



Kurvin Qualls, Chair
Kasey Cuchens, Vice-Chair

Austin L. Mount, Executive Director

West Florida Regional Planning Council Meeting Agenda

PLEASE MAKE NOTE OF THE MEETING LOCATION!!

Okaloosa County Administration Building, 1250 N. Eglin Parkway, Shalimar, Florida

Monday, November 21, 2016 at 3:30 p.m.

There will NOT be an Executive Committee meeting.

Call to Order – Mayor Kurvin Qualls, Chair

Pledge of Allegiance

Prayer

Roll Call and Recognition of Call-In Members - Mayor Kurvin Qualls, Chair

ACTION ITEMS

- 1. Approval of the September 2016 Meeting Minutes**
No Presentation
- 2. Approval of August 2016 Financial Statements**
No Presentation
- 3. Holmes County Commercial Intent Overlay and Future Land Use Map Update Technical Assistance Project**
Caitlin Cerame, WFRPC Staff
- 4. Professional Staff Services Agreement between the West Florida Regional Planning Council (WFRPC) and the City of Destin**
Caitlin Cerame, WFRPC Staff
- 5. Brownfields Assessment Grant Proposal**
Austin Mount, WFRPC Executive Director
- 6. West Florida Regional Planning Council Building Lease**
Austin Mount, WFRPC Executive Director

INFORMATION ITEMS

- 7. Executive Director Report**
Austin Mount, WFRPC Executive Director
- 8. Monthly Highlights**
Austin Mount, WFRPC Executive Director
- 9. TPO Actions Report**
Mary Beth Washnock, WFRPC Transportation Planning Manager
- 10. WFRPC Tentative Meeting Schedule - 2017**
- 11. Comments**
 - a. Council Members**
 - b. Ex Officio Members**
 - c. Council Chair**
 - d. Public**

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

Next Meeting Tentatively Scheduled for: December 19, 2016

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West Florida Regional Planning Council

Meeting Minutes

Emerald Coast Convention Center

September 29, 2016 4:30 p.m.

Members Present: Mayor Kurvin Qualls, Town of Jay (Chairman)
Councilwoman Kasey Cuchens, City of Freeport (Vice Chairman)
Commissioner Pam Henderson, City of Callaway
Commissioner Cecilia Jones, Walton County
Commissioner Wilson Robertson, Escambia County
Councilman David Cadle, City of Crestview
Councilman Hector Solis, Panama City Beach
Commissioner Bob Cole, Santa Rosa County
J.D. Smith, Governor Appointee
Virgie Bowen, FDOT (Ex-officio)

Others Present: Amanda Richard, Lynn Haven
Andrea Kvech, Pensacola International Airport
Jennifer Vigil, Destination Panama City
Jenny Anderson, Northwest Florida League of Cities
Bob Campbell, City of DeFuniak Springs
Janice McLean, City of Freeport
Caitlin Brongel, Northwest Florida Water Management District
Greg Gowers, Northwest Florida Water Management District
Beckie Cato, Santa Rosa County Planning and Zoning
Bryant Paulk, FDOT
Richard Delp, LEPC
Kathy Ahlen, WFRPC Staff
Renee Quick, WFRPC Staff
Mary Beth Washnock, WFRPC Staff
Jenny Cook, WFRPC Staff
Kate Daniel, WFRPC Staff
Jill Lavender, WFRPC Staff
Caitlin Cerame, WFRPC Staff
Dawn Schwartz, WFRPC Staff
Austin Mount, WFRPC Staff
Katie Wilhelm, WFRPC Staff

Call to Order & Pledge of Allegiance

Chairman Qualls called the meeting to order. The pledge of allegiance was recited and prayer was held.

Roll Call and Recognition of Call-In Members

There were no call-in members.

Agenda Item 1: Approval of the July 2016 Meeting Minutes

Chairman Qualls asked for action on the July meeting minutes. **Mr. Smith moved to approve the July meeting minutes as written. The motion was seconded by Commissioner Robertson and it was unanimously approved.**

Agenda Item 2: Approval of May, June and July 2016 Financial Statements

Chairman Qualls asked for action on the financial statements presented in the agenda. **Commissioner Jones moved to approve the May, June and July 2016 financial statements as presented. The motion was seconded by Commissioner Henderson and it was unanimously approved.**

Agenda Item 3: Pace-Pea Ridge Bicycle/Pedestrian Plan Technical Assistance

Chairman Qualls called on Ms. Lavender. Ms. Lavender said Santa Rosa County was awarded funds two years ago to complete a bicycle-pedestrian plan for the southern part of the county. The WFRPC assisted with this project and has been asked to assist in a similar project for the Pace-Pea Ridge corridor along US 90. She said the WFRPC will be contracted to receive \$15,500 for its part of this \$30,000 project. She asked the board to consider approving the technical assistance agreement. **Commissioner Robertson moved to authorize the WFRPC chairman to sign an agreement with Santa Rosa County to develop a Bicycle-Pedestrian Plan for the Pace-Pea Ridge Area. The motion was seconded by Mr. Smith and it was unanimously approved.**

Agenda Item 4: Commuter Assistance Supplemental Joint Participation Agreements (JPA) for FY 2016-2017

Chairman Qualls called on Ms. Cerame. Ms. Cerame provided a PowerPoint refresher of the rideOn commuter assistance program, which is an FDOT-funded program that addresses commuter demand through multiple transportation options. She explained that for many commuters living in the northern end of Walton County and working in the southern end have staggering annual total commute expenses that exceed \$6,000, making it not worth it for them to make the drive. Ms. Cerame explained the database that exists for users to search for ride share opportunities, the Emergency Ride Home program, park and ride lot locations and other benefits to users. She said this year staff intends to focus on more outreach to the military communities. **Councilwoman Cuchens moved to approve Resolution WFRPC 2016-06 authorizing the WFRPC chairman to sign and execute a supplemental agreement on behalf of the West Florida Regional Planning Council with the Florida Department of Transportation for a period of one year. The motion was seconded by Commissioner Jones.** Commissioner Cole expressed the need for more separate bicycle facilities for those commuting. Ms. Cerame agreed. Ms. Washnock noted that the Florida-Alabama TPO will have the start-up of a bicycle-pedestrian plan that will focus on safety on its December agenda for consideration. Commissioner Robertson voiced his agreement for the need for more pedestrian safety. **The motion was unanimously approved.**

Agenda Item 5: Comprehensive Economic Development Strategy (CEDS) 2016 Update Adoption

Chairman Qualls called on Ms. Cerame. Ms. Cerame explained that as an Economic Development District, this area is required to produce an annual Comprehensive Economic Development Strategy, which is basically blueprint for the economic development future plans of the area, as a result of partner collaboration and public input.

She said this plan follows the “Six Pillars” plan for economic success and must be developed in order to qualify for needed grant funds. She briefly reviewed the plan focusing on updated statistical information. **Mr. Smith moved to adopt the 2016 CEDS update as presented. The motion was seconded by Councilwoman Cuchens and it was unanimously approved.**

Agenda Item 6: City of Bonifay Commercial Intent Overlay and Future Land Use Map Update Technical Assistance Project

Chairman Qualls called on Ms. Cerame. Ms. Cerame said the Bonifay City Council approved entering into a contract with the WFRPC to update its Commercial Intent Overlay and Future Land Use Map in order to bring more planned commercial growth to the area through looking at specific regulations and guidelines. She said Holmes and Washington Counties are working with Bonifay to create a development authority. **Councilwoman Cuchens moved to authorize the WFRPC chairman to sign the agreement for professional staff services between WFRPC and the City of Bonifay to update the city’s Commercial Intent Overlay and Future Land Use Map. The motion was seconded by Commissioner Jones and it was unanimously approved.**

Agenda Item 7: Technical Assistance Agreement for the DeFuniak Springs Historical District Resource Update

Chairman Qualls called on Ms. Cook. Ms. Cook said the City of DeFuniak Springs wants to contract with the WFRPC to update its national register of historical resources. She said the last update was completed in 1991 so there are now other properties that could qualify for inclusion. The general tasks planned for the update include evaluating existing structures, creating a database of information and developing a preservation plan to protect the integrity of the town. This project, funded in the amount of \$38,500 would be complete by June 2017. Commissioner Cole asked where the funding came from for this project. Ms. Cook explained that these funds are a portion of a grant received by the city. **Commissioner Robertson moved to authorize the WFRPC chairman to sign an agreement with Defuniak Springs to identify and update the city’s historical resources eligible for the National Register, and to create a historic resources database and preservation plan for the city. The motion was seconded by Commissioner Jones and it was unanimously approved.**

Agenda Item 8: Emergency Planning Community Right-to-Know Act (EPCRA) Resolution

Chairman Qualls called on Ms. Ahlen who introduced Mr. Delp, chairman of the Local Emergency Planning Committee (LEPC). Mr. Delp provided history of chemical leaks in the 1980s, one of which led to thousands of deaths, and how these incidents led to legislation that allows Americans to know what is in the air they breathe. He said LEPCs were created as a result of this legislation and that our local committee covers the seven county region. Emergency Response plans and training for hazardous materials response training are part of the duties of the LEPCs. He explained that the 30-year anniversary of the Emergency Planning Community Right-to-Know Act (EPCRA) is this year and he asked that the WFRPC board consider approving a resolution in support of that. **Commissioner Henderson moved to authorize the WFRPC chairman to sign Resolution WFRPC 2016-07 honoring October 2016 as the 30th anniversary of the EPCRA. The motion was seconded by Commissioner Jones.** Commissioner Cole asked about the hazardous materials being carried along US 98 and US90. Mr. Delp said

officials are aware of all the chemicals that travel those roads and explained that a Commodity Flow Study is conducted regularly. He said the next study will also include documenting what is traveling the rail system. **The motion was unanimously approved.**

Agenda Item 9: The Pipeline and Hazardous Materials Safety Administration's (PHMSA) Hazardous Material Emergency Preparedness (HMEP) Training and Planning Grant Program

Chairman Qualls called on Ms. Ahlen. Ms. Ahlen said this grant, being applied for through the LEPC, will help fund the commodity flow study and training for first responders in all seven counties. **Councilwoman Cuchens moved to authorize the WFRPC chairman to sign the Pipeline and Hazardous Materials Safety Administration's Hazardous Materials Emergency Preparedness Training and Planning Grant Program contract. The motion was seconded by Mr. Smith and it was unanimously approved.**

Agenda Item 10: Small Quantity Generators (SQG) FY2016/17 Contracts with Escambia, Santa Rosa, Okaloosa, Washington and Holmes Counties

Chairman Qualls called on Ms. Ahlen. Ms. Ahlen said it is required of each county to evaluate waste and help manage its impacts on the environment. She said these contracts will employ the WFRPC to administer the efforts and to visit/educate business owners. **Mr. Smith moved to authorize the WFRPC chairman to sign the Escambia, Santa Rosa, Okaloosa, Washington and Holmes County Small Quantity Generators contracts. The motion was seconded by Mayor Cadle and it was unanimously approved.**

Agenda Item 11: Update: "Parking Strategies as a Catalyst to Economic Development" Technical Assistance Project for City of Pensacola

Chairman Qualls called on Ms. Lavender. Ms. Lavender provided a PowerPoint update on this project, which began late last year. She said an inventory of existing parking conditions was completed. An assessment of future parking demand based on projected growth was also completed. Best practices from Traverse City, Michigan, Boulder, Colorado and Charleston, South Carolina were evaluated and some were incorporated into the recommendations. She said the final recommendations are of course to either decrease the demand for parking spaces by bringing in transportation alternatives, or to increase the supply by opening more parking garages to night life or building new ones. She reviewed creative use of space and financing possibilities that could make either of these options successful to the city. Ms. Lavender also expressed the fact that during the development of this project there was much positive local press about it and about the WFRPC. She said the project was a great opportunity for the Council.

Agenda Item 12: Executive Director Report

Chairman Qualls called on Mr. Mount. Mr. Mount said there is a need to elect new officers for the coming fiscal year (October 2016 – September 2017) and that this item was not included on the agenda. He asked if there were any nominations. **Commissioner Cole moved to nominate and elect Mayor Qualls to continue as WFRPC chairman for the coming fiscal year and Councilwoman Cuchens to continue as vice chairman. The motion was seconded by Commissioner Robertson and it was unanimously approved.**

Mr. Mount distributed the current and next year's budget. He reported that membership rates for local governments remain the lowest in the state, while offering some of the best benefits at the same time. He said revenues have increased by \$400,000 and the Council continues to grow. **Commissioner Robertson moved to approve the Fiscal Year 2016-2017 budget as submitted. The motion was seconded by Mayor Cadle and it was unanimously approved.**

Mr. Mount noted that, as the board members are aware, the lease on the office space being utilized by the WFRPC staff expires December 31, 2016. He said some of the board members requested him to seek legal counsel on the matter. He said the attorney on retainer, W.C. Henry, researched Florida Statue and found that the WFRPC is a state agency and therefore must adhere to certain procurement requirements when leasing property. Mr. Henry recommended that the Department of Management Services be contacted promptly for assistance. Commissioner Robertson disclosed that he is the landlord of the current building.

Mr. Mount invited all those in attendance to visit the WFRPC staff's program/project tables in the next room and to enjoy the dinner that was to commence at 6:00 p.m.

Agenda Item 13: Monthly Highlights

None provided this month.

Agenda Item 14: TPO Actions Reports

Chairman Qualls called on Ms. Washnock. Ms. Washnock explained that the TPO Coordinators produce a report following every TPO meeting highlighting the actions taken at the meeting and provide it to members and FDOT. She said from now on copies will be included in the WFRPC agendas for information.

Agenda Item 15: Comments

Commissioner Robertson announced that he is retiring from his elected position and will be leaving the WFRPC board. He said it has been a pleasure being a part of such a great organization.

Commissioner Robertson wanted to let the other members know that he and Commissioner Grover Robinson attended the Florida Association of Counties meeting recently and that Regional Planning Councils were discussed. He said the message that seemed to be being conveyed was that RPCs want less work to do because they are not getting state. Funding. He said he expressed to those present that RPCs are great organizations that would like MORE work to do, but that they are also hurting due to the loss of state funding. Mr. Mount said he is aware of this and that the response to RPC requests for funding was to pare the long list of requests back to a few that would resonate with legislators.

Next meeting to be determined. There being no further business, the meeting was adjourned.

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WEST FL RPC
 Balance Sheet
 As of 8/31/2016

	Current Year
Assets	
Current Assets	
Operating Cash	608,500.89
Operating Reserves	348,353.35
Accounts Receivable	1,731,905.42
Prepaid Expenses	17,759.01
Total Current Assets	2,706,518.67
Long-term Assets	
Property & Equipment	7,194.83
Total Long-term Assets	7,194.83
Total Assets	2,713,713.50
Liabilities	
Short-term Liabilities	
Accounts Payable	83,428.73
Walton/Okaloosa/Santa Rosa RUA Payable	850.45
Deferred Revenue	276,765.75
Total Short-term Liabilities	361,044.93
Total Liabilities	361,044.93
Net Assets	
Net Assets	
Unrestricted	2,154,736.43
Total Net Assets	2,154,736.43
Current YTD Net Income	197,932.14
Total Net Assets	2,352,668.57
Total Liabilities and Net Assets	2,713,713.50

WEST FL RPC
Statement of Revenues and Expenditures
From 8/1/2016 Through 8/31/2016

	YTD Budget - Original	Current Period Actual	YTD Actual	YTD Budget Variance
PROJECT REVENUES				
Project Revenues	3,004,674.00	189,040.29	3,180,103.90	175,429.90
FTA Local Match	49,879.00	0.00	40,409.00	(9,470.00)
Project Fringe Reimbursement	0.00	16,184.59	156,331.01	156,331.01
Total PROJECT REVENUES	<u>3,054,553.00</u>	<u>205,224.88</u>	<u>3,376,843.91</u>	<u>322,290.91</u>
ADMIN REVENUE				
WFRPC Membership Dues	53,450.00	0.00	55,037.00	1,587.00
Ind Exp Reimb	773,968.00	68,145.21	733,934.46	(40,033.54)
Interest and Misc Income	0.00	0.05	182.80	182.80
Total ADMIN REVENUE	<u>827,418.00</u>	<u>68,145.26</u>	<u>789,154.26</u>	<u>(38,263.74)</u>
PROJECT EXPENSES				
Salaries & Fringe	1,460,235.00	130,501.00	1,390,834.00	69,401.00
Indirect Costs	773,968.00	68,145.21	734,129.93	39,838.07
Travel	80,000.00	13,804.94	118,507.93	(38,507.93)
Other Direct Expenses	722,686.00	(6,374.52)	932,637.47	(209,951.47)
Total PROJECT EXPENSES	<u>3,036,889.00</u>	<u>206,076.63</u>	<u>3,176,109.33</u>	<u>(139,220.33)</u>
ADMINISTRATIVE AND OPERATING EXPENSES				
Administrative: Salaries & Fringe	380,711.00	33,583.06	331,309.04	49,401.96
Operating: Audit Fees	28,000.00	1,000.00	28,000.00	0.00
Operating: Current Accounting Fees	12,000.00	523.11	9,965.38	2,034.62
Operating: Education	3,000.00	1,061.62	1,625.62	1,374.38
Operating: Equipment Maintenance	1,500.00	0.00	1,184.38	315.62
Operating: Expend/Debt Ser/Cap Lease	3,875.00	1,194.00	12,954.33	(9,079.33)
Operating: General Insurance	16,500.00	0.00	17,164.29	(664.29)
Operating: Memberships & Subscriptions	14,900.00	0.00	23,410.09	(8,510.09)
Operating: Miscellaneous Expense	0.00	0.00	71.00	(71.00)
Operating: Office Expense	10,850.00	4,439.09	25,402.43	(14,552.43)
Operating: Personnel Training	3,000.00	0.00	975.00	2,025.00
Operating: Postage	1,000.00	189.23	(967.51)	1,967.51
Operating: Professional Services	42,400.00	1,637.07	43,608.35	(1,208.35)
Operating: Purchase of Equipment	15,000.00	0.00	7,153.19	7,846.81
Operating: Rent	191,232.00	15,936.00	189,828.00	1,404.00
Operating: Telephone	17,000.00	1,901.43	16,401.05	598.95
Operating: Travel - Admin	13,000.00	130.23	2,017.49	10,982.51
Operating: Travel - Council & Committee	3,000.00	0.00	1,642.50	1,357.50
Operating: Utilities	17,000.00	1,699.89	12,171.22	4,828.78
Total ADMINISTRATIVE AND OPERATING EXPENSES	<u>773,968.00</u>	<u>63,294.73</u>	<u>723,915.85</u>	<u>50,052.15</u>
COUNCIL EXPENSES				
Council Expenses	71,114.00	2,373.84	68,040.85	3,073.15
Total COUNCIL EXPENSES	<u>71,114.00</u>	<u>2,373.84</u>	<u>68,040.85</u>	<u>3,073.15</u>
NET INCOME	<u>0.00</u>	<u>1,624.94</u>	<u>197,932.14</u>	<u>197,932.14</u>

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Agenda Item Number: 3

Meeting Date: November 21, 2016

SUBJECT: Holmes County Commercial Intent Overlay and Future Land Use Map Update Technical Assistance Project

BACKGROUND: The proposed technical assistance project is the creation of a Commercial Intent Overlay (Overlay) around the Hwy 79 corridor and update to the County's Future Land Use Map (FLUM) for those parcels within the Overlay. The Overlay will be used as a planning tool to encourage commercial development in a targeted area. Parcels within the Overlay will have the benefit and flexibility of going through an expedited review process should property owners choose to amend their land use. Having proper land use in place is crucial to attracting businesses because of the time and financial expense that goes into amending future land use.

STUDY AREA: Holmes County

FUNDING SOURCE: Holmes County

FUNDING AMOUNT: \$5,500

FUNDING PERIOD: West Florida Regional Planning Council (WFRPC) will have 8 months from the execution of the agreement to complete the project.

ATTACHED: Agreement and Scope of Work

RECOMMENDED ACTION: Approval to authorize the WFRPC chairman to sign the agreement for professional staff services between WFRPC and Holmes County to update the County's Commercial Intent Overlay and Future Land Use map for the portion within the Overlay. Please contact Caitlin Cerame, WFRPC staff, at caitlin.cerame@wfrpc.org or (850)-332-7976, Extension 203 if additional information is needed.

AGREEMENT FOR PROFESSIONAL STAFF SERVICES
BY AND BETWEEN THE
WEST FLORIDA REGIONAL PLANNING COUNCIL
AND HOLMES COUNTY FOR THE
COMMERCIAL INTENT OVERLAY AND FUTURE LAND USE MAP UPDATE

THIS AGREEMENT is entered into this ____ day of _____, 2016 by and between the West Florida Regional Planning Council (hereinafter referred to as “WFRPC”) and Holmes 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 “**Commercial Intent Overlay and Overlay Future Land Use Map Update**” as outlined in the attached Scope of Work.
- B. WFRPC shall make available to the COUNTY all maps and documents developed under Section II. A. above.

III. COUNTY RESPONSIBILITIES

- A. The COUNTY shall provide data and information relevant to Commercial Intent Overlay and Future Land Use Map Update, 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

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 within eight months of the effective date of this agreement. Such schedule may be modified from time to time 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. AMENDMENTS TO AGREEMENT

Amendments or modifications of this Agreement may only be made by written agreement signed by all parties here to with the same formalities as the original Agreement.

VII. CONFLICT OF INTEREST

The WFRPC agrees it shall not contract with, 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.

VIII. 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.

IX. 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.

X. REPRESENTATIVES FOR THE PARTIES

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

XI. 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 Holmes 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 Holmes 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.

XII. 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.

XIII. 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.

XIV. 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.

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.

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:

ATTEST:

WEST FLORIDA REGIONAL
PLANNING COUNCIL

Kurvin Qualls
Chairman

HOLMES COUNTY

Commissioner Danny Powell
Chairman



Kurvin Qualls, Chairman
Kasey Cuchens, Vice-Chair

Austin Mount, Executive Director

Project Name:	Holmes County Commercial Intent Overlay and Future Land Use Map Update
Purpose:	To provide technical assistance for the development of a Commercial Intent Overlay of parcels adjacent and close to Highway 79 corridor and to update the County's Future Land Use Map within the Overlay.
WFRPC Project Manager:	Kate Daniel
WFRPC Team Staff:	Austin Mount, <i>Executive Director</i> Kate Daniel, <i>Planning Manager of Community and Economic Development</i> Caitlin Cerame, <i>Economic Development Planner</i> Jessica Paul, <i>GIS Coordinator</i> Brittany Ellers, <i>Public Involvement Coordinator</i>
Assistance From Others:	Holmes County
Deliverable(s):	GIS-based Future Land Use Map (FLUM) Neighborhood Information Meetings Commercial Intent Overlay Map Map of parcels within Overlay that have opted to amend to General Commercial Revised Comprehensive Plan with Commercial Intent subsection language Submission of Comprehensive Plan Amendment Package to Florida Department of Economic Opportunity (DEO) Presentations to the Holmes County for Comprehensive Plan Amendment
Proposed Fee:	\$5,500 Total Cost
Proposed Schedule:	West Florida Regional Planning Council (WFRPC) will have 8 months from the execution and delivery of the Agreement for Professional Staff Services to complete the project.

Scope of Work

Project Overview

The proposed technical assistance project is for an update of the Holmes County's Future Land Use Map (FLUM) and creation of a Commercial Intent Overlay (Overlay) around the Highway 79 corridor. The Overlay will connect with the Commercial Intent Overlay of both the City of Bonifay and Washington County. The Overlay will be used as a planning tool to encourage commercial development in a targeted area. Parcels within the Overlay will have the benefit and flexibility of going through an expedited review process should property owners choose to amend their land use. Having proper land use in place is crucial to attracting businesses because of the time and financial expense that goes into amending future land use.

The FLUM update will include any future land use amendments that have occurred since the last update. It will also update any amendments that were approved through the last Evaluation and Approval Report. It will be necessary for West Florida Regional Planning Council (WFRPC) and the Holmes County to coordinate with the City of Bonifay to confirm land uses of annexed properties over the past 10-15 years.

The County's Comprehensive Plan will be updated to include a Geographic Information Systems (GIS) map and language explaining the intent, purpose, and standards for development review within the Overlay. Following public outreach, staff will present the final draft Overlay to the Council for a recommendation of transmittal to the Department of Economic Opportunity.

Tasks and Deliverables

Task One: Update of the Future Land Use Map

Staff will provide a GIS map of future land use designations of parcels within the determined Commercial Intent Overlay boundary. A final version will be provided to the County in both PDF and ArcMap formats.

Deliverables: GIS-based Updated Future Land Use Map for the Overlay in PDF and ArcMap formats

Task Two: Neighborhood Information Meetings

Neighborhood Information Meeting will be held initially to educate citizens and property owners within the proposed overlay about what the Overlay is and how it will be used. Staff will explain the intent and purpose behind the Overlay and provide opportunity for citizens to comment and ask questions. The meetings will be conducted together with the City of Bonifay's Overlay public outreach effort. Staff will follow up with a written letter to all property owners within and around the Overlay requesting they notify the County of the following:

1. Would they like to opt out of the Overlay?
2. Would they like to opt into the Overlay?
3. Would they like to opt into the Overlay AND amend their future land use designation to "General Commercial"?

Another information meeting will be held after the citizen letter deadline to explain the results and answer additional questions about the process.

Deliverables: Summary of advertised Neighborhood Information Meetings and citizen input.

Scope of Work

Task Three: Commercial Intent Overlay Map and FLUM amendments

A GIS map with the Commercial Intent Overlay boundary will be generated. The parcels that property owners have opted to amend to General Commercial will be identified.

Deliverables: Commercial Intent Overlay Map to be added to the County's Comprehensive Plan after adoption. Summary of parcels and acreage to be amended to General Commercial.

Task Four: Commercial Intent Language added to the Holmes County Comprehensive Plan.

An Overlay Section with policies, goals, and objectives will be developed for the County's Comprehensive Plan. This language will aid the County in implementing the Overlay properly in the future and explain the expedited review process for parcels within the Overlay.

Deliverables: A new subsection within the Comprehensive Plan outlining the Commercial Intent Overlay.

Task Five: Submission to Florida Department of Economic Opportunity

Staff will initiate the expedited state review process for a Comprehensive Plan amendment of the updated FLUM and Commercial Intent Overlay. Following an initial round of public hearings, an amendment package including one paper copy, and two electronic copies on a CD ROM in Portable Document Format (PDF) will be transmitted to the Department of Economic Opportunity and other state agencies. State Land Planning Agency will issue its comment letter to the County. The local government must receive comments from review agencies within 30 days of receipt of the proposed plan amendment package.

Deliverable: Presentation of draft Overlay to Holmes County Commission and confirmation of submission of Comprehensive Plan Amendment Package.

Task Six: Adoption of the updated Comprehensive Plan by the Holmes County Board of County Commissioners

Staff will present the updated Future Land Use Map and Commercial Overlay to the Holmes County Board of County Commissioners for review and adoption. Following adoption of the Comprehensive Plan amendment, WFRPC will submit five color hard copies and five CDs of the updated Comprehensive Plan to the County.

Deliverable: Presentation to the Holmes County Commission of Comprehensive Plan Amendment adoption.

Scope of Work

Deliverables Submission

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

Deliverable	Invoice Amount
GIS-based Updated Future Land Use Map in PDF and ArcMap formats	\$3,500
Two Neighborhood Information Meetings (these meetings will be coordinated with the City of Bonifay Neighborhood Information Meetings)	\$0
Commercial Intent Overlay Map	\$500
Updated Comprehensive Plan language for Overlay	\$300
Submission of Amendment Package to DEO	\$200
Two presentations to the Homes County Commission	\$1,000
<i>Total Project Cost</i>	\$5,500

Project Coordination

WFRPC staff and County staff will hold meetings by conference call to discuss the status of the project as needed, following the execution of Agreement for Professional Staff Services.

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.

Caitlin Cerame, Economic Development Planner II

Caitlin Cerame is currently a Planner II at WFRPC where her work focuses primarily on community and economic development. Caitlin manages the U.S. Economic Development Administration (EDA) Planning Assistance grant and oversees the region's Comprehensive Economic Development Strategy (CEDs). Caitlin also staffs FDOT District 3 commuter assistance program, WFRPC's Brownfields program, and is responsible for comprehensive planning duties. Caitlin has a B.A. in Political Science and M.A. in Urban and Regional Planning with a concentration in GIS.

Jessica Paul, GIS Coordinator II

Jessica Paul is the Geographic Information Systems (GIS) Coordinator II for WFRPC where her work focuses primarily on spatial data analysis and mapping for the region's three Transportation Planning Organizations. Prior to employment as GIS Coordinator, Jessica worked as a GIS Planner for the West Florida Regional Planning Council's Comprehensive Planning Division. Jessica has a B.S. in Environmental Science and an M. S. in Urban and Regional Planning from the University of Iowa. Jessica also received a Certificate in Geographic Information Science from the University of West Florida and is a certified Geographic Information Systems Professional.

West Florida Regional Planning Council

Technical Assistance for Holmes County

Scope of Work

Brittany Ellers, Public Involvement Coordinator

Brittany Ellers is a Public Involvement Coordinator at West Florida Regional Planning Council (WFRPC). Brittany previously worked as an Administrative Professional at WFRPC which gave her the opportunity to work closely with Planners in understanding the diverse programs at WFRPC. Brittany has experience in social media management, adobe creative suite, website maintenance, news releases, and event coordination. Brittany has extensive experience in customer service. She works diligently to build and maintain relationships with the community and organizations throughout the region.

Austin Mount, Executive Director

Austin Mount was selected as the Executive Director of West Florida Regional Planning Council in 2015. Prior to joining WFRPC, Austin served as the Executive Director of the Kaysinger Basin Regional Planning Commission (KBRPC) for five years. Under his leadership, the KBRPC received two National Association of Development Organizations (NADO) awards, and was nominated for an additional two innovation awards. In his total 11 years at KBRPC, Austin was involved in a wide range of programs including economic and community development, Community Development Block Grants (CDBG), transportation, and brownfields. Austin received his B.S. in Business Administration, Marketing from the University of Central Missouri.

4



Agenda Item Number: 2

Meeting Date: November 21, 2016

SUBJECT: Professional Staff Services Agreement between the West Florida Regional Planning Council (WFRPC) and the City of Destin

BACKGROUND: The proposed technical assistance project is to analyze current Comprehensive Plan policies as they relate to Total Floor Area Ratio, Multi-Modal Transportation District, and Parking Standards and to determine what is most appropriate for the City, based on the character of the community and the outcome of the initial City Council workshop in June.

Staff will develop new strategies and policies that incorporate the policy direction set forth by the City Council. Based upon staff analysis of the issues, new Comprehensive Plan amendments will be proposed that meet the intent and purpose of the project. These planning tools will aid staff and the City Council in guiding development that reflects a certain vision for development and quality of life in Destin.

FUNDING SOURCE: City of Destin

FUNDING AMOUNT: \$32,000

FUNDING PERIOD: West Florida Regional Planning Council (WFRPC) will have 8 months from the execution of the agreement to complete the project.

ATTACHED: Agreement and Scope of Work

RECOMMENDED ACTION: Approval to authorize the WFRPC chairman to sign the agreement for professional staff services between WFRPC and City of Destin. Please contact Caitlin Cerame, WFRPC staff, at caitlin.cerame@wfrpc.org or (850) 332-7976, Extension 203 if additional information is needed.

AGREEMENT FOR PROFESSIONAL STAFF SERVICES
BY AND BETWEEN THE
WEST FLORIDA REGIONAL PLANNING COUNCIL
AND THE CITY OF DESTIN

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

I. PURPOSE

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

II. WFRPC RESPONSIBILITIES

- A. WFRPC shall provide professional technical assistance in accordance with the negotiated Scope of Work, Attachment A.

III. CITY RESPONSIBILITIES

- A. The CITY 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 \$32,000. WFRPC will submit an invoice to the CITY upon the submission of all deliverables. Subject to receipt of an invoice from WFRPC, the CITY agrees to pay WFRPC within thirty (30) days of receiving such invoice.

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 final submission of all deliverables. At any time, either the CITY 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 CITY for work completed up to the date of termination.

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

CITY 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 CITY. 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. If the contractor has questions regarding the application of Chapter 119, Florida Statutes, to the contractor's duty to provide public records relating to this contract, contact the custodian of public records at: 4200 Indian Bayou Drive, Destin, Florida 32541; (850) 837-4242; rbailey@cityofdestin.com.

VIII. REPRESENTATIVES FOR THE PARTIES

In all matters relating to the performance of this Agreement, the City Manager shall represent and act for the CITY and the Executive Director of WFRPC shall represent and act for WFRPC.

IX. 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 Okaloosa 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 Okaloosa 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.

X. 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 CITY 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 CITY, which would otherwise be barred under the Doctrine of Sovereign Immunity or by operation of law.

XI. 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.

XII. 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 CITY. 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.

XIII. 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.

XIV. 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.

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:

ATTEST:

WEST FLORIDA REGIONAL
PLANNING COUNCIL

Kurvin Qualls
Chairman

CITY OF DESTIN

Carisse LeJeune
City Manager



Kurvin Qualls, Chairman
Kasey Cuchens, Vice-Chair

Austin Mount, Executive Director

- Project Name:** City of Destin – RFP # 16-13-CD for Professional Planning Services
- Purpose:** To provide a comprehensive review and analysis of Total Floor Area Ratio, Multi-Modal Transportation District, and Parking Standards regulations. Staff will provide proposed Comprehensive Plan amendments and new policies to the Destin City Council.
- WFRPC Project Manager:** Kate Daniel
- WFRPC Team Staff:** Austin Mount, *Executive Director*
Kate Daniel, *Planning Manager of Community and Economic Development*
Jenny Cook, *AICP Transportation Planner and TPO Coordinator*
Caitlin Cerame, *Economic Development Planner*
Jill Lavender, *Transportation Planner*
Yuke Li, *Planner*
Kathy Saldana, *Public Involvement Coordinator*
- Coordination with Others:** City of Destin Staff
- Proposed Fee:** \$32,000
- Proposed Schedule:** West Florida Regional Planning Council (WFRPC) will present a project update to the City Council four (4) months after the contract is fully executed. Staff will present proposed Comprehensive Plan amendments to the Destin City Council and transmit to the Department of Economic Opportunity six (6) months after execution of the contract. Staff will present the proposed Comprehensive Plan amendments for final adoption to the Destin City Council eight (8) months after execution of the contract.

Project Overview

The proposed project is to analyze current Comprehensive Plan policies as they relate to Total Floor Area Ratio, Multi-Modal Transportation District, and Parking Standards and determine what is most appropriate for the City, based on the character of the community and the outcome of the initial City Council workshop in June. Staff will develop new strategies and policies that incorporate the policy direction set forth by City Council. Based upon staff analysis of the issues, new Comprehensive Plan amendments will be proposed that meet the intent and purpose of the project. These planning tools will aid staff and the City Council in guiding development that reflects a certain vision for development and quality of life in Destin.

Staff will provide a summary report of key findings and recommendations for each of the three topic areas and present an initial presentation to the City Council for review and input. Staff will incorporate City Staff and City Council feedback into proposed Comprehensive Plan amendments to be presented to the City Council at a public hearing. Once the amendments are transmitted to the Department of Economic Opportunity and other state agencies, staff will come back before the City Council for consideration of final adoption.

Tasks and Deliverables

Task One: Total Floor Area Ratio (T-FAR) Analysis

Staff will analyze T-FAR in each Future Land Use Designation to determine appropriate intensity. Staff will develop conceptual renderings of different T-FARs to communicate impact if a property achieved maximum T-FAR. Conceptual renderings will be compared to Tier 2 and Tier 3 development.

Deliverables: Summary report of T-FAR analysis including conceptual rendering.

Task Two: Density and Intensity Analysis

Staff will analyze current language in Policy 1-2.1.7 and reevaluate appropriate density and intensity for commercial, mixed use, and residential areas. Review will include how density and intensity is tracked as property is redeveloped and clarification of building height measurements.

Deliverables: Summary report of density, intensity, and height recommendations

Task Three: City Council Review of Developments

Staff will review current Land Development Code and policies requiring development review by the City Council and research mechanisms to trigger City Council review at appropriate times.

Deliverables: Summary report of City Council development review recommendations.

Task Four: Evaluation of Multi-Modal Transportation District

Staff will provide a comprehensive review of the City's Multi-Modal Transportation District within the Comprehensive Plan's Transportation Element and reevaluation credit and incentives system provided to

developers. Staff will research and propose new regulations that do not allow credits, unless there is a functioning multi-modal system in place.

Deliverable: Summary report of Multi-Modal Transportation District review and recommendations to implement a new transportation impact review system for the City of Destin.

Task Five: Parking Standards

WFRPC staff will review parking standards, waivers, and incentives within the Land Development Code and Comprehensive Plan. New strategies will be developed that accommodates adequate capacity based on use of buildings, including all seating and number of employees.

Deliverables: Summary report of parking standards review and recommendations.

Task Six: Parking Garage Financing

Staff will research long term planning and financing of parking structures to accommodate additional parking needs of the City.

Deliverable: Summary report of strategy recommendation to finance and plan for development of parking structures.

Task Seven: Presentation Update to Destin City Council

Staff will present findings from the summary reports of the three topics to the Destin City Council. Staff will collect input from the City Council to incorporate into proposed amendments.

Deliverable: PowerPoint presentation of key findings and recommendations.

Task Eight: Transmittal Presentation to Destin City Council

Staff will submit a staff report to City Staff with proposed amendments to be presented to the Destin City Council. Report will incorporate previous findings and justification from summary reports on the three topics of interest. Staff will present amendments to the City Council at a public hearing. An amendment package including one paper copy, and two electronic copies on a CD ROM in Portable Document Format (PDF) will be transmitted to the Department of Economic Opportunity and other state agencies. State Land Planning Agency will issue its comment letter to the city. The local government must receive comments from review agencies within 30 days of receipt of the proposed plan amendment package. .

Deliverable: Underline/Strikethrough of proposed amendments to Comprehensive Plan and Land Development Code. PowerPoint presentation of Comprehensive Plan Amendment Package to Destin City Council and confirmation of submission of Amendment Package to Department of Economic Opportunity, should the Council choose to transmit.

Task Nine: Adoption of updated Comprehensive Plan to Destin City Council

Staff will present the updated Comprehensive Plan amendments to the Destin City Council for review and adoption. Following adoption of the Comprehensive Plan amendment, WFRPC will submit five color hard copies and five CDs of the updated Comprehensive Plan to the City.

*Deliverable: Underline/Strikethrough document of proposed amendments to the Comprehensive Plan.
PowerPoint presentation of proposed Comprehensive Plan amendments to the Destin City Council for consideration to adopt.*

Deliverables Submission

Deliverables 1-6 will be submitted to the City Manager prior to first presentation to the Destin City Council. Deliverables 7-9 will be completed based upon the City's public hearing schedule and within the timeframe outlined in the Project Schedule.

Project Coordination

WFRPC staff and City staff will hold meetings by conference call to discuss the status of the project as needed.

Qualifications

The WFRPC has adequate facilities, equipment, and personnel to ensure prompt and efficient services to the City. A professional planner licensed to practice in the State of Florida, certified through the American Institute of Certified Planners (AICP), is employed by the WFRPC.

Experience

City of Destin Workshop Facilitation
City of Destin
Carisse LeJeune
850-837-4242

Chipley Comprehensive Plan Update
City of Chipley
Dan Minor
850-638-6350

City of Freeport Master Recreational Plan
City of Freeport
Council Woman Kasey Cuchens
850-835-2822

City of Chipley Community Redevelopment Plan Update
City of Chipley
Ted Everett
850-638-4157

Washington County Planning Staff Services
Washington County
Hank Hamilton
850-638-6200

Key Personnel

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.

Austin Mount, Executive Director

Austin Mount was selected as the Executive Director of West Florida Regional Planning Council in 2015. Prior to joining WFRPC, Austin served as the Executive Director of the Kaysinger Basin Regional Planning Commission (KBRPC) for five years. Under his leadership, the KBRPC received two National Association of Development Organizations (NADO) awards, and was nominated for an additional two innovation awards. In his total 11 years at KBRPC, Austin was involved in a wide range of programs including economic and community development, Community Development Block Grants (CDBG), transportation, and brownfields. Austin received his B.S. in Business Administration, Marketing from the University of Central Missouri.

Caitlin Cerame, Economic Development Planner II

Caitlin Cerame is a Planner II at the West Florida Regional Planning Council where her work focuses primarily on community and economic development. Caitlin manages the U.S. Economic Development Administration (EDA) Planning Assistance grant and oversees the region's Comprehensive Economic Development Strategy (CEDS). Caitlin also staffs FDOT District 3 commuter assistance program and WFRPC's Brownfields program. She is also responsible for Comprehensive Planning duties such as Local Government amendment reviews and DRI NOPC analysis. Caitlin has a B.A. in Political Science and M.A. in Urban and Regional Planning with a concentration in GIS.

Jenny Cook, AICP, Transportation Planner

Jenny Cook has over a decade of experience in project management and transportation planning. Her background includes a bachelor degree in history that focused on community development in the southeastern United States. Her graduate studies included public administration, technology in community planning and certification in geographic information systems through a continuous engineering education program with Auburn University and the Alabama Department of Transportation. Ms. Cook has previously worked as a planner for the Chattahoochee-Flint Regional Development Center (currently Three Rivers Regional Commission), PBS&J (Atkins) Engineering – Atlanta office, and the Alabama Department of Transportation. She is currently the TPO Coordinator for Bay County and has experience in Level of Service demand and analysis.

Jill Lavender, Transportation Planner

Jill Lavender is a Special Projects Coordinator with WFRPC since July of 2014. Jill has a Bachelor's Degree in Environmental Studies/Geography from UWF and a Master's Degree in Planning with a specialization in Transportation from FSU. Prior to coming to WFRPC, Jill worked for Imperial Calcasieu Regional Planning and Development Commission. Jill currently manages the Okaloosa-Walton Long Range Transportation Plan for the O-W TPO.

Yuke Li, Planner

Yuke Li is currently a Planner I at WFRPC where her work primarily focuses on the development of community profiles by using the Regional Economic Models, Inc. (REMI) and the Community Analyst tool. Yuke also works on geospatial analysis by applying Esri's ArcGIS online tools across the West Florida Regional Planning Council and Efficient Transportation Decision Making (ETDM). Yuke has a B.S. in Urban Ecology and MURP in Urban and Regional Planning with a concentration in Housing, Economic, and Community Planning.

Kathy Saldana, Public Involvement Coordinator III

Kathy Saldana is a Public Involvement Coordinator for the West Florida Regional Planning Council. She holds a Master of Arts in Communication and Digital Media and a Bachelor of Arts in Communication and Management from Saginaw Valley State University. Kathy has more than fifteen years of community outreach and management experience. Kathy relocated to Pensacola from Midland, Michigan where she served as the Community Outreach and Life Enrichment Manager at Mid-Michigan Health for 11 years. Kathy has a diverse background with a focus on customer satisfaction and corporate training. She has designed and implemented numerous programs and outreach endeavors, including the development of corporate training curricula, system customer service models, and most recently, a community advance care planning program, coordinating seven agency partners in a 14-county service area.

5



Agenda Item Number: 5

Meeting Date: November 21, 2016

SUBJECT: Brownfields Assessment Grant Proposal

BACKGROUND: The Environmental Protection Agency (EPA)'s Brownfields Program provides funding to empower states, communities, tribes, and nonprofits to prevent, inventory, assess, clean up, and reuse brownfield sites. The Brownfields Assessment Grants provide funding to inventory, characterize, assess, and conduct planning (including clean up planning), and community involvement related to brownfield sites. For community-wide proposals, applicants may request up to \$300,000 to assess sites for hazardous materials or petroleum contamination.

STUDY AREA: The grant would enable the WFRPC to conduct brownfield assessment projects in the cities and counties in the WFRPC area of responsibility.

FUNDING SOURCE: United States Environmental Protection Agency (EPA)

FUNDING AMOUNT: \$300,000 (\$150,000 Petroleum and \$150,000 Hazardous Materials)

FUNDING PERIOD: October 1, 2017 – September 30, 2020

RECOMMENDED ACTION: Approval for WFRPC staff to submit an application for EPA Brownfields Assessment Funding in the amount of \$300,000. Please contact Austin Mount at austin.mount@wfrpc.org or (850) 332-7976 x 201 if additional information is needed.

6



Agenda Item Number: 6

Meeting Date: November 21, 2016

SUBJECT: West Florida Regional Planning Council (WFRPC) Building Lease

BACKGROUND: The WFRPC's current building lease is due to expire on December 31, 2016. Earlier this year the landlord, MBR of Northwest Florida, LLC offered two renewal options. One option is a year to year renewal with a 3% annual increase, while the other is a ten year commitment with some discounted annual savings.

Prior to the September 2016 WFRPC board meeting Executive Director, Austin Mount requested advice on the issue from legal counsel, W.C. Henry. The attachment provided notes Mr. Henry's findings, which indicated that as a state agency, the WFRPC has statutory obligations when dealing with building space. He recommended that staff contact the Department of Management Services (DMS) for further assistance with procurement procedures.

After the September meeting staff contacted DMS and was informed that Regional Planning Councils are not required to obtain DMS approval for leasing or purchasing facilities. However, staff continues to investigate any procurement requirements that may need to be adhered to.

It is staff's recommendation that the lease at 4081 E. Olive Road, Suite A, in Pensacola be renewed for calendar year 2017 only at this time. This would allow time for further research and to follow proper procurement procedures for 2018 and future years.

ATTACHED: Lease addendum options provided by MBR of Northwest Florida, LLC and email correspondence from William C. Henry, Esq. of Burke Blue Hutchison Walters Smith

RECOMMENDED ACTION: Approval to amend the current building lease between MBR of Northwest Florida, LLC and the WFRPC to include an addition twelve months (January 2017 – December 2017) at a cost of \$16,414.08 per month, and to authorize the WFRPC chairman to sign the amended lease agreement. Please contact Austin Mount, WFRPC Executive Director, at austin.mount@wfrpc.org or (850) 332-7976 Extension 201 if additional information is needed.

MBR OF NORTHWEST FLORIDA, LLC
 LEASE TO WEST FLORIDA REGIONAL PLANNING COUNCIL
 COMPARISON OF LEASE EXTENSION AT CURRENT 3% ANNUAL INCREASE TO PROPOSED 10 YEAR EXTENSION

	<u>3% ANNUAL INCREASE</u>		<u>PROPOSED 10 YEAR EXTENSION</u>		<u>TOTAL SAVINGS</u>
	<u>MONTHLY</u>	<u>ANNUALLY</u>	<u>MONTHLY</u>	<u>ANNUALLY</u>	
YEAR 1	\$16,414.08	\$196,968.96	\$15,936.00	\$191,232.00	
YEAR 2	\$16,906.50	\$202,878.03	\$15,936.00	\$191,232.00	
YEAR 3	\$17,413.70	\$208,964.37	\$15,936.00	\$191,232.00	
YEAR 4	\$17,936.11	\$215,233.30	\$15,936.00	\$191,232.00	
YEAR 5	\$18,474.19	\$221,690.30	\$15,936.00	\$191,232.00	
YEAR 6	\$19,028.42	\$228,341.01	\$16,334.40	\$196,012.80	
YEAR 7	\$19,599.27	\$235,191.24	\$16,742.76	\$200,913.12	
YEAR 8	\$20,187.25	\$242,246.98	\$17,161.32	\$205,935.84	
YEAR 9	\$20,792.87	\$249,514.39	\$17,590.35	\$211,084.20	
YEAR 10	\$21,416.65	\$256,999.82	\$18,030.10	\$216,361.20	
TOTAL		<u>\$2,258,028.39</u>		<u>\$1,986,467.16</u>	<u>\$271,561.23</u>

Austin Mount

From: WC Henry <wchenry@burkeblue.com>
Sent: Monday, September 26, 2016 10:53 AM
To: Austin Mount
Cc: Nicole Davis
Subject: Renting Office Space

Austin

Here are some bullets on the Florida Statutes directing how WFRPC may lease office space:

- A Regional Planning Council (RPC) is authorized to lease real property. Sec. 186.505(13), FS.
- An RPC is a "state agency." Sec. 186.003(6), FS.
- The Florida Department of Management Services (DMS) has authority to oversee real estate leases by state agencies. Sec. 255.49(1), FS.
- DMS is authorized to establish procedures for leases of over 5,000 square feet. Sec. 255.249(4), FS.
- A state agency may not lease space without the prior approval of DMS. Sec. 255.25(2)(a), FS.
- A state agency must advertise a competitive solicitation for a lease of 5,000 square feet or more. Sec. 255.25(3)(a), FS. [This means you MAY NOT simply enter into an addendum to the existing MBR of Northwest Florida lease]
- State agencies are required to consult with DMS regarding consolidations and potential use of state-owned space. Sec. 255.25(1)(b), FS.

DMS should be able to help you with a search of the Pensacola market and with a competitive solicitation of a new lease.. I recommend you contact DMS and request their assistance as soon as possible.

WC

William C. Henry, Esq.



**16215 Panama City Beach Pkwy.
Panama City Beach, FL 32413
(850) 249-3453
(850) 236-4444
(850) 236-1313 Fax**

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7

Oral Report to be provided by WFRPC Executive Director, Austin Mount

8

Monthly Highlights to be distributed during the meeting

9

Florida-Alabama



Transportation Planning Organization

Grover C. Robinson, IV
Chairman

Rob Williamson
Vice Chairman

P.O. Box 11399 • 32524-1399 Pensacola, FL • Street Address: 4081 E. Olive Road-Suite A • 32514
P: 850.332.7976 • 1.800.226.8914 • F: 850.637.1923 • www.wfrpc.org

MEMORANDUM

DATE: September 9, 2016

TO: Mr. Bryant Paulk, AICP, FDOT Urban Liaison
Ms. Christy Johnson, AICP, FDOT Urban Liaison
Mr. Akhter Hossain, ALDOT

COPIES TO: TPO, TCC, and CAC members

FROM: Brian Youpatoff, TPO Coordinator

RE: TPO Actions Report - September 2016

The following items were discussed and acted upon by the Florida-Alabama Transportation Planning Organization (TPO) at the September 7, 2016 meeting. The TPO requests the Florida Department of Transportation (FDOT) to share this report with the appropriate department directors and to take action if requested by the TPO. Copies are sent to local government representatives for coordination with local plans.

PROJECT PRIORITIES

The TPO approved Resolution FL-AL 16-29 adopting the Fiscal Year 2018 – Fiscal Year 2022 Project Priorities. The overall Project Priorities was approved, by roll call vote, with 11 TPO members in favor and 1 member opposed. This action maintains the October 1, 2016 deadline for submitting the Project Priorities to the Florida Department of Transportation (FDOT) and the Alabama Department of Transportation (ALDOT).

The TPO modified the priorities to move project number 30 (17th Avenue Interchange) to project number 1 in the Non-Strategic Intermodal System (SIS) Project Priorities and the corresponding priorities will move down one each with the caveat that it will not impact existing priorities normal funding; and, if funding from cost savings from other projects in the state does not fund this project for construction by September 7, 2017, the 17th Avenue Interchange will be changed from the number 1 priority to the number 13 priority falling behind the US 98 from Bayshore Drive to Portside Drive project. The change to the Project Priorities was approved, by roll call vote, with 10 TPO members in favor and 2 members opposed.

QUINETTE ROAD BRIDGE PROJECT

The TPO approved Resolution FL-AL 16-35 supporting ranking County Road 184 (Quintette Road) Bridge Project and funding with Bridge Replacement Program funds. This action enhances the safety of the County Road 184 (Quintette Road) bridge.



TITLE VI AND NONDISCRIMINATION POLICY AND PLAN INCLUDING LIMITED ENGLISH PROFICIENCY

The TPO approved Resolution FL-AL 16-30 approving the updated Title VI and Nondiscrimination Policy and Plan Including Limited English Proficiency (LEP). This action provides compliance with Title VI of the Civil Rights Act of 1964.

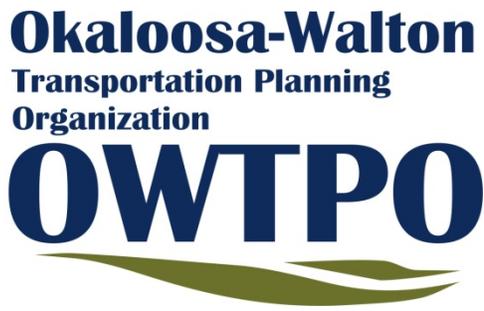
TRANSPORTATION IMPROVEMENT PROGRAM

The TPO approved Resolution FL-AL 16-31, by unanimous roll call vote, amending the Fiscal Year 2017 – Fiscal Year 2021 Transportation Improvement Program (TIP), adding lighting retrofits on State Road 292 (Barrancas Avenue) from 2nd Street to West Herman Avenue. This action ensures the FDOT can authorize funding for this project.

The TPO approved Resolution FL-AL 16-32, by unanimous roll call vote, amending the Fiscal Year 2017 – Fiscal Year 2021 TIP, adding lighting retrofits on State Road 295 (South Navy Boulevard) from Sunset Avenue to County Road 298 A (Jackson Street). This action ensures the FDOT can authorize funding for this project.

The TPO approved Resolution FL-AL 16-33, by unanimous roll call vote, amending the Fiscal Year 2017 – Fiscal Year 2021 TIP, adding lighting retrofits on State Road 298 (Lillian Highway) from North 69th Avenue to North 57th Avenue. This action ensures the FDOT can authorize funding for this project.

The TPO approved Resolution FL-AL 16-34, by unanimous roll call vote, amending the Fiscal Year 2017 – Fiscal Year 2021 TIP, adding lighting retrofits on State Road 281 (Avalon Boulevard) from State Road 8 (I-10) East Bound Ramp to Carroll Road. This action ensures the FDOT can authorize funding for this project.



Dick Rynearson
Chairman

Amy Jamieson
Vice Chairman

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MEMORANDUM

DATE: October 6, 2016

TO: Mr. Bryant Paulk, AICP, FDOT Urban Liaison
Ms. Christy Johnson, AICP, FDOT Urban Liaison

COPIES TO: TPO, TCC, and CAC Members

FROM: Mary Beth Washnock, TPO Coordinator
Jenny Cook, TPO Coordinator

RE: TPO Actions Report – September 22, 2016

The following items were discussed and acted upon by the Okaloosa-Walton TPO at the September 22, 2016 meeting. The TPO requests the Florida Department of Transportation (FDOT) to share this report with the appropriate department directors and to take action if requested by the TPO. Copies are sent to local government representatives for coordination with local plans.

TRANSPORTATION IMPROVEMENT PROGRAM

The TPO approved the following resolutions:

Resolution O-W 16-20: Amending the Fiscal Year (FY) 2017 – FY 2021 Transportation Improvement Program (TIP) Adding Project Development and Environment (PD&E) Funds for County Road (CR) 4 (Antioch Road) from Egan/Bel Aire Drives to South Garrett Pit Road.

Resolution O-W 16-22: Amending the Fiscal Year (FY) 2017 – FY 2021 Transportation Improvement Program (TIP) Adding New Roadway Lighting at All Existing Signalized Intersections on State Road (SR) 30 (US 98) from SR 189 (Beal Parkway Southwest) to Airport Road.

Resolution O-W 16-23: Amending the Fiscal Year (FY) 2017 – FY 2021 Transportation Improvement Program (TIP) Adding New Roadway Lighting at the Existing Signalized Intersection of State Road (SR) 145 (Perry Avenue Southeast)



“...planning for the transportation needs of the Okaloosa-Walton Urbanized Area...”

Resolution O-W 16-24: Amending the Fiscal Year (FY) 2017 – FY 2021 Transportation Improvement Program (TIP) Adding New Roadway Lighting at All Existing Signalized Intersections on State Road (SR) 189 (Beal Parkway Northeast) from Hollywood Boulevard to Carmel Drive/Clifford Street

Resolution O-W 16-25: Amending the Fiscal Year (FY) 2017 – FY 2021 Transportation Improvement Program (TIP) Adding Lighting Retrofit at the Existing Signalized Intersection of State Road (SR) 30 (US 98) at Sandestin Boulevard.

TRANSPORTATION PROJECT PRIORITIES

The TPO Adopted the Fiscal Year (FY) 2018 – FY 2022 Project Priorities, Resolution O-W 16-21. There were no questions or comments from the board, and there were no speakers for the public hearing.

TPO ADMINISTRATION

The TPO approved Resolution O-W 16-19 Approving Task Order 2016 – 01 Interlocal Agreement Between the Okaloosa-Walton Transportation Planning Organization (TPO) and the Crestview Community Redevelopment Agency (CRA) to Prepare a Master Plan for the Redevelopment Area.



“...planning for the transportation needs of the Okaloosa-Walton Urbanized Area...”



Mike Nichols
Chairman

Pamn Henderson
Vice Chairman

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MEMORANDUM

DATE: 10/3/2016

TO: Ms. Suzanne Lex, FDOUrban Liaison
Mr. Starsky Harrell, FDOT Urban
Liaison

COPIES TO: TPO, TCC, and CACMembers

FROM: Jenny Cook, TPO Coordinator

RE: TPO Actions Report – April 2016

The following items were discussed and acted upon by the Bay County Transportation Planning Organization (TPO) at the September 21, 2016 meeting. The Florida Department of Transportation (FDOT) has requested a copy of this report so the appropriate FDOT department directors can take action as requested by the TPO. Copies are sent to local government representatives for coordination with local plans.

TPO ADMINISTRATION

- The TPO gave consent to the TPO Chairman to approve Transit Staff, TPO Attorney, and TPO Chairman to begin the review of the parcel and negotiate the leasing agreement with the City of Panama City Beach
- The TPO gave consent to the TPO Chairman to authorize the participation of the Bay Town Trolley in the Chautauqua Learn and Serve Charter School, Harvest Trolley Non-Perishable Food Drive.
- The TPO approved the amendment to the FY 2017-2021 Transportation Improvement Program (TIP) to Add Lighting Retrofits on SR 30 (us 98) Front Beach Road from SR 79 to Laurie Avenue.
- The TPO approved the amendment to the FY 2017-2021 Transportation Improvement Program (TIP) to Add Lighting Retrofits on SR 30A (US98) Back Beach Road from SR 79 to Richard Jackson Boulevard.
- The TPO approved the TPO Chairman to authorize the referenced vehicles are available to become surplus: transit vehicles #0704, #0710, #0102, #0103, and #0104. Councilman Solis seconded the motion and it was passed unanimously.

PROJECT PRIORITIES

- The TPO adopted the Bay County TPO FY 2018-2022 Project Priorities with the following recommended changes:
 - a. Table 2 Non-SIS Priorities – Moved Multimodal Studies from #5 to #25 (last) and separating #7 Park and Ride Lots into two projects #6 SR 77 and SR 20 Park and Ride Lot and #7 US 231/Inland Port Park and Ride Lot.
 - b. Table 15 Congestion Mitigation and Air Quality priorities – Remove Priority #1 Clean Cities Coalition leaving \$225,000 TPO Alternative Fuel Initiative as Project #1.

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Kurvin Qualls, Chair
Kasey Cuchens, Vice-Chair

Austin Mount, Executive Director

West Florida Regional Planning Council Meeting Dates for 2017

**THE FOLLOWING MEETING DATES ARE TENTATIVE UNTIL CONFIRMED TWO
WEEKS PRIOR**

Meetings are usually held the third Monday of the month at 3:30 pm in the Okaloosa County Administrative Building training room:
1250 N. Eglin Parkway, Shalimar, FL 32579.

Executive Committee meetings are held at 3:00 pm in the same room

January 17 (Tuesday)

February 21 (Tuesday)

March 20

April 17

May 15

June 19

July 17

August 21

September 18

October 16

November 13

December 11

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