4081 E. Olive Rd, Suite A
Pensacola, FL 32514

(Address, including Zip Code)

RESOLVED, that the Governing Board of this Association be and it hereby is authorized and empowered to take all action necessary or appropriate —

1. To obtain for and on behalf of the Association through the United States Department of Agriculture (USDA) or any other Governmental agency:
 - (a) A loan in a sum not to exceed \$ _____;
 - (b) A grant in a sum not to exceed \$ \$75,000.00 _____; to be advanced by the lender or grantor in one or more advances at such time or times as may be agreed upon.
2. In case of a loan or grant or both —
 - (a) For the execution of such application or applications (including exhibits, amendments and/or supplements thereto) as may be required;
 - (b) For the execution and delivery to the lender or grantor of all such written instruments as may be required in regard to or as evidence of such loan or grant; and
 - (c) In its judgment to carry out the terms of this resolution.
3. And in case of a loan —
 - (a) To obligate this Association for the repayment of the loan at such rates of interest and on such other terms and conditions as the Governing Board shall deem proper;
 - (b) To pledge, hypothecate, mortgage, convey, or assign property of this Association of any kind and in any amount now owned or hereafter acquired, as security for any or all obligations (past, present and/or future) of this Association to such lender; and
 - (c) From time to time to pay, extend, or renew any such obligations.

CERTIFICATION

I, the undersigned, as Thomas W. Abbott (Chairman) _____ of the above named Association, hereby
(Secretary) (Acting Secretary)

certify that said Association on the 21st day of March, 2016, had thirty-three
(Number)

members _____; that five of these
(members) (stockholders) or (shares of voting stock outstanding)

constituted a quorum; that _____ said members or stockholders or shares of voting stock were present at a meeting

of the members or stockholders duly called and held on the 21st day of March, 2016;

that the foregoing resolution was adopted at such meeting by the affirmative vote of _____ said members or stockholders or shares of voting stock; and that said resolution has not been rescinded or amended in any way.

Dated this day 21st of March, 2016.

Secretary of _____ Chairman of WFRPC _____

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0015. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

7



Agenda Item Number: 7

Meeting Date: March 21, 2016

SUBJECT: United States' Department of Agriculture Rural Business Development Grant Application for West Florida Regional Planning Council's West Florida Business and Entrepreneurship Conference

BACKGROUND: The West Florida Regional Planning Council staff have prepared a USDA Rural Business Development Grant application to conduct two West Florida Business and Entrepreneurship Conferences. The conferences will be targeted to business owners in the rural parts of the WFRPC region, and a day of the conference will be held in both the eastern and western portions of the WFRPC region, to provide the ability for all interested business owners in the region to attend.

The West Florida Business and Entrepreneurship Conference will provide one, possibly two, general sessions in addition to comprehensive breakout sessions designed and facilitated by regional experts, which will focus on entrepreneurship in specific business sectors, such as accounting, legal, and marketing.

The purpose of these conferences is to provide prospective and existing business owners the opportunity to receive valuable insight, knowledge, and solutions in the areas of small business start-up, expansion, and development, which will help retain and create new jobs within the region.

FUNDING AMOUNT: \$50,000

RECOMMENDED ACTION: Approval of the WFRPC chairman to sign the resolution to apply for a USDA Rural Business Development Grant. Please contact Ms. Kate Daniel, WFRPC staff, at 1-800-226-8914, Extension 245 or Kate.Daniel@wfrpc.org if additional information is needed.

RESOLUTION OF MEMBERS OR STOCKHOLDERS

West Florida Regional Planning Council

(Name of Association)

4081 E. Olive Rd, Suite A
Pensacola, FL 32514

(Address, including Zip Code)

RESOLVED, that the Governing Board of this Association be and it hereby is authorized and empowered to take all action necessary or appropriate —

1. To obtain for and on behalf of the Association through the United States Department of Agriculture (USDA) or any other Governmental agency:
 - (a) A loan in a sum not to exceed \$ _____ ;
 - (b) A grant in a sum not to exceed \$ \$50,000.00 ;
 to be advanced by the lender or grantor in one or more advances at such time or times as may be agreed upon.
2. In case of a loan or grant or both —
 - (a) For the execution of such application or applications (including exhibits, amendments and/or supplements thereto) as may be required;
 - (b) For the execution and delivery to the lender or grantor of all such written instruments as may be required in regard to or as evidence of such loan or grant; and
 - (c) In its judgment to carry out the terms of this resolution.
3. And in case of a loan —
 - (a) To obligate this Association for the repayment of the loan at such rates of interest and on such other terms and conditions as the Governing Board shall deem proper;
 - (b) To pledge, hypothecate, mortgage, convey, or assign property of this Association of any kind and in any amount now owned or hereafter acquired, as security for any or all obligations (past, present and/or future) of this Association to such lender; and
 - (c) From time to time to pay, extend, or renew any such obligations.

CERTIFICATION

I, the undersigned, as Thomas W. Abbott (Chairman) of the above named Association, hereby
(Secretary) (Acting Secretary)

certify that said Association on the 21st day of March, 2016, had thirty-three
(Number)

members ; that five of these
(members) (stockholders) or (shares of voting stock outstanding)

constituted a quorum; that _____ said members or stockholders or shares of voting stock were present at a meeting

of the members or stockholders duly called and held on the 21st day of March, 2016 ;

that the foregoing resolution was adopted at such meeting by the affirmative vote of _____ said members or stockholders or shares of voting stock; and that said resolution has not been rescinded or amended in any way.

Dated this day 21st of March, 2016.

Secretary of _____ Chairman of WFRPC

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0015. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

8



Agenda Item Number: 8

Meeting Date: March 21, 2016

SUBJECT: Consideration of Resolution WFRPC 2016-02 Supporting the Department of Energy Clean Cities Program and the Northwest Florida Clean Cities Coalition Application for Designation

ORIGIN OF SUBJECT: West Florida Regional Planning Council (WFRPC) Staff serves as Coordinator for the NWFLCCC

BACKGROUND: The U.S. Department of Energy's (DOE's) Clean Cities program advances the nation's economic, environmental, and energy security by supporting local actions to reduce petroleum use in transportation.

At the national level, the program provides unbiased and objective resources and information to help transportation stakeholders evaluate options and achieve goals around alternative fuels, advanced vehicles and other strategies to reduce petroleum use. At the local level, nearly 100 coalitions leverage these resources to create networks of local stakeholders that advance transportation projects.

The NWFLCCC is seeking a recognized designation from the DOE's Clean Cities program. Letters of support are encouraged. Clean Cities stakeholders have access to an array of resources that include, but are not limited to:

- Networking opportunities with fleets and industry partners who have experience in alternative fuels and advanced vehicles
- Technical training, workshops, and webinars
- Funding opportunities from the U.S. Department of Energy and other funding organizations
- Information about funding sources from state and local government agencies, nonprofits, and foundations
- Assistance with funding applications
- Public recognition for progress in reducing petroleum consumption

FUNDING AMOUNT:

Clean Cities Designation \$45,000 annually

RECOMMENDED ACTION: Approval of the WFRPC chairman to sign Resolution 2016-02 supporting the Department of Energy Clean Cities Program and Northwest Florida Clean Cities Coalition application for designation. Please contact Ms. Traci Goodhart, WFRPC staff, at 1-800-226-8914, Extension 222 or traci.goodhart@wfrpc.org if additional information is needed.

RESOLUTION WFRPC 2016-02

**A RESOLUTION OF THE WEST FLORIDA REGIONAL
PLANNING COUNCIL SUPPORTING THE DEPARTMENT
OF ENERGY CLEAN CITIES PROGRAM AND THE
NORTHWEST FLORIDA CLEAN CITIES COALITON
APPLICATION FOR DESIGNATION**

WHEREAS, the West Florida Regional Planning Council, which is organized and exists under and by virtue of the provisions of Section 163.01, Florida Statutes, has the power to make and enter into all contracts and agreements necessary or incidental to the performance of its duties and the execution of its powers under Section 163.01, Florida Statutes; and

WHEREAS, the West Florida Regional Planning Council serves as staff to the Florida-Alabama, Okaloosa-Walton, and Bay County Transportation Planning Organizations; and Planning Council staff serves as the Northwest Florida Clean Cities Coalition Coordinator; and

WHEREAS, the mission of the Department of Energy Clean Cities program is to advance the nation's economic, environmental, and energy security by supporting local actions to reduce petroleum use in transportation, the Planning Council recognizes the Northwest Florida Clean Cities Coalition efforts to leverage resources, develop joint projects, provide collaboration on public policy issues, while promoting petroleum reduction and clean air technologies;

NOW, THEREFORE, BE IT RESOLVED THAT: the West Florida Regional Planning Council supports the Department of Energy Clean Cities Program and the Northwest Florida Clean Cities Coalition application for designation.

Duly passed and adopted by the West Florida Regional Planning Council on this 21th day of March 2016.

WEST FLORIDA REGIONAL PLANNING COUNCIL

BY: _____
Thomas Abbott, Chairman

ATTEST: _____
**Austin L. Mount, Executive Director
West Florida Regional Planning Council**



9



Agenda Item Number: 9

Meeting date: March 21, 2016

SUBJECT: “Parking Strategies as a Catalyst to Economic Development” Technical Assistance Project for City of Pensacola

BACKGROUND: The City of Pensacola, and in particular the downtown core, has experienced significant growth over the past five years and the pace of change over the next five to ten years has the potential to be even greater. Based on research regarding other cities of similar size and characteristics, it is evident that an effectively implemented parking model can enhance growth, provide a more satisfying experience to users, and a more profitable outcome for business owners in the area. The City of Pensacola recognizes that issues with respect to parking are a subset of a broader strategic vision that also cover transportation and livability, and that finding ways to maximize the economic impact of this change should be part of a longer-term vision. Consequently, the City is interested in developing an approach to implement a parking strategy that will enhance the current experience and complement the anticipated development of the urban core.

West Florida Regional Planning Council staff are analyzing the current parking supply and the existing parking regulations for the downtown Pensacola study area, reviewing best practices throughout the country, and projecting future parking demand in order to support current and future development and businesses.

STUDY AREA:

The study area will cover the West End, East Waterfront, Palafox, Seville, Aragon and Gateway zones identified in Mayor Ashton Hayward’s Urban Redevelopment Advisory Committee Final Report.

FUNDING AMOUNT:

\$30,000

RECOMMENDED ACTION:

This is an information item. Jill Lavender, WFRPC staff, will provide an update on the study.
